

2024-2025

Global Health Institute

Academic Catalog

Volume 13

July 1, 2024 - June 30, 2025



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Table of Contents

<i>Attention: Students</i>	6
<i>General Information</i>	6
Approvals	6
Faculty	6
Administrative Staff	7
<i>Academic Calendar: July 1st, 2024 – June 30th, 2025</i>	7
<i>Philosophy, Mission Statement, Objectives, Ownership, and Governance</i>	8
<i>Philosophy</i>	8
Mission Statement and Objectives	8
Ownership and Governance	9
Global Health Institute History	10
Physical Description	10
Academic Freedom	10
<i>Practical Nursing Program: Admission and Licensing Information</i>	11
Definition of Practical Nursing	11
Program Overview	11
Discrimination Policy	11
Health Requirements	13
Blended Program Computer Literacy Requirement	13
Policy on Advanced Placement and Credit for Experiential Learning	14
<i>Emergency Preparedness Plan</i>	15
<i>Satisfactory Academic Progress (SAP) Policy – Practical Nursing Diploma Program</i>	16
<i>Academic Dismissal and Suspension</i>	20
<i>Financial Assistance and Scholarships</i>	20
<i>Tuition and Fees</i>	21
<i>Class Content and Institutional Policies</i>	24
<i>Student Rights, Privileges, and Responsibilities</i>	26
<i>New Student Orientation</i>	29

<i>Academic Information</i>	31
Grade and Marking System (GPA).....	33
Practical Nursing Program.....	35
Course Progression Summary.....	36
Course Descriptions: Diploma - Practical Nursing	37

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.

Whether you are joining us through our online, blended, or Residential program, know 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, Medical Surgical Maternity, Pediatric, Leadership & Integrated Leadership	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, Nutrition, Geriatric, Mental Health, Fundamentals, Medical-Surgical Nursing	Part-Time (PT)
	RN, MSN/ED, master's in human relations, PhD Candidate		
Zainab Nahra	Global Health College	Fundamentals, Geriatric, Medical and Mental Health Clinical	Part-Time (PT)
	RN, BSN		
Leticia Evans	University of Panama, George Mason University	Fundamentals, Geriatric, Medical-Surgical, Leadership	Part-Time (PT)
	RN, MSN		

Alma Holley	Bradley University, Tulane University, University of North Carolina Chapel Hill	Maternity, Pediatrics, Medical-Surgical Clinical	Part-Time (PT)
	RN, MPH		
	RN, BSN, MSN, DNP Student		
Michael Oladejo	University of Lagos, Lagos, South University, Georgia	Structure and Function, Nutrition and Pathophysiology & Pharmacology	Part-Time (PT)
	MD, DBA		
Alanvin Orpia	University of the East Ramon Magsaysay, Memorial Medical Center-College of Medicine, University of the Philippines, Grand Canyon University	Medical-Surgical, Mental Health, Maternity, Pediatric	Part-Time (PT)
	RN, MD		
Minodora Isopesco	Global Health College	Fundamentals, Geriatric and Medical Surgical Nursing	Part-Time (PT)
	RN		

Administrative Staff

Name	Responsibility
Mariatu Kargbo	Director and Administrator
Minodora Isopesco	Simulation/Laboratory Coordinator
Malaika Amoakohene	Registrar / Billing and Clinical Coordinator
Augustine Amoakohene	Admissions and Reception
Michael Oladejo	Student Support Services
Chidilim Nwosu	Marketing Manager
Naquanda Mack	Online Student Support Coordinator

Academic Calendar: July 1st, 2024 – June 30th, 2025

Description	Event Date
Independence Day (Campus Closed)	Thursday, July 4, 2024
Labor Day (Campus Closed)	Monday, September 2, 2024
Fall - Schedule of Classes Available in Populi	Tuesday, November 5, 2024
Fall - First Day of Class	Tuesday, November 5, 2024
Winter - Admission Start Date	Monday, November 10, 2024
Fall Start Dropout Deadline (100% Refund)	Tuesday, November 26, 2024
Veterans Day (Campus Closed)	Saturday, November 11, 2024
Thanksgiving Recess	November 28–29, 2024
Last Day for Fall 2024 Classes	December 19, 2024
Fall Break	December 20, 2024 – January 8, 2025
Winter - Admission Deadline	Monday, January 20, 2025

Martin Luther King Jr. Day (Campus Closed)	Monday, January 20, 2025
Winter – First Day of Class	Tuesday, January 28, 2025
Good Friday (Campus Closed)	Friday, April 18, 2025
Summer Admission Start Date	March 1, 2025
Summer First & Last Day of Class (18-Month Track)	May 5, 2025
Memorial Day (Campus Closed)	Monday, May 26, 2025
Juneteenth (Campus Closed)	Thursday, June 19, 2025
Summer First & Last Day of Class (15-Month Track)	June 30, 2025
Fall Admission Start Date	June 30, 2025

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 Objectives

The mission of Global Health Institute is to prepare healthcare providers who can function effectively in a changing healthcare system by delivering high-quality care as critical thinkers and lifelong learners.

