

2026-2027

Global Health Institute

Academic Catalog

Volume 15

July 1, 2026 - June 30, 2027



Main Campus and Administrative Offices
30 South Quaker Lane
Suite 220
Alexandria, VA 22314
Telephone: 703- 212-7410
Fax: 703-212-7414
Website: www.global.edu

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Dear Students,

Welcome to the Global Health Institute! I am honored to greet you as both the Founder and Director of this institution. As a Registered Nurse and Board-Certified Nurse Practitioner with over 20 years of experience in healthcare, I am deeply committed to your journey of learning, growth, and service.

At Global Health Institute, our mission is to empower students from diverse backgrounds to become compassionate, skilled, and innovative healthcare professionals. We believe in the power of education to transform lives—not only those of our students, but also the countless individuals and communities each of you will impact throughout your careers.

Always remember that you are part of a supportive and dynamic community. Our faculty and staff provide a rigorous, relevant, and inspiring educational experience, tailored to the evolving needs of today's global healthcare evolution.

As you embark on your studies, I encourage you to approach every challenge with curiosity, integrity, and resilience. Remember that the journey to excellence is paved with hard work, collaboration, and a commitment to continual learning.

On behalf of the entire Global Health Institute family, I wish you a rewarding and successful academic year. We are proud to be part of your story.

With warm regards,

Mariatu Kargbo, MSN, NP-BC
Founder & Director
Global Health Institute

Attention: Students

It is the responsibility of every student to understand and adhere to the guidelines, policies, and procedures outlined in this catalog, as well as those available on the Global Health Institute (GHI) website and in the preceptorship package. We encourage you to review these materials thoroughly. If you have any questions or require clarification, please feel free to reach out to our administrative staff.

General Information

Approvals

All programs listed in this catalog are approved or certified by the following agencies:

- **State Council of Higher Education for Virginia (SCHEV)**
Commonwealth of Virginia
101 North Fourteenth Street, 10th Floor
James Monroe Building
Richmond, Virginia 23219
Phone: 804-225-2600
- **Virginia Board of Nursing**
Department of Health Professions
Perimeter Center
9960 Maryland Drive, Suite 300
Henrico, Virginia 23233-1463
Phone: 804-367-4400
Fax: 804-527-4475

Faculty

Name	Education & Degrees	Courses Taught	Status
Mariatu Kargbo	George Mason University, Concord Law School	Introduction to Nursing, Medical Surgical Nursing I, Medical Surgical Nursing I Clinical, Medical Surgical Nursing II, Medical Surgical Nursing II Clinical, Maternity Nursing, Maternity Nursing Clinical, Pediatric Nursing, Pediatric Nursing Clinical, Integrated Concepts, and Integrated Concepts Clinical	Full-Time (FT)
	BS in Marketing, RN, MSN, BC-FNP, eJD		
Wilda Black	Capella University, University of Phoenix, University of Oklahoma, University of Arkansas	Structure & Function, Diet and Nutrition, Geriatric Nursing, Geriatric Nursing Clinical, Psychiatric Nursing, Fundamentals of Nursing, Medical Surgical Nursing II	Part-Time (PT)
	RN, MSN/ED, master's in human relations, PhD in Nursing Education		
	RN, BSN		

Leticia Evans	University of Panama, George Mason University	Fundamentals of Nursing, Fundamentals of Nursing Clinical, Geriatric Nursing, Geriatric Nursing Clinical, Medical Surgical Nursing I, Medical Surgical Nursing I Clinical, Medical Surgical Nursing II, Medical Surgical Nursing II Clinical, Integrated Concepts, Integrated Concepts Clinical	Part-Time (PT)
	RN, MSN		
Alma Holley	Bradley University, Tulane University, University of North Carolina Chapel Hill	Maternity Nursing, Maternity Nursing Clinical, Pediatric Nursing, Pediatric Nursing Clinical, Medical-Surgical Nursing I, Medical Surgical Nursing I Clinical, Medical Surgical Nursing II, and Medical Surgical Nursing II Clinical	Part-Time (PT)
	RN, MPH		
	RN, BSN, MSN, DNP		
Alanvin Orpia	University of the East Ramon Magsaysay, Memorial Medical Center-College of Medicine, University of the Philippines, Grand Canyon University	Medical Surgical Nursing I Clinical, Psychiatric Nursing, Maternity Nursing, Maternity Nursing Clinical, Pediatric Nursing	Part-Time (PT)
	RN, MD		
Rubi Despert	University of Santo Tomas, Concordia College RN, BSN, MSN, PHD	Medical Surgical Nursing I, Medical Surgical Nursing I Clinical, Medical Surgical Nursing II, Medical Surgical Nursing II Clinical, Fundamentals of Nursing, Fundamentals of Nursing Clinical, Structure & Function, Pediatric Nursing, Pediatric Nursing Clinical, Geriatric Nursing, and Geriatric Nursing Clinical	Part-Time (PT)
Francis Nuwah	Crimea State Medical University Stratford University MD, MHA	Structure & Function, Diet & Nutrition	Part-Time (PT)
Innocent Monya-Tambi	Howard University Doctor of Medicine	Structure & Function, Diet & Nutrition	Part-Time (PT)

Administrative Staff

Name	Responsibility	Degrees
Mariatu Kargbo	Director of Nursing, President, and Executive Director	BS in Marketing, RN, MSN, BC-FNP, eJD
Malaika Amoakohene	Registrar / Billing and Clinical	BS in Marketing

	Coordinator	
Augustine Amoakohene	Admissions and Reception	High School Diploma Onsite Training
Chidilim Nwosu	Marketing Manager	BS in Marketing
Naquanda Mack	Director of Compliance	Doctor of Philosophy Psychology (ABD) Masters of Arts Counseling Bachelor of Science in Political Science/English

Academic Calendar: July 1st, 2026 – June 30th, 2027

Description	Event Date
Independence Day (Campus Closed)	Friday, July 3, 2026
Labor Day (Campus Closed)	Monday, September 7, 2026
Fall - Schedule of Classes Available in Populi	Thursday, November 5, 2026
Fall - First Day of Class	Thursday, November 5, 2026
Winter - Admission Start Date	Tuesday, November 10, 2026
Fall Start Dropout Deadline (100% Refund)	Thursday, November 26, 2026
Veterans Day (Campus Closed)	Wednesday, November 11, 2026
Thanksgiving Recess (Campus Closed)	November 26–27, 2026
Last Day for Fall 2025 Classes	Friday, December 18, 2026
Winter Break	December 21, 2026 – January 3, 2027
Winter - Admission Deadline	Tuesday, January 19, 2027
Martin Luther King Jr. Day (Campus Closed)	Monday, January 18, 2027
Winter – First Day of Class	Wednesday, January 27, 2027
Summer Admission Start Date	Monday, March 1, 2027
Good Friday (Campus Closed)	Friday, March 26, 2027
Summer First & Last Day of Class (18-Month Track)	Tuesday, May 4, 2027
Memorial Day (Campus Closed)	Monday, May 31, 2027
Juneteenth (Campus Closed)	Friday, June 18, 2027
Summer First & Last Day of Class (15-Month Track)	Wednesday, June 30, 2027
Fall Admission Start Date	Wednesday, June 30, 2027

Philosophy, Mission Statement, Objectives, Ownership, and Governance

Philosophy

The philosophy of Global Health Institute (GHI) centers on fundamental healthcare concepts including clients, their environment, health, and the discipline of nursing. These beliefs reflect our faculty's commitment to effective learning and education.

At GHI, we believe every individual is a unique contributor to society, deserving of safe, equitable, and non-discriminatory healthcare services.

Recognizing the ever-evolving nature of healthcare, our faculty acknowledges that care extends beyond hospitals and long-term care to outpatient settings emphasizing disease prevention, health promotion, and rehabilitation.

We view education as a lifelong journey essential for adapting to ongoing medical advancements and the rich cultural diversity in the United States.

Our faculty stays current with contemporary nursing practices and educational methodologies, striving to prepare competent healthcare providers through rigorous academic and clinical training. Our goal is to instill core values, attitudes, and ethics that enable students to fulfill their healthcare roles effectively and positively impact lives.

Mission Statement and Program Objectives

Passionate Education

We prepare healthcare providers who are able to adapt and function within the changing healthcare system by providing quality of care. We are committed to provide:

1. Education and training to become Practical Nurses.
2. Academic and support services to serve the needs of our students.
3. Knowledge and skills to support immediate employment goals.
4. A system of curriculum review to ensure appropriate and current programs for our students.
5. Lifelong career seeking skills for our graduates.
6. An environment to empower our employees to reach the limits of their potential in their professional and personal lives.

Inclusive Environment

At GHI, it's easy to feel at home.

We embrace and celebrate the diverse backgrounds and foster a learning environment rooted in mutual respect, allowing students to express their unique personalities.

Compassion

We believe that exceptional care begins with compassion.

Our faculty lead by example, demonstrating integrity and kindness in every interaction, teaching our students to do the same because healing starts with feeling seen and cared for.

Ownership and Governance

Global Health Institute is a Private Limited Liability Company (LLC) registered in the Commonwealth of Virginia and located in Alexandria. Founded in 2004 by Ms. Mariatu Kargbo, RN, MSN, FNP-BC, who serves as Director of Nursing and Administrator, GHI reflects her lifelong dedication to nursing.

GHI's philosophy, vision, mission, and governance are grounded in Ms. Kargbo's belief that exceptional nursing education is essential for outstanding nursing care. This belief forms the foundation of the organization's core values.

Responsibilities of the Owner

- Uphold GHI’s mission and philosophy, ensuring the school produces high-quality nurses to serve communities and beyond.
- Provide a safe and conducive environment for students, faculty, and staff to realize their full potential.
- Ensure adherence to GHI’s principles and procedures, publicizing amendments with consent from affected parties.
- Maintain privacy and protect the rights of all members of the GHI community.
- Promote a culture of academic integrity by:
 - Ensuring faculty quality remains high.
 - Supporting faculty professional decisions.
 - Ensuring student representation in governance.
- Maintain financial stability and adequate insurance.
- Foster positive relationships with GHI partners.
- Set and pursue short- and long-term goals with positive outcomes.

Duties of the Owner

- Prevent personal interests from conflicting with GHI’s academic and professional goals.
- Ensure ownership status is not used detrimentally to other members.
- Make informed decisions in the best interests of GHI and its members.
- Prevent excessive debt that could threaten the school’s operations.

Powers of the Owner

The owner holds responsibility for planning and executing all GHI policies and is empowered to:

- Waive existing statutes if necessary to safeguard GHI’s proper existence.
- Overrule decisions by any GHI personnel or offices that contradict the school’s greater purpose.
- Reverse employment decisions if deemed in the best interest of the school, with no discrimination based on protected classes.

Policy Statement

Global Health Institute (GHI) has developed policies that align with standard educational practices, state regulations, and accrediting requirements to effectively serve our students. These internal policies serve as guidelines to uphold high standards, ensure compliance, and create opportunities for positive student outcomes. The Administrator retains discretion to make exceptions to these policies when necessary.

Global Health Institute History

Global Health Institute is a private higher education institution specializing in nursing, located in Alexandria, Virginia. Since its founding in 2004, GHI has been dedicated to preparing nursing professionals for successful careers. Over the past decade, the school has significantly expanded its student body, academic programs, facilities, and staff.

The founder and administrator, Ms. Mariatu Kargbo, is an accomplished entrepreneur and educator committed to lifelong learning and creating opportunities for individuals seeking meaningful careers. Her passion for inspiring others motivated her vision of establishing a nursing school. Ms. Kargbo holds multiple degrees from George Mason University, including a bachelor’s in marketing, a bachelor’s in nursing, and a master’s in nursing. Additionally, she

earned a law degree from Concord Law School. Prior to founding GHI, she gained extensive clinical experience as a registered nurse in medical-surgical and intensive care units, and as a family nurse practitioner.