This commitment will be fulfilled through the following objectives:

- Provide education and training to become Practical Nurses.
- Offer academic and support services tailored to student needs.
- Equip students with knowledge and skills to support immediate employment goals.

- Maintain a system for curriculum review to ensure programs remain current and appropriate.
- Foster lifelong career development skills for graduates.
- Create an environment that empowers employees to reach their professional and personal potential.

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 two classrooms and two laboratories. 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.

The campus is fully handicap accessible and complies with all applicable federal, state, and local ordinances and regulations. To meet the demands of its programs, GHI maintains a variety of modern equipment and technologies, ensuring students receive training aligned with current professional healthcare practices.

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

Global Health Institute (GHI) offers 15 (65 weeks) and 18 (78 weeks) month 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.
- **Blended Option:** Combines asynchronous online learning with scheduled on-campus sessions, accommodating students balancing work or family commitments.

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.

Blended Program Highlights

- 896 didactic hours delivered asynchronously off-campus.
- On-campus classes for foundational courses (Structure and Function, Nutrition, Pathophysiology, Pharmacology) held every three weeks for 8 hours.
- Starting with Fundamentals of Nursing, biweekly on-campus sessions for 8 hours enhance practical skills.
- Clinical experiences occur in diverse healthcare settings across Virginia, DC, and Maryland.

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.

Licensing Disclosure

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 \$30 non-refundable application fee.
- Passing score of 50% on the entrance exam, which requires a \$50 non-refundable fee.