GHI's philosophy, vision, mission, and governance are deeply rooted in Ms. Kargbo's lifelong dedication to nursing. Her combined expertise in clinical practice, education, healthcare marketing, and business management uniquely qualifies her to lead the institute.

The institute is fully committed to delivering a rigorous nursing curriculum that meets the standards set by the Virginia State Board of Nursing and the State Council of Higher Education for Virginia (SCHEV).

Physical Description

GHI operates in a 5,000-square-foot facility that includes three classrooms and one laboratory. These spaces are furnished with well-structured tables and chairs to create an optimal learning environment. The laboratories are equipped with both high-fidelity and low-fidelity mannequins, providing ample resources to support all courses offered.

Essential Competencies and Reasonable Accommodation Policy

Global Health Institute (GHI) is committed to providing equal access to its educational programs and activities for qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and other applicable federal and state requirements. GHI provides reasonable accommodations to qualified students with documented disabilities through its established accommodation process.

Essential Competencies for the Practical Nursing Program

The Practical Nursing program includes academic, laboratory, simulation, and clinical learning experiences that prepare students to provide safe and effective nursing care. Students must be able to demonstrate the essential competencies of the program, with or without reasonable accommodation.

Essential competencies include, but are not limited to:

- **Communication:** Ability to communicate effectively and appropriately with patients, families, faculty, clinical staff, and members of the healthcare team and to receive, interpret, document, and convey information necessary for safe patient care.
- **Emotional and Behavioral:** Ability to demonstrate accountability, responsibility, professional conduct, emotional stability, adaptability, and appropriate responses to stressful or changing situations encountered in academic and clinical environments.
- **Cognitive and Critical Thinking:** Ability to acquire, understand, retain, apply, analyze, and integrate information; exercise clinical judgment; solve problems; establish priorities; follow instructions; and make timely decisions necessary for safe nursing practice.
- **Physical and Motor:** Ability to perform the physical and motor activities necessary for nursing care, including positioning and assisting patients, performing nursing procedures, administering medications, providing cardiopulmonary resuscitation (CPR), using clinical equipment, and completing other required laboratory and clinical activities. Students must be able to meet applicable clinical-site safety and patient-handling requirements, with reasonable accommodation when appropriate.

- **Sensory and Observation:** Ability to obtain and interpret information necessary for patient assessment and safe nursing care through appropriate visual, auditory, tactile, or other sensory means, with or without reasonable assistive devices or accommodations.

Reasonable Accommodations

GHI recognizes that a student may be able to meet an essential competency through an alternative method or with the use of a reasonable accommodation. Accommodations are therefore evaluated individually based on the student's documented needs, the requirements of the Practical Nursing program, and the specific academic or clinical environment.

Reasonable accommodations may include appropriate academic adjustments, assistive technology, accessible instructional materials, testing accommodations, or other modifications determined through GHI's established accommodation process.

An accommodation will not be denied solely because a student has a disability. However, an accommodation is not considered reasonable when it would fundamentally alter an essential academic or clinical requirement, eliminate an essential program competency, lower required academic or professional standards, or create a direct threat to the health or safety of the student or others that cannot be sufficiently reduced through reasonable accommodation.

Essential competencies and required learning outcomes are not waived. Students receiving accommodations remain responsible for meeting the academic, laboratory, simulation, clinical, safety, and professional requirements applicable to the Practical Nursing program.

Requesting an Accommodation

Students seeking an accommodation should follow GHI's established Disability Accommodation Plan and Procedure and submit the required request and supporting documentation to the designated school official. Students are encouraged to request accommodations as early as possible so that GHI has sufficient time to engage in an individualized review and, when appropriate, arrange approved accommodations. Requests may also be made after enrollment or when a need for accommodation arises. GHI will engage in an individualized and interactive process with the student to determine appropriate reasonable accommodations. Information regarding a student's disability and accommodation request will be handled in accordance with applicable confidentiality and privacy requirements. Approved accommodations will be communicated to appropriate faculty or staff on a need-to-know basis for implementation. Students should not independently arrange modifications to academic, laboratory, simulation, or clinical requirements without approval through GHI's accommodation process.

Clinical Education and External Clinical Sites

Students participating in clinical education must comply with applicable safety, professional, and facility requirements. GHI will work with students and, when necessary, clinical affiliates to determine whether an approved accommodation can be reasonably implemented within the clinical environment. Clinical affiliates may have legitimate health, safety, technical, or operational requirements that apply to individuals participating at their facilities. GHI will address accommodation needs on an individualized basis and will not guarantee placement at a particular clinical site when the requested accommodation cannot reasonably be implemented at that location.

Program Completion and Licensure

GHI will make reasonable efforts to provide qualified students with disabilities equal access to the Practical Nursing program. Students must nevertheless successfully complete all required

program outcomes and competencies, with or without reasonable accommodation, to meet GHI's graduation requirements. Completion of the Practical Nursing program does not itself guarantee eligibility for professional licensure. Licensure requirements are established by the applicable state licensing authority, and students are responsible for satisfying the requirements of the jurisdiction in which they intend to seek licensure.

Non-Discrimination

GHI prohibits discrimination against qualified individuals on the basis of disability and will not retaliate against a student for requesting or receiving a reasonable accommodation. Questions regarding disability accommodations or the accommodation process should be directed to the GHI administrator designated to coordinate student accommodation requests.

Academic Freedom

GHI is committed to fostering freedom of expression and inquiry. We strive to create an academic environment that encourages rigorous dialogue while respecting collegiality, civility, and diversity among students, faculty, and staff.

Practical Nursing Program: Admission and Licensing Information

Definition of Practical Nursing

The Commonwealth of Virginia Board of Nursing defines Practical Nursing as:

"Practical Nursing or Licensed Practical Nursing means the performance for compensation of selected nursing acts in the care of individuals or groups who are ill, injured, or experiencing changes in normal health processes; in the maintenance of health; in the prevention of illness or disease; or subject to such regulations as the board may promulgate. Practical Nursing requires knowledge, judgment, and skill in nursing procedures gained through prescribed education. It is performed under the direction or supervision of a licensed medical practitioner, professional nurse, registered nurse, or other licensed health professional authorized by Board regulations."

Program Overview

All instruction is delivered only in English

Global Health Institute (GHI) offers 15-month (65 weeks) and 18-month (78 weeks) Practical Nursing plans designed to prepare students to succeed on the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Graduates are eligible for Practical Nurse positions across various healthcare settings.

Program Options

- **Residential Option:** Traditional in-person classes and clinical experiences with direct faculty interaction.

Program Structure

- **15-Month Track:** Two days/week pre-clinical courses; one day/week clinical; 1,328 clock hours (44 credits) over 65 weeks.

- **18-Month Track:** Begins with the Structure and Function course (138 clock hours/4.6 credits) one day/week, followed by the 15-month schedule; total 1,328 clock hours (44 credits) over 78 weeks.

Discrimination Policy

GHI is committed to an inclusive learning environment and does not discriminate based on age, sexual preference, race, color, religion, gender, disability, national origin, citizenship status, veteran status, marital status, or any other protected class.

All accepted students must attend a mandatory Orientation Program reviewing program structure, curriculum, and catalog details.

Student Physical Location and Residency Policy

I. Purpose

In compliance with U.S. Department of Education regulations, Global Health Institute (GHI) maintains a policy to determine and document the physical location of students at the time of enrollment and upon any subsequent change. This policy ensures consistent application to all students and transparency regarding the impact of physical location on program completion, licensure eligibility, and credentialing.

II. Determination of Student Physical Location at Enrollment

At the time of initial enrollment, GHI determines each student's physical location based on verifiable documentation. Acceptable documentation includes, but is not limited to:

Government-issued identification displaying current address (e.g., driver's license, state ID)

Current lease agreement or property deed

Recent physical mail addressed to the student at their residence

If none of the above can be provided, a notarized letter from an adult with knowledge of the student's residence may be accepted

This information is entered into the Student Information System (Populi) and serves as the basis for determining student residency and applicable state credentialing requirements. This process is uniformly applied to all students to ensure compliance and fairness.

Student Attestation for Professional Licensure Form:

Global Health Institute (GHI) enrolls students who may reside or seek licensure outside of Virginia. Completion of the Practical Nursing program and successful completion of the NCLEX-PN do not guarantee licensure in Virginia or any other state or jurisdiction. Each state or jurisdiction establishes its own requirements for Practical Nurse licensure, and students are responsible for meeting the requirements of the state in which they intend to become licensed. GHI must maintain an accurate record of each student's physical location. Students must notify GHI of any change in residence, particularly when relocating outside Virginia, Maryland, or the District of Columbia, so that GHI can review the applicable state's educational requirements. GHI cannot guarantee that its Practical Nursing program meets the licensure requirements of every state or jurisdiction.

All students must complete the Student Physical Location and Residency Form, which requires students to:

1. Disclose their physical location at initial enrollment and the state or jurisdiction in which they intend to seek employment/licensure.
2. Acknowledge that licensure requirements vary by state and that GHI cannot guarantee its program meets the educational requirements for licensure in every state or jurisdiction.
3. Attest that they understand their responsibility to meet the licensure requirements established by the state or jurisdiction in which they intend to seek licensure.
4. Confirm that they have reviewed the Out-of-State Licensure Disclosure on page 13 regarding licensure outside of Virginia.

Students must promptly notify GHI of any change in their physical location while enrolled.

III. Notification of Change in Physical Location

Students are required to notify GHI promptly if their physical location changes during enrollment. This notification can be provided through any of the following methods:

Email to the Admissions

In-person notification at GHI's reception office

Certified mail addressed to Global Health Institute, ATTN: Registrar's Office

Failure to notify GHI of a change in physical location may impact a student's enrollment status, program completion, and eligibility for licensure or credentialing.

IV. Impact of Physical Location on Program Completion and Credentialing

Students' physical location, and any changes thereto, may affect their ability to complete the program or obtain licensure or certification necessary for employment.

GHI's Practical Nursing program is approved by the Virginia Board of Nursing and prepares students for the NCLEX-PN licensure in Virginia. Graduates residing in states where GHI's curriculum meets state educational requirements are eligible to apply for licensure.

GHI currently authorizes students residing in the following states to pursue licensure using its curriculum:

Virginia (primary state)

Maryland

District of Columbia

Georgia

For students relocating out-of-state during enrollment, GHI will notify the student within 14 calendar days of the change. This notification will:

Confirm whether the Practical Nursing curriculum meets the licensure requirements of the student's new state of residence

Explain any limitations or restrictions on eligibility for licensure or certification in the new state

Be sent via email to the address on file in Populi

If GHI determines that the curriculum does not meet the educational requirements of the student's new state, the student will be informed directly and promptly, and restrictions on program completion or licensure eligibility will be disclosed.

V. Enrollment Restrictions and Student Attestation

GHI will not enroll prospective students physically located in states where the Practical Nursing program does not meet state educational requirements for licensure or certification, except when the student provides a signed and dated attestation that:

Confirms receipt of a disclosure about the program's eligibility for licensure or credentialing in the student's current state

Specifies the state the student intends to reside in for work post-graduation

For currently enrolled students who relocate to a state where the program does not meet licensure requirements, GHI will provide direct written notification within 14 calendar days of the determination and disclose any impact on program completion or licensure eligibility.

VI. Policy Publication and Review

This policy is published in the Global Health Institute Student Catalog and is available in writing upon request. It is reviewed and updated as needed, with the next scheduled review on June 1, 2026.

GHI is approved by the Virginia Board of Nursing, enabling graduates to apply for the NCLEX-PN in Virginia. Graduates from Maryland, Georgia, and the District of Columbia have also obtained authorization to sit for the exam based on prior success. Students should verify eligibility with their respective State Boards of Nursing.

Essential Competencies

Students must demonstrate, with or without reasonable accommodation:

- **Sensory Skills:** Visual and auditory acuity for client observation and monitoring.
- **Communication:** Proficiency in oral and written English.
- **Physical Skills:** Ability to lift 35% of body weight, manual dexterity (e.g., IV administration, CPR), and physical endurance.
- **Cognitive Skills:** Critical thinking, problem-solving, priority setting, professional communication.
- **Emotional Stability:** Accountability, responsibility, and ability to function under stress.

Admission Requirements & Criteria

- Applicants to Global Health Institute Practical Nursing program must meet the following requirements to be considered for admission:

Documents and Fees

- Proof of government-issued photo identification.
- Evidence of GED, high school transcript, or transcript for an associate's degree.
- Criminal background check completed through a Global Health Institute -approved company.
- Completed application form accompanied by a \$80 non-refundable application fee.
- Satisfactory performance on reading comprehension of 50% or greater on the entrance exam and entrance exam fee of \$61.
- Acknowledgment of required competencies necessary for professional practice of nursing demands. (The American Association of Colleges of Nursing (AACN, 2001) emphasizes: "The ability to function independently in a clinical practice setting is essential to the role of professional nursing.")
- Acknowledgment of disciplinary provisions (Moral Character)

Health, Safety, and Expectation Requirements

The following documents are due during the Introduction to Nursing Course:

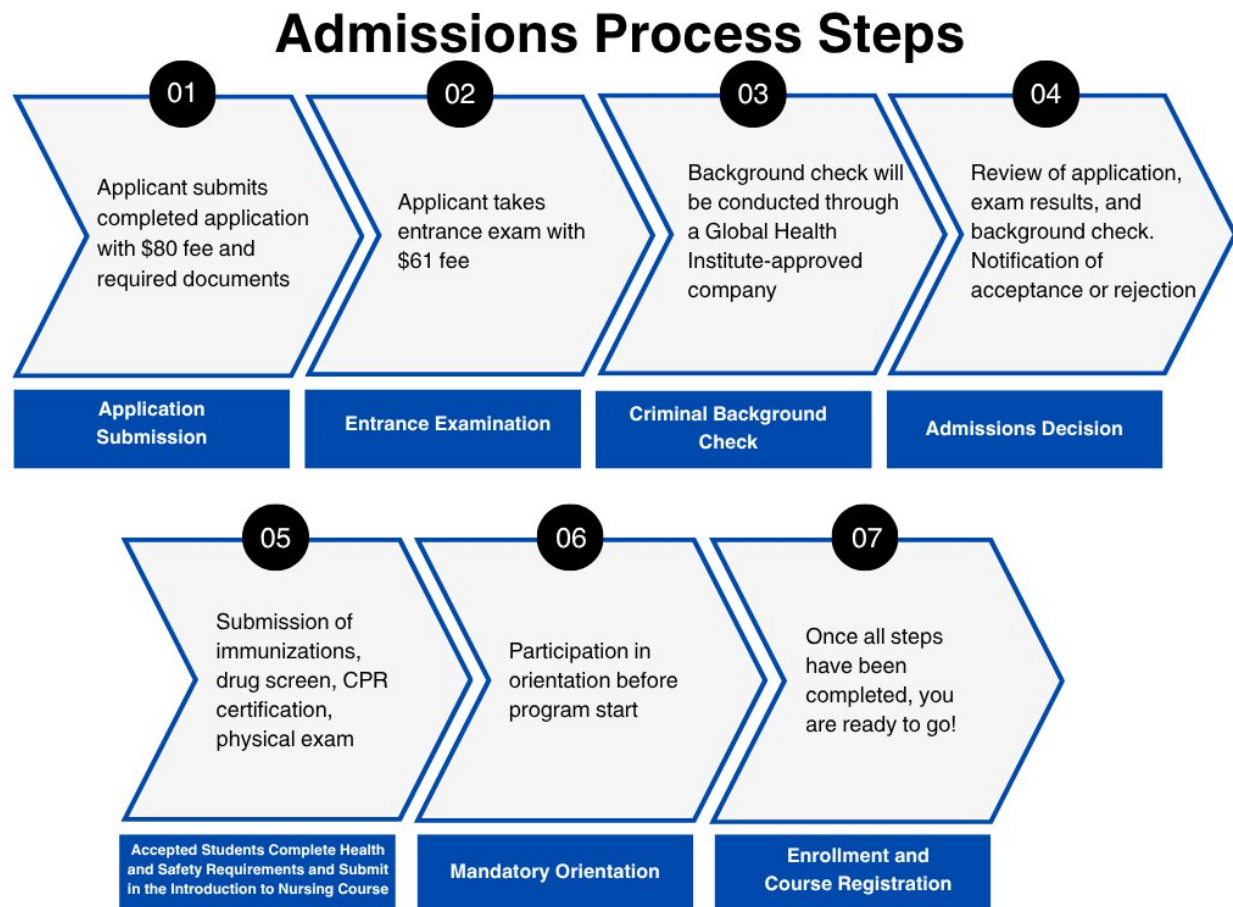
- Submission of immunization records including Hepatitis B (waivers not accepted), Influenza, MMR, Tetanus-diphtheria, Varicella, PPD/chest x-ray, and COVID-19 vaccinations
- Completion of a 10-panel drug screen through a GHI-approved company.
- Valid CPR certification from a GHI-authorized instructor if required.
- Evidence of a current physical examination by a licensed healthcare provider stating physical, emotional, and psychological stability

Additional Requirements

- Participation in a mandatory orientation program covering the program overview, curriculum details, and catalog information is required for all accepted students.

Important Notes

- Global Health Institute does not consider advanced placement for transfer or experiential credits.
- Remedial or refresher courses are not accepted for credit.
- The deadline for course enrollment is typically a week before the course's start date.



Disciplinary Provisions

The Virginia Board of Nursing may deny, revoke, or suspend certification for violations including but not limited to:

- Fraud or deceit (e.g., falsifying credentials or exam assistance).
- Unprofessional conduct (e.g., unauthorized tasks, abuse, neglect, falsifying records).
- Boundary violations.
- Providing false information during investigations.
- Responsibility and accountability for nursing tasks performed while enrolled.

Health Requirements

Students must provide evidence of a current physical exam at admission and following any health status changes, certifying their ability to meet the physical, emotional, and psychological demands of nursing practice.

Policy on Advanced Placement and Credit for Experiential Learning

Global Health Institute does not accept advanced placement or credit for experiential learning.

Admission Deferral

Global Health Institute (GHI) does not consider deferral requests.

Transfer Students and Credit Policies

- **Transfer Credit:** Global Health Institute may consider transfer credit for courses on a case-by-case basis when the credit or clock hours were earned at a qualified institution located within the United States or its territories. GHI does not accept transfer credit from institutions located outside the United States or its territories. Students must have earned a grade of B or better in the course for the credit to be considered. An official transcript and, if requested, supporting course documentation must be submitted for review. Transfer credit is not guaranteed and is subject to review and approval by GHI.
- **Coursework Elsewhere:** Students enrolled at GHI are not permitted to take courses at other institutions concurrently.
- **Transfer of Credits to Other Institutions:**
While GHI has offered degrees, diplomas, and certificates for over 20 years, transfer of credits to other institutions is not guaranteed. Students should verify credit transferability with their intended schools before enrolling.
- **Minimum Institutional Coursework Requirement:**
Students must complete at least 25% of the credits or recognized clock-hour equivalent required for completion of the program through coursework offered by and completed at Global Health Institute.

Educational Provider Agreements

Global Health Institute does not utilize consortium or contracting agreements with outside educational providers for the delivery of its Practical Nursing program.

Leave of Absence

Students may request a leave of absence with prior approval. To initiate, email the Director of Nursing detailing the circumstances and providing supporting evidence. Approval may require repeating clinical courses depending on leave duration.

Readmission

Readmission may be granted for students with excusable absences, subject to space availability.

Attendance Record Policy

All student attendance records are maintained to ensure accurate tracking and compliance with institutional and accrediting requirements.

Excused Absences

Absences will be excused by a case-by-case basis. Makeup work will be determined and provided by the instructor or the Director of Nursing

Lecture and Online Courses:

Attendance data for all lecture and online courses are recorded and securely stored within the institution's Student Learning Management System (LMS). This system provides a centralized, accessible, and auditable record of student participation and presence in all scheduled class sessions.

Clinical Courses:

During clinical courses, students are required to complete a Clinical Encounter Form for each clinical shift attended. These forms document the student's presence, clinical activities performed, and any relevant observations by the clinical instructor or preceptor. Upon completion, the Clinical Encounter Forms are collected and retained in the student's official paper file maintained by the institution. This hard copy documentation serves as the official record of clinical attendance and performance.

Access and Security:

Attendance records stored in the LMS and paper files are accessible only to authorized faculty and administrative personnel to protect student privacy and comply with FERPA regulations. The institution ensures that all attendance documentation is retained according to institutional policy and accreditation standards.

Student Responsibility:

Students are responsible for verifying their attendance records and promptly reporting any discrepancies to their instructors or the registrar's office.

Health, Safety, and Immunizations

GHI classrooms and laboratories comply with Virginia state health and safety standards. In emergencies, medical services will be sought, but GHI does not provide direct healthcare. Students are strongly encouraged to maintain personal health insurance.

Note: If a student becomes ill or injured during clinicals, instructors may send them home or call emergency services (911). Students are responsible for any treatment costs. Incident reports must be completed for injuries.

Emergency Preparedness Plan

I. Purpose

Global Health Institute (GHI) is committed to maintaining a safe and secure educational and working environment for students, faculty, staff, and visitors. This Emergency Preparedness Plan (EPP) establishes procedures for preparing for, responding to, communicating during, and

recovering from emergencies that may affect the institution, its facilities, or the continuity of instruction.

The plan is designed to minimize or mitigate risks, protect individuals on campus, maintain accountability during emergency situations, provide timely communication, and support the continuation or resumption of educational activities following an emergency.

II. Risk Assessment and Emergency Planning

GHI assesses potential emergencies that could affect the safety of students, faculty, staff, visitors, facilities, and institutional operations. Potential emergencies may include, but are not limited to:

- Fire or smoke emergencies
- Severe weather, including tornadoes, hurricanes, flooding, snow, or other hazardous weather conditions
- Active shooter, intruder, or other security threats
- Medical emergencies
- Power outages or utility failures
- Building or facility emergencies
- Public health emergencies
- Natural disasters
- Other catastrophic events that may disrupt normal institutional operations or instruction

The administration reviews institutional emergency risks and evaluates whether existing emergency procedures, communication systems, evacuation routes, shelter-in-place procedures, and instructional continuity measures remain appropriate.

The Emergency Preparedness Plan is reviewed at least annually and updated as necessary based on changes to the facility, institutional operations, identified risks, regulatory requirements, or lessons learned from drills or actual emergency events.

III. Responsible Persons and Emergency Contacts

The following individuals and agencies may be contacted during an emergency:

On-Site Administrator / Responsible Person:

Mariatu Kargbo

703-587-6592

Director of Nursing:

Mariatu Kargbo

Local Emergency Services:

911

Alexandria Fire Department:

703-746-5200

Alexandria Police Department:

703-746-4444

The On-Site Administrator or designated administrator is responsible for confirming an emergency when reasonably possible, determining the appropriate institutional response, initiating or directing emergency communications, and coordinating institutional response activities.

If the designated administrator is unavailable, another available administrator or designated staff member may initiate emergency procedures when immediate action is necessary to protect students, faculty, staff, and visitors.

Emergency personnel, including police, fire, emergency medical services, and other governmental authorities, assume authority over emergency operations when appropriate.

IV. Emergency Policies and Procedures

A. Fire

In the event of a fire or suspected fire:

- Call 911 and activate the appropriate emergency response.
- A fire extinguisher may be used for a small, contained fire only when the individual is trained or capable of using it and it is safe to do so.
- Students, faculty, staff, and visitors must evacuate immediately using the nearest safe designated evacuation route.
- Elevators should not be used when evacuation by stairs is required or directed.
- Individuals should proceed to the designated assembly area at the parking lot across campus at 25 South Quaker Lane.
- Faculty and/or designated staff will assist in accounting for students and personnel after evacuation.
- No individual may re-enter the building until authorized by emergency personnel or GHI administration.