Health, Safety, and Expectation Requirements

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

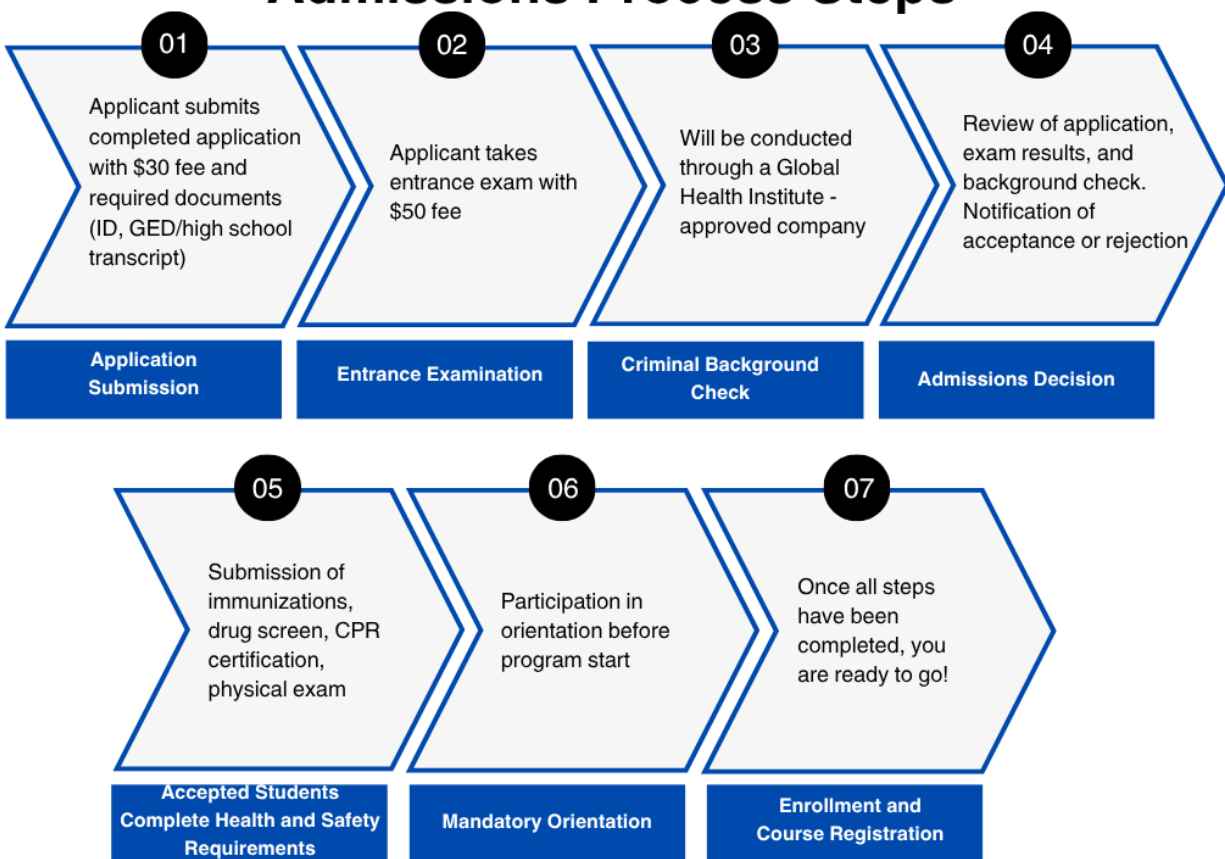
Additional Requirements

- 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.

Admissions Process Steps



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.

Blended Program Computer Literacy Requirement

Prospective blended program students must demonstrate baseline computer literacy, including:

- Basic computer operations (turning device on/off, using keyboard/mouse).
- Internet proficiency for research and course platforms.

- Email communication skills.
- Familiarity with Learning Management Systems (e.g., Populi).
- Document creation and management (Microsoft Word, Google Docs, PDFs).
- Basic troubleshooting for technical issues.
- Use of software tools like spreadsheets (Excel/Google Sheets) and presentations (PowerPoint).

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:** The Structure and Function course may be considered for transfer credit.
- **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.

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.

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

This plan outlines procedures to ensure the safety of students, faculty, staff, and visitors during emergencies at GHI.

II. Emergency Contacts

- On-site Administrator: 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

III. Emergency Procedures

Fire:

- Use fire extinguisher for small fires if safe.
- Evacuate immediately via designated routes.
- Assemble at parking lot across campus, 25 South Quaker Lane.
- Account for all personnel; do not re-enter until authorized.

Severe Weather (Tornado, Hurricane, etc.):

- Monitor weather reports and warnings.
- Alerts sent via Populi text messages.
- Remain in shelter until all-clear signal.

Active Shooter/Intruder:

- Evacuate if safe. If not, follow "Run, Hide, Fight" protocol:
 - **Run:** Evacuate if possible.
 - **Hide:** Secure location; lock doors, silence phones, stay quiet.

- **Fight:** As a last resort, defend yourself.
- Call 911 when safe. Cooperate with law enforcement.

Medical Emergency:

- Call 911 or on-site medical personnel (703-587-6592).
- Provide first aid if qualified and safe.

Power Outage:

- Assess situation.
- Evacuate if necessary, depending on severity and time.
- Use alternate lighting if evacuation is not possible.

IV. Post-Emergency Procedures

- Account for all personnel.
- Assess damage and injuries.
- Document the event in the emergency logbook (located in administrative office conference room).
- Collaborate with emergency services.
- Contact Hartford Insurance (877-287-9163).
- Initiate cleanup and restoration.

V. Training and Drills

- Annual fire drills and active shooter/intruder training conducted each November.
- Emergency contact information reviewed yearly in October.
- Emergency procedures reviewed with staff annually in October.

VI. Plan Review

This plan is reviewed and updated at least annually or as needed.

VII. Resources

- Emergency contact list
- Building floor plans with escape routes
- First aid kit locations (Faculty Office, Administrative Office, Laboratory)

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 Diploma 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 Accrediting

Bureau of Health Education Schools (ABHES) and 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: 332 clock hours completed
- Second Evaluation: 664 clock hours completed
- Third Evaluation: 961 clock hours completed
- Final Evaluation: 1,328 clock hours (program completion)

Percentage of Program Completion	Courses Included	Total Clock Hours
25%	Structure & Function, Nutrition, Introduction, Fundamentals lecture	332
50%	Fundamentals clinical, Geriatric lecture & clinical up to Medical Surgical Nursing 1 clinical	664
75%	Psychiatric Nursing and clinical, Maternity lecture & clinical, Pediatric lecture & clinical	961
100%	Medical Surgical Nursing lecture & clinical to Integrated Concepts lecture & clinical	1,328

Standards for Progress

Qualitative Standard (Academic Quality)

- Maintain a minimum cumulative GPA of 2.0 ("C" average).
- Pass all courses with a minimum grade of 79.5% (or as specified in syllabi).