B. Severe Weather

In the event of severe weather, including tornadoes, hurricanes, or other hazardous weather conditions:

- Administration will monitor official weather reports, warnings, and emergency information.
- GHI will communicate applicable closures, delays, evacuation instructions, or shelter-in-place instructions through Populi and other available communication methods.
- Individuals will evacuate or shelter in place based on the nature of the emergency and instructions from administration or public safety officials.
- Individuals sheltering in place should remain in the designated safe area until an all-clear notification or further instructions are provided.

C. Shelter-in-Place

When evacuation may create a greater risk than remaining inside the facility, GHI may initiate shelter-in-place procedures.

Students, faculty, staff, and visitors should:

- Follow instructions provided by GHI administration or emergency personnel.
- Proceed to the safest designated interior location appropriate to the emergency.
- Remain away from windows, exterior doors, and other potentially hazardous areas when appropriate.
- Silence electronic devices when required by the nature of the emergency.
- Remain in the designated location until an all-clear notification or evacuation instruction is issued.

- Avoid leaving the facility unless instructed to do so by administration or emergency personnel.

D. Active Shooter or Intruder

Individuals should evacuate when it is safe to do so. When evacuation is not possible, GHI follows the **Run, Hide, Fight** response principles:

- **Run:** Evacuate if a safe escape route is available.
- **Hide:** If evacuation is not possible, move to a secure location, lock or barricade doors when possible, silence phones and electronic devices, remain quiet, and stay out of view.
- **Fight:** As a last resort and when life is in imminent danger, individuals may take action to defend themselves.

Call 911 when it is safe to do so. Individuals must follow instructions from law enforcement and emergency responders.

E. Medical Emergency

In the event of a medical emergency:

- Call 911 when emergency medical assistance is required.
- Notify the On-Site Administrator at **703-587-6592** when appropriate.
- Qualified individuals may provide first aid or other appropriate assistance within the limits of their training while awaiting emergency medical services.
- Individuals should avoid providing medical assistance beyond their level of training.

First aid kits are maintained in the:

- Faculty Office
- Administrative Office
- Laboratory

F. Power Outage or Utility Failure

In the event of a power outage or utility failure:

- Administration will assess the severity and expected duration of the interruption.
- Alternate/emergency lighting should be used when available.
- Students, faculty, staff, and visitors may be directed to evacuate when conditions make continued occupancy unsafe.
- Classes or institutional operations may be suspended, relocated, rescheduled, or otherwise modified when necessary.
- Individuals should follow instructions provided by GHI administration.

V. Tracking and Accounting for Students, Faculty, and Staff

During an emergency requiring evacuation or relocation, GHI will make reasonable efforts to account for students, faculty, and staff.

Faculty and/or designated staff will use available class rosters, attendance information, staff records, schedules, or other institutional records to determine whether individuals known to be present have safely evacuated or relocated.

Individuals should report to the designated assembly or shelter location and remain there until accounted for or released by an authorized individual.

Any individual believed to be missing or unaccounted for will be reported promptly to the On-Site Administrator and, when appropriate, emergency responders.

GHI will not require an individual to re-enter an unsafe building or emergency area to locate another person.

VI. Emergency Communication Plan

GHI will communicate emergency information as quickly and accurately as reasonably possible based on the circumstances and available communication systems.

Emergency communications may be distributed through:

- Populi text messages and/or announcements
- Telephone calls
- Email
- Verbal announcements
- Direct communication from faculty or administration
- Other available communication methods appropriate to the emergency

Emergency communications may include:

- The nature of the emergency, when appropriate
- Evacuation or shelter-in-place instructions
- School closures or schedule changes
- Instructions regarding class or clinical activities
- Safety instructions
- Updates during an ongoing incident
- All-clear notifications
- Post-incident instructions
- Information regarding the resumption of classes and institutional operations

GHI will communicate with students, faculty, and staff during and immediately following an incident as appropriate.

Visitors who are on campus during an emergency will be provided applicable instructions by GHI personnel and should follow institutional and emergency responder directions.

When circumstances warrant communication with designated emergency contacts, GHI administration will coordinate such communication using available institutional records and in accordance with applicable privacy requirements.

All communication with news media concerning an institutional emergency will be coordinated through the designated GHI administrator or an authorized institutional representative. Faculty, staff, and students should not represent themselves as official spokespersons for GHI unless specifically authorized.

VII. Instructional Continuity Plan

GHI recognizes that an emergency or catastrophic event may temporarily disrupt classroom instruction, clinical activities, laboratory experiences, or other institutional operations.

Following an emergency, administration and academic leadership will assess the extent of the disruption and determine appropriate measures for continuing or resuming instruction.

Depending on the nature and duration of the emergency, instructional continuity strategies may include:

- Temporary use of Populi for course communication, instructional materials, assignments, and other academic activities when appropriate
- Rescheduling classes, examinations, laboratory activities, or other instructional activities

- Adjusting the academic calendar when necessary
- Relocating instructional activities when an appropriate location is available
- Providing students with revised course schedules or assignment deadlines
- Rescheduling clinical experiences when required
- Using other institutionally approved instructional methods when appropriate and permitted by applicable regulatory and program requirements

GHI will consider applicable program, accreditation, state, clinical, and instructional requirements when determining how disrupted educational activities will be completed. Students will be informed through Populi and/or other available communication methods regarding changes to classes, clinical experiences, assignments, examinations, schedules, or the resumption of normal operations.

The goal of the Instructional Continuity Plan is to permit students to resume and complete required coursework as soon as reasonably possible without compromising educational requirements, student safety, or applicable regulatory standards.

VIII. Post-Emergency Procedures

Following an emergency, GHI administration and designated personnel will, as appropriate:

- Account for students, faculty, and staff.
- Assess injuries, facility damage, and operational impact.
- Cooperate with police, fire, emergency medical services, and other emergency authorities.
- Determine whether the facility is safe for re-entry and continued operations.
- Communicate relevant post-incident information to students, faculty, staff, and other affected individuals.
- Determine whether modifications to class, laboratory, or clinical schedules are necessary.
- Document the incident in the emergency logbook located in the Administrative Office Conference Room.
- Contact Hartford Insurance at 877-287-9163, when applicable.
- Coordinate necessary cleanup, repairs, restoration, or other recovery activities.
- Evaluate the institutional response and determine whether changes to the Emergency Preparedness Plan are necessary.

IX. Training, Orientation, Drills, and Testing

GHI provides training and testing activities to promote familiarity with emergency procedures and evaluate elements of the Emergency Preparedness Plan.

- Emergency contact information is reviewed annually in October.
- Emergency procedures are reviewed with staff annually in October.
- Fire drills and active shooter/intruder training are conducted annually in November.
- Students are oriented to applicable emergency and safety procedures as part of their institutional orientation and/or at the beginning of their educational experience at GHI.
- Faculty and staff are informed of their responsibilities for evacuation, communication, student accountability, and other applicable emergency procedures.
- Emergency drills or exercises are used to test applicable elements of the plan and reinforce appropriate emergency responses.

- Identified concerns or deficiencies resulting from drills, actual incidents, facility changes, or administrative review will be evaluated and addressed as appropriate.

Participation in required emergency training or drills may be documented by the institution.

X. Plan Review and Maintenance

The Emergency Preparedness Plan is reviewed at least annually and as needed.

The review may include evaluation of:

- Emergency contact information
- Identified institutional risks
- Evacuation procedures and routes
- Shelter-in-place procedures
- Communication procedures
- Procedures for accounting for students, faculty, and staff
- Instructional continuity procedures
- Training and drill activities
- Facility or operational changes
- Lessons learned from drills or actual emergency incidents

Updates will be made when necessary to maintain an effective emergency preparedness and response process.

XI. Emergency Preparedness Resources

Resources maintained or made available by GHI include, as applicable:

- Emergency contact information
- Building floor plans
- Designated evacuation routes
- Designated assembly location
- First aid kits
- Fire extinguishers and other building safety equipment
- Class rosters and attendance information for accountability purposes
- Populi emergency communication capabilities
- Emergency incident documentation/logbook
- Local police, fire, and emergency medical services contact information

Disaster Preparedness Resources

- [American Red Cross Emergency Preparedness Kits](#)
- [American Red Cross Personal Workplace Disaster Kit](#)
- [American Red Cross Family Disaster Plan](#)
- [Federal Bureau of Investigation](#)
- [Federal Emergency Agency](#)
- [U.S. Department of Homeland Security](#)
- [U.S. Department of State Travel Warnings](#)

Satisfactory Academic Progress (SAP) Policy – Practical Nursing Program

Purpose

This policy outlines the standards and procedures for monitoring Satisfactory Academic Progress (SAP) in the Practical Nursing Diploma program. It ensures compliance with the U.S. Department of Education Title IV regulations for clock hour programs.

Policy Publication

This SAP policy is published in the Global Health Institute Student Catalog and applies to all students, regardless of financial aid status or track (15-month or 18-month).

Program Structure

- **15-Month Track:** Two days per week of pre-clinical courses, one day per week of clinical courses; 1,328 clock hours / 44 credit hours over 65 weeks.
- **18-Month Track:** Structure and Function course (138 clock hours / 4.6 credits) one day per week, then follows the 15-month schedule; 1,328 clock hours / 44 credit hours over 78 weeks.

SAP Evaluation Points

SAP is evaluated at specific clock hour milestones:

- First Evaluation: 348 clock hours completed
- Second Evaluation: 604 clock hours completed
- Third Evaluation: 964 clock hours completed
- Final Evaluation: 1,328 clock hours (program completion)

Percentage of Program Completion	Courses Included	Total Clock Hours
25%	Structure & Function, Diet & Nutrition, Introduction to Nursing, Fundamentals of Nursing lecture	348
50%	Fundamentals of Nursing clinical, Geriatric Nursing lecture & clinical up to Medical Surgical Nursing I clinical	604
75%	Psychiatric Nursing and clinical, Maternity Nursing lecture & clinical, Pediatric Nursing lecture & clinical	964
100%	Medical Surgical Nursing lecture & clinical to Integrated Concepts lecture & clinical	1,328

Standards for Progress

Qualitative Standard (Academic Quality)

- Students must maintain a minimum cumulative GPA of 2.0 ("C" average) or higher.
- A passing grade (minimum 79.5% or as specified in course syllabi) is required in all courses to progress.

Quantitative Standard (Pace of Completion)

- Students must successfully complete at least 67% of all attempted clock hours at each evaluation point.

- Pace of Completion Calculation:
- $\text{Pace (\%)} = (\text{Total Completed Clock Hours} \div \text{Total Attempted Clock Hours}) \times 100$

Maximum Time Frame

- Students must complete the program within 150% of its published length in clock hours.
- Maximum Allowable Clock Hours: 1,992 ($1,328 \times 1.5$)
- Students exceeding 1,992 attempted clock hours without completing the program will be withdrawn.

Policy on Withdrawals, Incompletes, Repeats, and Transfer Credits

- Withdrawals (W): Count as attempted, not completed, affect pace but not GPA.
- Incompletes (I): Count as attempted until resolved; must be completed by the next term.
- Repeated Courses: All attempts count as attempted; highest grade counts toward GPA.
- Transfer/Proficiency Credits: Count as completed/attempted for pace, not included in GPA.
- Pass/Fail, Remedial, or Non-Credit Courses: Do not affect GPA but count as attempted for pace if applicable.

Failure to Meet SAP

- Warning/Probation: Students not meeting SAP at any evaluation are placed on warning or probation for the next increment. To return to good standing, students must meet SAP by the next evaluation or follow an approved academic plan.
- Termination: Students not meeting SAP after probation are terminated from the program

Appeal & Reinstatement

- Students may appeal SAP termination in writing, with supporting documentation for extenuating circumstances (e.g., illness, family crisis).
- Approved appeals allow continued enrollment on probation with an academic plan.
- Reinstatement is granted if SAP is met at a future SAP checkpoint or through a successful appeal.

Graduation Requirements

- Completion of all program clock hours and credits within the maximum time frame
- Minimum cumulative GPA of 2.0
- Satisfactory completion of all clinical competencies and financial obligations

Review and Revision

This policy is reviewed annually for compliance with ABHES and Title IV.

Note:

SAP for this program is based on clock hour milestones as required by ABHES and federal regulations, not only elapsed time. Students are evaluated at 348, 604, 964, and 1,328 clock hours to ensure timely academic progress and continued eligibility for Title IV aid

What is the Pace of Completion?

Pace of completion measures how efficiently a student is progressing through the program. It is calculated by dividing the number of completed clock hours by the number

of attempted clock hours and multiplying by 100 to get a percentage.
Students must maintain a minimum pace of 67% to meet Satisfactory Academic Progress (SAP).

Pace Calculation:

Pace (%) = (Completed Clock Hours ÷ Attempted Clock Hours) × 100

Completed Clock Hours: 1328

Attempted Clock Hours:

Pace of Completion (%):

Minimum Required Pace: 67%

Attendance:

Course Name	Scheduled Hours	Attended Hours	Attendance %

Time Frame Status:

Maximum Allowable Clock Hours:

Total Attempted Clock Hours to Date:

Has student exceeded the maximum time frame?

☐ No

☐ Yes (if yes: 1

st Warning, 2nd Probation, 3rd

- student must be withdrawn per policy)

SAP Status

☐ Satisfactory Progress

☐ Warning

☐ Probation

☐ Unsatisfactory/Terminated

Administrative Actions

☐ Academic Plan Developed

☐ Student Placed on Warning/Probation

☐ Appeal Submitted (Date): _

☐ Appeal Approved ☐ Appeal Denied

☐ Reinstatement Approved

☐ Withdrawal/Termination

Academic Dismissal and Suspension

Global Health Institute (GHI) reserves the right to dismiss or suspend any student for the following reasons:

Academic Deficiencies

- A student will be dismissed if they fail the same nursing course twice. Specifically, if a student repeats a failed nursing course and then fails a second nursing course, dismissal will follow.
- To pass any course, a minimum grade of B (79.5%) or higher is required.
- Any course in the major with a grade below B, or any unsatisfactory clinical grade, must be repeated.

Conduct Detrimental to GHI's Interests

- Students may be dismissed or suspended for conduct deemed harmful to the institution's interests.
- GHI and its officers are not liable for any dismissal or suspension based on such conduct.

Failure to Pay Tuition

- Tuition payments are due on the first of each month.
- Failure to make timely payments may result in dismissal from the program.

Financial Assistance and Scholarships

Federal Financial Aid

- GHI currently does **not** provide Federal Financial Aid (Title IV funding).

Internal Scholarship

- GHI offers an \$8,000 scholarship to students who successfully complete the Practical Nursing program.
- If a student withdraws before program completion, they must repay the full scholarship amount.
- Refunds are calculated based on the total program cost, using a rate of \$13.55 per hour completed.

External Scholarships

- **Mary Marshall Nursing Scholarship Program:**
 - Requires Virginia residency for at least one year.
 - Acceptance or enrollment as a 15 (65 weeks) or 18 (78 weeks) month duration student in an approved Virginia nursing school.
 - Submission of a completed application and a recommendation from the Program Director regarding scholastic achievement and financial need.
- Additional scholarships available from organizations such as:
 - Mildred A. Mason Memorial Scholarship Foundation
 - Virginia Health Care Association
 - Health Occupations Students of America (HOSA)
- Students are encouraged to seek external scholarships and grants before and during enrollment at GHI.

Tuition and Fees

The costs associated with attending Global Health Institute (GHI) include tuition and fees paid directly to the school, as well as additional expenses such as books, housing, transportation, personal miscellaneous costs, and loan charges.

Direct Payments to GHI

- Tuition
- Laboratory fees
- Clinical fees
- Skills kit
- New student processing fee
- Application fee
- Graduation expenses

- Liability insurance fee
- Payment plan fee
- Technology fee

Additional Expenses:

Students are responsible for costs including curriculum enhancement kits, uniforms, books, transportation, computer equipment, physical exams, background checks, and drug screening.

Cost of Attendance (COA) – Practical Nursing Residential Program

Item	Cost
Tuition	\$18,000.00*
New Student Fee	\$100.00
Entrance Exam Fee	\$61.00
Laboratory/Clinical Fee	\$1,030.00
Technology Fee	\$1,080.00
Liability Insurance	\$40.00
Books	\$400.00
Uniform Fee	\$50.00
Academic Enhancement(ATI)	\$1,500.00
Graduation Expense	\$275.00
Application Fee	\$80.00

**Other fees incurred may include a physical examination, background check, and drug screening.*

Estimated Total Cost: Approximately \$22,616.00

Scholarship:

Students completing the program may receive an \$8,000 scholarship, reducing total tuition to approximately \$14,616.00

Technology Requirements

Students must have a computer and specific technology to successfully complete their studies. A laptop or desktop computer no older than three years is recommended. Chromebooks, tablets, and smartphones do not meet minimum requirements and should only be supplemental devices.

Requirement	Minimum Specification	Recommendation
Operating System	Windows 7 or later, macOS X 15 or later	Windows 10 or later, macOS latest version
Processor	—	—
RAM	32 MB	—
Monitor Resolution	1024x768 or 1280x720 minimum	1280x1024 pixels
Video Card	HD-compatible graphics	—
Hard Drive Space	10 MB free for program files	—
Sound	Speakers or headset or earbuds with mic	—
Internet Connection	High-speed, minimum 10 Mbps	—
Webcam and Microphone	Positioned at a 45-degree angle	—

Software	Microsoft Office (PowerPoint, Word, Excel)	—
Browser	Latest versions of Chrome, Firefox, Edge, Safari	—
JavaScript & Cookies	Enabled in browser	—
Mobile Browsers	iOS Safari, Chrome for iOS, stock Android browser, Chrome for Android	—
PDF	The three most common are spreadsheets, PDFs, and word documents.	

Software Requirements:

- Web browser: Latest versions of Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari
- Populi LMS-compatible software (no additional plugins required)
- Microsoft Office Suite or equivalent (Word, Excel, PowerPoint) for assignments
- PDF reader (e.g., Adobe Acrobat Reader)
- Antivirus software with regular updates

Internet Requirements:

- Broadband internet connection with minimum download/upload speeds of 5 Mbps
- Stable connectivity capable of supporting video streaming and live virtual sessions
- Wired Ethernet connection preferred for stability; Wi-Fi acceptable if reliable

Additional Recommendations:

- Ability to troubleshoot basic connectivity issues
- Familiarity with email and online communication tools
- Access to technical support resources as needed

Payment Policies

- Tuition payments are due on the first of each month.
- **Late Charge: \$75.00**
 - Payments are due upon the due date. Students who are past due seven (7) days, may be dismissed unless a written payment arrangement is agreed to by both parties and signed by both parties as an addendum to this document. Students who cease to make payments with no agreement may decide to withdraw from the program.
- Payment plan options are available; contact the Business Office for details.
- Payments must be made in U.S. currency by cash, check, or money order, payable to “Global Health Institute.”
- Returned checks incur a \$50.00 fee and may lead to cancellation of registration.
- Students must complete an official withdrawal form submitted to the Director of Nursing if they are withdrawing from all courses.

Refund Policy

If a student withdraws from the program after the commencement of classes, Global Health Institute LLC will calculate any applicable tuition refund according to the proportion of scheduled

Clock Hour instruction completed in the program, as of the official withdrawal date explained in the chart below. The following refund schedule applies to tuition charges only; fees for registration, books, supplies, and other institutional services are non-refundable unless otherwise stated in this agreement.

1. Withdrawal During the First Quartile

If the student withdraws or is terminated during the first 25% of the total program instructional hours, they shall be entitled to a minimum refund of 75% of the tuition cost for the program.

2. Withdrawal During the Second Quartile

If the student withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the total program instructional hours, they shall be entitled to a minimum refund of 50% of the tuition cost for the program.

3. Withdrawal During the Third Quartile

If the student withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the total program instructional hours, they shall be entitled to a minimum refund of 25% of the tuition cost for the program.

4. Withdrawal After the Third Quartile

If a student withdraws or is terminated after completing more than three quartiles or more than 75% of the total program instructional hours, they shall not be entitled to a refund

- All other fees (books, software, registration, insurance, uniforms) are non-refundable.

Additional Notes

- Graduation, certification, and transcript release may be withheld until all tuition, fees, and expenses are paid, including interest and legal fees if applicable.
- In legal actions involving enforcement of catalog terms, students are responsible for all legal fees incurred by GHI, or 25% of the amount owed, whichever is greater.
- Liability for damages from claims against GHI is limited to tuition amounts actually paid.

Taxpayer Identification and Licensing

GHI collects students' Social Security numbers for state board of nursing licensure preparation and other official documentation purposes.

Class Content and Institutional Policies

Program Changes

GHI reserves the right to make changes to improve the quality or content of the study programs offered.

Class Schedules

- Classes run from 9 a.m. to 6 p.m., Monday through Friday, as per the class schedule.
- Efforts will be made to minimize conflicts with personal or employment commitments, but GHI reserves the right to schedule class hours within facility and enrollment limitations.

- Students can access their schedules anytime via the Learning Management System (Populi). Updates to class locations or times will be posted there—students should check regularly.
- Clinical dates and times will be provided in advance, when possible, but may vary due to facility availability and may require minimal notice.

Break Periods

Lunch breaks will not exceed 45 minutes. Numerous restaurants are within walking distance of the school.

Classroom and Event Setup

- Furniture in classrooms and common areas is arranged for specific activities.
- Students must not relocate furniture without authorization and must return any moved items to their original positions before class ends.

Room Reservations

Students wishing to reserve rooms for group meetings should contact the Director of Nursing.

Course Cancellation

- Classes or programs with fewer than eleven (11) students may be canceled.
- Classes with fifteen (15) or fewer students may be merged with similar courses.

Criminal Background Check Policy

- Background checks are mandatory prior to program acceptance and may be required by future employers or clinical sites.
- GHI reserves the right to rescind admission if a background check reveals criminal conduct that:
 - Poses a risk to patients or individuals on GHI premises or clinical sites, or
 - Was not accurately disclosed during admission.
- Background checks will verify identity and report felony or misdemeanor convictions within the past seven years.
- Students are notified of any adverse findings and allowed to submit additional information before final decisions are made.

Limitation of Liability

- Students are responsible for legal fees incurred by GHI in enforcing catalog terms, or 25% of the amount owed, whichever is greater.
- Liability for damages from claims against GHI is limited to tuition paid, as awarded by an arbitrator.

Name and Address Changes

- Students who legally change their name must provide a Social Security card or government ID reflecting the new name.
- Address changes must also be reported with government-issued ID for record updates.

Student Code of Conduct

DO'S

- Students should use respectful and professional language when communicating with peers, instructors, staff, and patients.
- Students should promote inclusivity by showing courtesy and respect to individuals of all backgrounds, cultures, and beliefs.
- Students should maintain professionalism by using appropriate, professional communication and body language in all settings.
- Students should offer constructive feedback and encouragement rather than derogatory or harmful remarks.
- Students should foster a safe and supportive environment by treating others with kindness, empathy, and understanding.
- Students should demonstrate nonviolent conflict resolution through calm communication, problem-solving, and collaboration.
- Students should uphold professionalism in clinical settings by being courteous, attentive, and compassionate toward patients.

DON'TS

- Students should not use vulgar language or any discriminatory comments or gestures
- Students should refrain from using any sexual innuendos, comments, or gestures
- Students should not make any derogatory statements to other students, instructors, or patients during clinical experiences.
- Students should not use any threatening, intimidation or physical violence
- Students should not use alcohol, illegal drugs, or impairment-causing substances before or during academic or clinical activities as it's strictly prohibited.

Disciplinary Process

- Any violation of Code of Conduct will result in dismissal from the school
- Students may appeal dismissal in writing with any supportive documentation, videos, or witness statements
- Reinstatement will be determined by the Director of Nursing
- For any grievance, please follow the grievance procedures outlined on page 31 of the Student catalog

Dress Code

- Students are expected to maintain a professional appearance on campus.
- Headscarves for religious reasons are permitted if the face remains visible.
- Clinical sessions have specific dress code requirements.

Information Technology (IT) Policy

- IT resources at GHI support education, research, and clinical care and must be used responsibly.
- GHI complies with all applicable laws, including copyright laws and data privacy regulations.
- Users should not expect privacy on GHI IT resources; GHI may access files for security, legal, or maintenance reasons.
- Acceptable use includes legal, ethical, and mission-consistent activities. Incidental personal use is allowed if reasonable.

- Unacceptable use includes unauthorized access, harassment, installation of malicious software, copyright violations, security breaches, and commercial or political activities not authorized by GHI.
- Email is provided via the Populi account.

Intellectual Property and Copyright

- Copyright protects original works such as software, music, publications, and images.
- Unauthorized copying or distribution of copyrighted material is prohibited.

Phone Use Policy

- Cell phones must be silenced or turned off during lectures and didactic sessions.
- All electronic devices must be placed at the front during exams.
- Emergency calls should be taken outside of learning environments.
- Cell phones are prohibited in clinical settings; students should provide faculty phone numbers to families for emergencies.
- Non-compliance may lead to disciplinary action.

Telecommunication/Confidentiality Policy

Purpose:

To ensure safe, effective, and professional use of telecommunication technology for educational, administrative, and clinical training activities within the Global Health Institute.

Scope:

This policy applies to all students, faculty, staff, and affiliates participating in telecommunication activities, including but not limited to online classes, virtual meetings, telehealth simulations, and remote collaboration.

Policy Guidelines:

Appropriate Use:

- Telecommunication systems (e.g., video conferencing, online platforms, email, messaging) are to be used for institute-related activities only.
- Personal use of institute telecommunication resources should be limited and must not interfere with institute operations.

Confidentiality and Privacy:

- All users must protect the confidentiality and privacy of student and patient information in accordance with applicable laws (e.g., HIPAA, FERPA).
- Do not record, screenshot, or share telecommunication sessions without explicit permission from all participants and the institute administration.
- Students must maintain confidentiality of all medical and non-medical information related to patients. Breaches may result in disciplinary action, including dismissal.

Security:

- Use only institute-approved platforms and secure connections (e.g., password-protected meetings, encrypted communication).
- Never share your login credentials with others.
- Report any suspected security breaches or unauthorized access immediately to IT support.

Professional Conduct:

- Maintain professionalism during all telecommunication activities (dress appropriately, be punctual, use respectful language).
- Ensure your background and surroundings are suitable for academic or clinical discussions.

Attendance and Participation:

- Participation in scheduled telecommunication sessions is mandatory unless otherwise approved.
- Notify the instructor or supervisor in advance if you are unable to attend.

Technical Requirements:

- Users are responsible for ensuring they have access to the necessary equipment and internet connection.
- The institute will provide support and resources when possible to minimize barriers to participation.

Compliance:

- Violation of this policy may result in disciplinary action, up to and including dismissal from the institute.

Discrimination Policy

- GHI prohibits discrimination based on race, religion, color, national origin, sex, sexual orientation, age, or disability.
- Complaints regarding discrimination should be reported to the Director of Nursing.

Students with Disabilities or Special Needs

- GHI provides reasonable accommodation to qualified students to ensure full access to programs and services.
- For more information, please contact the administrative office.

Inappropriate Relationships

- Romantic or sexual relationships between faculty/staff and students are prohibited and subject to disciplinary action

Sexual Harassment Prevention and Resolution

- GHI maintains a zero-tolerance policy toward sexual harassment and provides multiple channels for reporting incidents.

Marriage Policy

- Students planning to marry during enrollment will not be excused from classes or clinical sessions due to program acceleration.

Pregnancy and Children

- Pregnant students must provide a physician's statement regarding their ability to continue safely.
- Students must inform GHI of pregnancy.
- Children are not permitted in classrooms.

Cancellation of Classes & Clinical Due to Weather Conditions

Students will be notified of class and clinical cancellations due to weather through text messages, email, and announcements on the Learning Management System (Populi). Notifications will be provided by 4:30 a.m. for morning classes and by 1 p.m. for evening classes, or as soon as possible.

Student Rights, Privileges, and Responsibilities

Rights of GHI Students

- Access to academic and administrative support regarding institutional policies.
- File grievances as needed.
- Correct their student records.
- Maintain confidentiality of their student information.
- Access all academic and financial records.

Privileges of GHI Students

- Freedom from any form of harassment.
- Freedom to express beliefs and feelings respectfully.
- Freedom to learn in a supportive environment.

Responsibilities of GHI Students

- Know and adhere to GHI policies on attendance, tests, papers, and participation.
- Follow procedures for academic complaints.
- Meet with instructors at mutually convenient times upon request.
- Understand both student and instructor responsibilities in academic matters.

Instructor Responsibilities

- Hold classes and exams at scheduled times and locations.
- Be available for consultations during designated office hours.
- Clearly communicate course objectives, policies, and important dates.
- Ensure course content aligns with the school catalog.
- Uphold student rights as per GHI policies.
- Participate in grievance meetings as required.

Complaint and Grievance Procedures

- Guidelines for complaints are provided in the course syllabi.

- Complaints should be filed promptly, generally within five (5) business days of the incident or awareness. Extensions may be granted for non-urgent issues.
- Open communication between students and faculty is encouraged to resolve issues before escalation.
- Students are not subject to unfair action or treatment as a result of initiation of a complaint.

Grievance Procedure

1. Schedule a meeting with the faculty involved to discuss concerns, preferably with written documentation.
2. If unresolved, meet with the Director of Nursing to develop an action plan.
3. If still unresolved, meet with the President/Owner with written documentation of the issue and prior attempts.
4. If no resolution is achieved, students may contact the State Council of Higher Education for Virginia (SCHEV) at:

State Council of Higher Education for Virginia
Private and Out-of-State Postsecondary Education
101 N 14th St, 9th Floor
James Monroe Building
Richmond, VA 23219

Grade Appeal Process

- Discuss grade concerns promptly with the course faculty after the grade is posted.
- If dissatisfied, submit a written appeal to the Director of Nursing within five business days of the grade posting and schedule a meeting to discuss.

NCLEX Verification

Students consent to GHI verifying NCLEX results through their state Board of Nursing. GHI will provide the students' name and Social Security number for this purpose.

Photographs and Assignments Release

Students grant GHI permission to display and reproduce photographs and assignments completed during the program. No payment will be made for such use. Personal information will remain confidential. Students may request in writing that their images not be used publicly.

Parking and Transportation

- Students are responsible for their own transportation. Public transit is accessible near GHI.
- Vehicles must be parked in designated GHI parking spaces with a required parking decal. Parking in non-designated areas is at the owner's risk.
- Clinical sites provide designated parking; students must comply with all parking policies and fees.
- Transporting clients in private vehicles by students or faculty is prohibited.

Safety and Universal Precautions Policy

- GHI follows CDC, VDH, and OSHA guidelines for universal precautions in clinical settings.

- Proper use of Personal Protective Equipment (PPE) is mandatory; failure to comply may be considered professional misconduct.
- PPE includes gloves for contact with blood/body fluids, masks, and goggles when splatter exposure is possible.
- Needles must never be recapped.
- Students and faculty must follow agency-specific policies regarding infection control.
- Faculty are role models in enforcing these standards.

Exposure Procedures

- Immediately notify the department manager or nursing supervisor.
- Complete incident reports as required.
- Administer first aid with facility guidelines.
- Students/faculty are responsible for their own medical expenses related to exposure.

Gifts Policy in Clinical Practice

Students are prohibited from accepting gifts from patients or families to avoid conflicts of interest. Giving gifts to faculty or clinical instructors is discouraged.

Firearms Policy

Possession, carrying, transportation, or use of firearms or pellet guns is strictly prohibited on GHI premises, regardless of permits. Violations may result in expulsion or termination.

Campus Security

- Report suspicious behavior or crimes immediately to the Business Office.
- Walk in pairs at night.
- Keep valuables out of sight in vehicles.
- Report unescorted strangers.
- Do not prop open exterior doors.
- Comply with all laws and GHI rules.
- Contact GHI main office at 703-212-7410 during business hours or call 911 for emergencies.

Zero Tolerance Policy

GHI has zero tolerance for violence or threats on campus or during GHI programs, including verbal intimidation. Retaliation against good-faith reporters or witnesses is prohibited. All incidents will be investigated, and appropriate disciplinary action taken. Law enforcement will be notified when criminal conduct is involved. Privacy will be respected as much as possible during investigations.

Student Resources and Services

Student Definition and Accommodations

A student is an individual enrolled in courses at GHI. GHI is committed to providing reasonable accommodation for documented disabilities. Students seeking accommodations should contact the Director of Nursing via email at mkargbo@global.edu and provide medical documentation supporting their request.

Library Resource Plan

GHI has a physical catalog of materials available to students upon request as well as a digital library accessible to students 24 hours per day, 7 days per week. These resources are tailored to assist students in their pedagogy journey while at our institution. The link to the digital library is shared during student Orientation and provided within each course.

Populi Library Web Link: [Search Resources @ Global Health Institute Library](#)

Physical Resources

The physical articles and books are organized and stored with access via our front desk employees at the Global Health institute campus. These materials are reviewed and updated each term.

Digital Resources

All GHI courses have a digital classroom powered by our LMS Populi. Within each online course there are articles, videos, case studies, audio lessons and books available for student use throughout their educational journey. The GHI digital library provides links to free online libraries that further provide full scholarly texts, articles, videos, and audio guides. These resources are reviewed for accuracy each term and updated as needed.

Elsevier

Elsevier is a new resource acquired by GHI to further provide resources to students throughout their educational program. Elsevier provides texts and prep materials in each subject area taught throughout the nursing program. The resources are accessible through each student's personal Elsevier portal.

Elsevier Web Link: <https://www.evolve.elsevier.com/>

Tutorial Services Program

- Tutoring is available in most subject areas through individual or small group sessions.
- Students may receive one to two hours of tutoring per week per subject, based on need and tutor availability.
- Peer tutoring may be offered by faculty- or Director of Nursing-recommended students.
- Starting Fall 2024, study skills workshops will cover test-taking strategies, time management, note-taking, and learning styles.
- Individual academic assistance is available by appointment to help students identify strengths and develop effective study skills.

New Student Orientation

Orientation is mandatory for all new students. It covers curriculum overview, key policies and procedures, review of the student catalog, access to the Student Learning Management System, and a campus tour.

Research and Printing

- The Director of Nursing provides reference and research assistance onsite and remotely by phone or email.
- Individual research consultations can be scheduled by appointment.
- Students may use a photocopier and printer at \$0.10 per page.

- Off-campus access to the e-library is available via the Populi Web™ student account.

Clinical Experience Statement

Global Health Institute offers structured clinical experiences as an essential component of the Practical Nursing program. Students will begin their clinical practice during the Fundamentals of Nursing course and continue clinical training throughout the remaining courses.

Please note that GHI does not offer clinical externships; all clinical hours are completed as part of the coursework required to ensure comprehensive hands-on training and competency development.

Student Learning Management System (Populi Web™)

Populi Web™ enables students to register for classes, access materials, view grades, print unofficial transcripts, check schedules, complete degree audits, pay tuition, and communicate with faculty and staff. Access is secure and available 24/7.

Training on Populi Web™ is provided during orientation, with ongoing support throughout the academic year.

Assessment Technology Institute (ATI)

Students are required to obtain the complete ATI package, a web-based learning platform featuring practice assessments, case studies, adaptive quizzes, virtual simulations, and NCLEX predictor exams.

Communication and Access

Faculty and staff can be contacted via email or phone during business hours. Messages received after hours will be returned by the next business day. Emergency contact information for the Director of Nursing is provided during orientation.

Advising

Career guidance begins at admission. The Introduction to Nursing course explores nursing opportunities and program pathways. Faculty and the Director of Nursing serve as mentors and provide recommendation letters upon request. Students are encouraged to seek advisement as needed.

Office Hours: Students can make appointments with the instructors for student advising an hour before instruction.

Social Media Guidelines

Students must not post names, identifiable information, or photographs of patients or clinical sites on social media. All posts must comply with the Code of Conduct, HIPAA regulations, and student rights. Violations may result in probation or dismissal.

Employment Support Services

Global Health Institute is committed to supporting students in their transition from education to employment. Global Health Institute does not offer guaranteed employment. Our comprehensive employment support includes:

- **Resume Writing Assistance:** We help students craft resumes that highlight their clinical experience and professional skills effectively.
- **Mock Interviews:** Students can participate in simulated interviews to build confidence and improve their interview skills.
- **Presentation Skills:** Guidance is provided to enhance students' professional presentation and communication abilities.
- **Job Opportunity Postings:** We regularly post current employment openings relevant to nursing and healthcare fields.
- **Employer Engagement:** GHI invites healthcare employers to campus for job fairs, informational sessions, and networking events to connect students directly with potential employers.
-

Student Right to Know

In line with the Department of Education's Student Right to Know Act, GHI provides student graduation rates and NCLEX pass rates to prospective and current students.

Academic Information

Diplomas

Students receive diplomas upon graduation from GHI in the following program:

- **Practical Nursing Diploma:** Graduates are eligible to sit for the Practical licensure exam (PN NCLEX).

Enrollment Verifications

Requests for enrollment verification should be submitted in writing to mkargbo@global.edu.

Data Corrections

Students must notify the Director of Nursing of any changes to home address, telephone numbers, incorrect Social Security numbers, or additional parental addresses for mailing. Forms for updates are available at the administrative office.

Student Identification Number

Each student is assigned a ten-digit identification number via the student learning management system. The number begins with the year of entry (e.g., 2020) followed by six randomly generated digits.

Directory Information

In compliance with FERPA, the following are designated as directory information:

- Student's name
- Email address
- Permanent home address and telephone number
- Class year
- Program of study
- Student status (15 (65 weeks) month plan/ 18 (78 weeks) month plan)
- Dates of attendance
- Degrees and/or awards received

GHI may disclose directory information without prior consent unless a written request to restrict disclosure is submitted to the Registration Department.

Registration

Students will be enrolled in the next class after completing prerequisite courses, managed by administrative staff.

Late Registration

Late registration policies do not apply.

Dropping Classes

To drop a class, students must email the Director of Compliance at NaQuanda.Mack@global.edu.

Student Course Load Policy and Units of Credit

The Practical Nursing program at GHI is structured using clock hours to ensure comprehensive clinical and theoretical training. The institution defines one clock hour as 50 minutes of direct instructional time, excluding breaks, consistent with standard educational practice and regulatory expectations.

Students are expected to manage their course load to successfully complete the required 1,328 clock hours, which include classroom instruction, laboratory practice, simulation, and clinical experiences. Course loads are designed to balance academic rigor with practical **skill** development, supporting student success throughout the program.

No Show Policy

Students who register but do not attend or participate by the tenth-class day will be reverted to “prospect” status.

Use of Cell Phone Cameras in Clinical Settings

Use of cell phone cameras to capture protected health information is a violation of HIPAA and strictly prohibited.

Family Educational Rights and Privacy Act (FERPA)

- GHI complies with FERPA regulations on releasing education records.
- Written requests with the student’s legal signature are required for record release; phone or email requests are not accepted (fax is acceptable).
- Students will be notified before directory information is disclosed and may request restrictions.

Health Insurance Portability and Accountability Act (HIPAA)

- HIPAA governs use, transfer, and disclosure of identifiable health information.
- All GHI personnel, including students, must comply with HIPAA.

Professional Standards for Nurses

Nursing students are expected to adhere to the American Nurses Association (ANA) Code of Ethics, including:

- Practicing with compassion and respect for dignity regardless of background.
- Prioritizing the patient's health and rights.
- Being accountable for nursing practice and delegations.
- Preserving personal integrity, safety, and professional growth.
- Promoting quality healthcare environments and advancing the profession.
- Collaborating with health professionals and public health initiatives.
- Articulating nursing values and shaping social policy.

Professionalism

Students must always conduct themselves professionally in class, clinical, and peer interactions. Courtesy and respect are expected, and unprofessional conduct (e.g., negative discussions about colleagues) is not tolerated.

Repeated Courses

- Courses with grades of "B" or higher may not be repeated.
- Students failing to meet course benchmarks in a previously passed course must retake it.
- All grades affect GPA calculations.
- Nursing course failures must be retaken the following semester.
- Academic advising and remediation plans will be created individually with faculty and the Director of Nursing.

Classification of Students

Credit Hours Completed	Classification
0–29	Freshman
30–59	Sophomore
60–89	Junior
90+	Senior

Course Numbering

- Courses numbered 01–09 are developmental and do not apply to degrees or diplomas.
- Courses numbered 100–199 are freshman-level and may apply to certificate and diploma programs as well as associate degrees.
- One credit equals one collegiate semester-hour credit.

Grade and Marking System (GPA)

Symbol	Description	GPA Scale	Percentage Range
A	Excellent	4.0	90 – 100%
B	Good	3.0	79.5 – 89.9%
C	Unsatisfactory (unsuccessful achievement; repeat)	2.0	70 – 79.4%
D	Unsatisfactory (unsuccessful achievement; repeat)	1.0	60 – 69.9%
F	Fail (unsuccessful; course must be repeated)	0	Below 60%
I	Incomplete (work not completed; temporary)		

	grade)		
IP	In Progress		
W	Withdrawal		
WP	Withdrawal Passing		
P	Pass/Test Out		

Note: A grade of B or higher is required to pass any course.

GPA Calculation: Total quality points divided by total attempted credits

Incomplete Grades Policy

An Incomplete (I) grade may be assigned when a student presents a compelling reason for not completing course requirements on time. Incomplete does not affect GPA until replaced with a letter grade.

Request Process:

- Both student and instructor complete a request form submitted to administration for approval.
- The student is notified of approval or denial.
- If not resolved within 8 weeks after semester end, the Incomplete converts to an F.
- Students cannot register for courses requiring a prerequisite with an Incomplete.
- Faculty recommend Incompletes; administration grants final approval.
- After completion, the instructor requests the course reopening and submits the updated grade.

Class Participation:

Courses depending heavily on participation (clinical, lab, simulation) may not grant Incompletes.

Request Guidelines:

- Students must submit requests directly to faculty with reasons by the last class day, except in extraordinary cases.
- Faculty may consult student services for medical/mental health documentation. Medical issues do not guarantee approval.

Appeal Process:

- Denied requests can be appealed in writing to the administration within 5 days.
- Administration reviews, consultations as needed, and issues a final decision.

Grade Reports

- Accessible via Populi Web™ system by students and advisors.
- Official transcripts may be requested through the Registration Department, no telephone or third-party releases without written consent.

Change of Program Delivery

Students must obtain Director of Nursing approval to change their program of study.

Withdrawal from Courses

Students may withdraw and receive a WP grade instead of a letter grade.

Attendance Requirements

- Punctuality and attendance are mandatory for all lectures and clinical/externship sessions.
- No grace periods for clinical, skills, or simulation sessions.

- Unexcused tardiness is defined by being 15 or more minutes late to instruction
- 3 unexcused tardies is equivalent to 1 absence
- Clinical absences exceeding 3 total days or 24 hours lead to administrative withdrawal and reapplication procedures.
- Class absences of 4 or more result in administrative withdrawal.

Refer to the Clinical Handbook for detailed policies.

Academic Integrity Code

GHI expects strict adherence to academic honesty in all work, including exams, assignments, and lab exercises.

Program/Curriculum Revisions

GHI may revise course sequences or curriculum to improve quality. Withdrawn students re-enter under current catalog requirements.

Transcripts

Student academic records are permanent and maintained by the Registrar.

- **Official Transcripts:** Released only with written consent, sealed envelope.
- **Unofficial Transcripts:** Available directly to students.

Requesting Transcripts:

- Submit a signed written or faxed request (no phone/email).
- Include full name at attendance, attendance dates, current and recipient address, and handling instructions.
- Send requests to:

Global Health Institute
Office of the Registrar
30 South Quaker Lane
Alexandria, VA 22314
FAX: (703) 212-7414

Fees:

Service	Processing Time	Fee
Normal Processing	7–10 days	\$20.00
Expedited Processing	1–2 days	\$40.00

Practical Nursing Program

Program Overview

GHI offers 15-month (65 weeks) and 18-month (78 weeks) Practical Nursing plans preparing graduates for the NCLEX-PN licensure exam. Graduates are eligible for Practical Nurse positions across healthcare settings.

Flexible Program Options

- **Residential:** In-person classes and clinical experiences.

Program Structure

- **15-Month Track:** Two days/week pre-clinical and one day/week clinical; 1,328 clock hours (44 credits) over 65 weeks.

- **18-Month Track:** Begins with Structure and Function course; 1,328 clock hours over 78 weeks.

All students complete 1,328 clock hours, including clinical experiences in Virginia, DC, and Maryland.

Academic Enhancement Program

An integrated system assists NCLEX preparation, introduced in Nutrition and continuing through the curriculum. Students must purchase required materials prior to Nutrition.

Course Progression Summary

Course Number	Title	Clock Hours
NAS-112	Structure and Function	138
HLT-116	Diet and Nutrition	24
NUR-111	Introduction to Nursing	48
NUR-114	Fundamentals of Nursing	118
	Fundamentals of Nursing Lab	20
NUR-114C	Fundamentals of Nursing C.	40
NUR-115	Geriatric Nursing	30
NUR-116	Geriatric Nursing C.	32
	Geriatric Nursing Sim.	08
NUR-121	Medical Surgical Nursing I.	146
NUR-122	Medical Surgical Nursing I C.	56
	Medical Surgical Nursing I Sim.	24
NUR-129	Psychiatric Nursing	68
NUR-130	Psychiatric Nursing C.	32
	Psychiatric Nursing Sim.	08
NUR-125	Maternity Nursing	68
NUR-126	Maternity Nursing C.	09
	Maternity Nursing Sim.	09
NUR-127	Pediatric Nursing	68
NUR-128	Pediatric Nursing C.	10
	Pediatric Nursing Sim.	08
NUR-123	Medical Surgical Nursing II.	132
NUR-124	Medical Surgical Nursing II C.	56
	Medical Surgical Nursing II Sim.	24
NUR-131	Integrated Concepts	48
NUR-131C	Integrated Concepts C.	80
	Integrated Concepts Sim.	24

*Laboratory (Lab)

*Clinical (C.)

*Simulation (Sim.)

Total: 888 Lecture Hours, 420 Clinical Hours, 20 Lab Hours; 1,328 Total Hours.

Curriculum Plan

15-Month(65 Weeks) Practical Nursing Plan

Semester 1		Semester 2	
Structure & Function	138	Geriatric Nursing	30
Diet & Nutrition	24	Geriatric Nursing C.	32
Introduction to Nursing	48	Geriatric Nursing Sim.	08
Fundamentals of Nursing	118	Medical Surgical Nursing I.	146
Fundamentals of Nursing Lab	20	Medical Surgical Nursing I C.	56
Fundamentals of Nursing C.	40	Medical Surgical Nursing I Sim.	24
Total Hours	388	Total Hours	296

Semester 3		Semester 4	
Psychiatric Nursing	68	Medical Surgical Nursing II.	132
Psychiatric Nursing C.	32	Medical Surgical Nursing II C.	56
Psychiatric Nursing Sim.	08	Medical Surgical Nursing II Sim.	24
Maternity Nursing	68		
Maternity Nursing C.	09		
Maternity Nursing Sim.	09		
Pediatric Nursing	68		
Pediatric Nursing C.	10		
Pediatric Nursing Sim.	08		
Total Hours	280	Total Hours	212

Semester 5	
Integrated Concepts.	48
Integrated Concepts C.	80
Integrated Concepts Sim.	24
Total Hours	152

*Laboratory (Lab) *Clinical (C.) *Simulation (Sim.)

Total Curriculum Hours: 1328

18-Month(78 Weeks) Practical Nursing Plan

Semester 1		Semester 2	
Structure & Function	138	Introduction to Nursing	48
Diet & Nutrition	24	Fundamentals of Nursing	118
		Fundamentals of Nursing Lab	20
		Fundamentals of Nursing C.	40
Total Hours	162	Total Hours	226

Semester 3		Semester 4	
Geriatric Nursing	30	Psychiatric Nursing	68
Geriatric Nursing C.	32	Psychiatric Nursing C.	32
Geriatric Nursing Sim.	08	Psychiatric Nursing Sim.	08
Medical Surgical Nursing I.	146	Maternity Nursing	68
Medical Surgical Nursing I C.	56	Maternity Nursing C.	09
Medical Surgical Nursing I Sim.	24	Maternity Nursing Sim.	09
		Pediatric Nursing	68
		Pediatric Nursing C.	10
		Pediatric Nursing Sim.	08
Total Hours	296	Total Hours	280

Semester 5		Semester 6	
Medical Surgical Nursing II.	132	Integrated Concepts.	48
Medical Surgical Nursing II C.	56	Integrated Concepts C.	80
Medical Surgical Nursing II Sim.	24	Integrated Concepts Sim.	24
Total Hours	212	Total Hours	152

*Laboratory (Lab) *Clinical (C.) *Simulation (Sim.)

Total Curriculum Hours: 1328

Course Descriptions: Diploma - Practical Nursing

HLT-116 – Diet and Nutrition

Hours: 24

Prerequisites: NAS 112

This course builds on the concepts of anatomy and physiology. The study of nutrients and their sources, functions, basic requirements as outlined on the food pyramid and MyPlate are also

discussed. This course includes a discussion concerning cultural influences on nutrition and the basic principles of diet therapy. Classroom instruction also emphasizes the basic nutritional requirements for the various developmental stages.

NAS-112 – Structure and Function

Hours: 138

The course Structure and Function deals with the study of parts and functions of the human body based on the neurologic, cardiovascular, respiratory, endocrine, musculoskeletal, integumentary, urinary, gastrointestinal, and reproductive systems. The course includes an introduction to physical assessment using the physiologic processes homeostasis, perception and coordination, locomotion and mobility, protection, sensation, oxygenation (gas exchange, circulation), nutrition and metabolism, elimination, and reproduction. The course will also provide an overview of commonly prescribed drugs for disorders involving the different body systems.

NUR-111 – Introduction to Nursing

Hours: 48

Prerequisites: NAS 112, HLT 116

This course introduces students to nursing concepts, including the “wellness-illness continuum” and Maslow’s hierarchy of needs. Topics include legal and ethical issues, licensure, employment, and current nursing trends. Strategies to enhance student performance, such as effective study habits, stress and time management, caring, and compassion, are also discussed.

NUR-114 – Fundamentals of Nursing

Hours: 138

Prerequisites: NAS 112, HLT 116, NUR 111

Co-requisite: NUR 114C (40 hours)

This course is designed to present basic principles and procedures essential to providing basic nursing care. The acquired skills are utilized in the clinical settings required throughout the curriculum of the PN program. This course is designed to introduce the beginning student to the following concepts: Quality and Safety for Nurses (QSEN) Initiative incorporating patient centered care, professional identity and behavior, teamwork and collaboration, safety, nursing judgement and evidenced based practice, safety, quality improvement and informatics/technology; the nursing process; and the Categories of Patient Needs. It is mandatory for students to engage in additional practice for the development of skills. Provisions are available for additional time in the college laboratory for practice

NUR-114C – Fundamentals of Nursing Clinical

Hours: 40

Prerequisites: Same as NUR-114

Co-requisite: NUR-114

This clinical course provides supervised practical experience in basic nursing care skills and application of nursing theory in clinical settings. Students will perform hands-on nursing tasks, develop clinical reasoning, and demonstrate professional behavior consistent with Practical Nurse standards. The clinical experience complements the NUR 114 lecture course and prepares students to meet entry-level competencies.

NUR-115 – Geriatric Nursing

Hours: 30

Prerequisites: NAS 112, HLT 116, NUR 111, NUR 114

Co-requisite: NUR 116

This course is designed to describe the normal process of aging and attitudes towards the aging population. The basic knowledge of aging provides a foundation that enables the student to utilize the nursing process and patient teaching in the long-term care setting. The course expands on information obtained in Structure and Function, Diet & Nutrition and Fundamentals of Nursing.

NUR-116 – Geriatric Nursing Clinical

Hours: 40

Prerequisites: NAS 112, HLT 116, NUR 111, NUR 114

Co-requisite: NUR 115

This clinical course focuses on ensuring the student has the opportunity to obtain and perform skills appropriate in assisting the mature client with activities of geriatric clients. As their first clinical experience, the student is progressively immersed in using the nursing process in long term care units, as they prepare for more acute care experiences in future courses in their curriculum. This Course includes 32 hours of direct patient care and 8 hours of simulations.

NUR-121 – Medical-Surgical Nursing I

Hours: 146

Prerequisites: NAS 112, HLT 116, NUR 111, NUR 114, NUR 115, NUR 116

Co-requisite: NUR 122

This course is designed to build on the foundation of knowledge obtained from previous courses. The components of the nursing process are utilized with the development of the fundamental nursing skills. Classroom instruction covers fluid, electrolytes, acid base imbalance, laboratory values, rehabilitation and restorative care, complementary and alternative modalities, cardiovascular, hematologic, lymphatic, cancer, respiratory reproductive and sexual transmitted disorders and treatment.

NUR-122 – Medical-Surgical Nursing I Clinical

Hours: 80

Prerequisites: NAS 112, HLT 116, NUR 111, NUR 114, NUR 115, NUR 116

Co-requisite: NUR 121

This clinical course applies the nursing process to care delivery for patients with various physiological system alterations. Emphasis is placed on health promotion, clinical competence, communication, collaboration, judgment, and critical thinking. The course includes 56 hours of direct patient care and 24 hours of simulation.

NUR-123 – Medical-Surgical Nursing II

Hours: 132

Prerequisites: NAS 112, HLT 116, NUR 111, NUR 114, NUR 115, NUR 116, NUR 121, NUR 122, NUR 129, NUR 130, NUR 125, NUR 126, NUR 127, NUR 128

Co-requisite: NUR 124

This course is designed to build on the foundation of knowledge obtained in Medical Surgical Nursing I. The components of the nursing process are utilized with the development of the

fundamental nursing skills. Classroom instruction covers Fluid and Electrolytes, the Pathophysiology of the Gastrointestinal, Nervous, and Endocrine and Musculoskeletal system. Classroom instruction also includes the related pharmacology and nursing care of the client.

NUR-124 – Medical-Surgical Nursing II Clinical

Hours: 80

Prerequisites: Same as NUR-123

Co-requisite: NUR 123

Students apply knowledge to care for adult patients with complex multisystem disruptions. Emphasis on evidence-based practice, decision-making, collaboration, and patient-family-centered care. Includes 56 hours of direct patient care and 24 hours of simulation.

NUR-125 – Maternity Nursing

Hours: 68

Prerequisites: NAS 112, HLT 116, NUR 111, NUR 114, NUR 115, NUR 116, NUR 121, NUR 122, NUR 129, NUR 130

Co-requisite: NUR 126

This course is designed to provide the student with knowledge, understanding, and the skills necessary for the nursing care of women throughout child-bearing years and newborns at various levels of the wellness-illness continuum. The Family-Centered Care concept that emphasizes a therapeutic relationship between healthcare providers and family is adopted.

NUR-126 – Maternity Nursing Clinical

Hours: 18

Prerequisites: Same as NUR-125

Co-requisite: NUR 125

Includes 9 hours direct clinical contact and 9 hours simulation. Covers prenatal, labor and delivery, postpartum, newborn assessment and care, stabilization and transition of the newborn, family interaction, and discharge planning.

NUR-127 – Pediatric Nursing

Hours: 68

Prerequisites: NAS 112, HLT 116, NUR 111, NUR 114, NUR 115, NUR 116, NUR 121, NUR 122, NUR 129, NUR 130, NUR 125, NUR 126

Co-requisite: NUR 128

The principles taught in previous courses—Structure and Function, Introduction to Nursing, Diet & Nutrition, Fundamentals of Nursing, Geriatric Nursing, Medical-Surgical Nursing I, Psychiatric Nursing, and Maternity Nursing—provide a foundation for pediatric nursing content. The course reviews common pediatric disorders, illnesses, and diseases by body systems. Medication administration and pediatric dosage calculations are incorporated. Students will develop nursing knowledge and skills through evidence-based practice, assessment, self-awareness, and demonstration of holistic pediatric nursing care.

NUR-128 – Pediatric Nursing Clinical

Hours: 18

Prerequisites: Same as NUR-127

Co-requisite: NUR 127

Includes 8 hours simulation and 10 hours direct clinical care in pediatric settings. Covers child development stages, family-centered care, and therapeutic relationships.

NUR-129 – Psychiatric Nursing

Hours: 68

Prerequisites: NAS 112, HLT 116, NUR 111, NUR 114, NUR 115, NUR 116, NUR 121, NUR 122

Co-requisite: NUR 130

Topics include therapeutic communication, neurobiological theory and pharmacology, anxiety, depression, schizophrenia, substance abuse, cognitive and mood disorders. Students learn to identify mental health concerns and apply nursing processes safely.

NUR-130 – Psychiatric Nursing Clinical

Hours: 40

Prerequisites: Same as NUR-129

Co-requisite: NUR 129

Focuses on care delivery to psychiatric clients and families in various community settings, emphasizing problem-solving skills. Includes 8-hour simulation and 32-hour direct patient care.

NUR-131 – Integrated Concepts

Hours: 48 lectures

Prerequisites: NAS 112, HLT 116, NUR 111, NUR 114, NUR 115, NUR 116, NUR 121, NUR 122, NUR 129, NUR 130, NUR 125, NUR 126, NUR 127, NUR 128, NUR 123, NUR 124,

Co-requisite: NUR 131C

The course builds upon the information acquired from all prior PN courses.

NUR-131C – Integrated Concepts Clinical

Hours: 104

Prerequisites: Same as NUR-131

This fully clinical course integrates learning from all prior courses. Upon successful completion and passing exit exams, students are eligible to sit for the state practical nursing licensure exam. Topics include a comprehensive review of Fundamentals of Nursing, Medical-Surgical Nursing, Psychiatric Nursing, Maternity Nursing, and Pediatric Nursing. Clinical hours are divided into 24 simulation and 80 direct patient care.

Student Learning Outcomes (SLOs)

Graduates will demonstrate competency in:

- Effective communication in patient-centered care.
- Professional identity and accountability.
- Teamwork and collaboration.
- Patient safety and risk reduction.
- Managed patient care under supervision.
- Evidence-based nursing judgment.
- Use of informatics and technology.
- Participation in quality improvement initiatives.

Graduation Requirements

- No more than 3 clinical days were missed.
- Minimum grade of B in each course.
- Fulfill all course-specific requirements and exams.
- Satisfy all financial obligations to GHI.

Surveys

- Students complete surveys in each class concerning course subject matter and instructor effectiveness
- Clinical sites are surveyed every term to evaluate clinical program success
- Employers of graduated students receive surveys to evaluate the program's effectiveness

GHI reserves the right to revise all published academic and non-academic policies as necessary.