Quantitative Standard (Pace of Completion)

- Successfully complete at least 67% of all attempted clock hours at each evaluation point.

Pace of Completion Calculation:

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

Maximum Time Frame

- Students must complete the program within 150% of the published clock hours (maximum 1,992 clock hours).
- Students exceeding 1,992 attempted clock hours without completion will be withdrawn.

Policy on Withdrawals, Incompletes, Repeats, and Transfer Credits

- **Withdrawals (W):** Count as attempted hours, affect pace but not GPA.
- **Incompletes (I):** Count as attempted until resolved; must be completed by next term.

- **Repeated Courses:** All attempts count as attempted hours; highest grade counts toward GPA.
- **Transfer/Proficiency Credits:** Count as completed/attempted for pace; excluded from GPA.
- **Pass/Fail, Remedial, or Non-Credit Courses:** Do not affect GPA but count as attempted hours if applicable.

Failure to Meet SAP

- **Warning/Probation:** Students not meeting SAP are placed on warning or probation for the next evaluation period.
- Students must meet with SAP officials or follow an approved academic plan to return to good standing.
- **Termination:** Students failing to meet SAP after probation will be terminated.

Appeal & Reinstatement

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

Graduation Requirements

- Complete all program clock hours and credits within the maximum time frame.
- Maintain a minimum cumulative GPA of 2.0.
- Successfully complete all clinical competencies and financial obligations.

Review and Revision

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

Practical Nursing Diploma Program

Satisfactory Academic Progress (SAP) Completion Tracking Form

Student Name: _

Student ID: _

Track: ☐ 15-Month ☐ 18-Month

Evaluation Point: ☐ 332 Hours ☐ 664 Hours ☐ 961 Hours ☐ 1,328 Hours

Date of Evaluation: _

Course Name Attempted Hours Completed Hours Grade Pass/Fail Repeat (Y/N)

Cumulative GPA: _

Pace of Completion

$\text{Pace (\%)} = (\text{Completed Clock Hours} \div \text{Attempted Clock Hours}) \times 100$

Completed Clock Hours: _

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: 1,992
- Total Attempted Clock Hours to Date: _

- Has student exceeded maximum time frame? ☐ No ☐ Yes (If yes, withdrawal required 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

Evaluator's Name & Title: _

Evaluator's Signature: Date: _

Student's Signature: Date: _

Comments/Action Plan:

Practical Nursing Satisfactory Academic Progress (SAP) Appeal Form

Student Name:

Student ID:

Evaluation Point: ☐ 664 Hours ☐ 961 Hours ☐ 1,328 Hours

Date of Notification of SAP Status: _

SAP Status: ☐ Warning ☐ Probation ☐ Termination

Time Frame Status

- Maximum Allowable Clock Hours: 1,992
- Total Attempted Clock Hours to Date:
- Has student exceeded maximum time frame? ☐ No ☐ Yes (If yes, not eligible for appeal; withdrawal required)

Pace of Completion

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

A minimum pace of 67% is required to meet SAP standards.

Reason for Appeal

Describe in detail the extenuating circumstances that affected your academic progress (illness, family emergency, unforeseen hardship):

Supporting Documentation

List and attach any supporting documents (medical records, death certificate, official letters, etc.):

Academic Improvement Plan

Explain how your circumstances have changed or what steps you will take to ensure future success if your appeal is approved:

Student Signature: Date:

For Office Use Only

Date Appeal Received: _

Reviewed By:

Decision: ☐ Approved ☐ Denied

Date of Decision:

Conditions / Academic Plan (if applicable):

Evaluator's Name: _ **Title:** _

Evaluator's Signature: _ **Date:** _

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
- Entrance exam 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. Students enrolled in the blended program must also purchase software licenses, headphones, webcams, microphones, printers, online proctoring fees, home workspace setup, and cloud storage or backup solutions.

Cost of Attendance (COA) – Practical Nursing Residential & Blended Program

Item	Cost
Tuition	\$18,000.00*
New Student Fee	\$100.00
Laboratory/Clinical Fee	\$1,030.00
Technology Fee	\$1,080.00

Liability Insurance	\$40.00
Books	\$400.00
Uniform Fee	\$50.00
Academic Enhancement	\$1,500.00
Graduation Expense	\$275.00
Application Fee	\$30.00
Fee	\$50.00

Estimated Total Cost: Approximately \$22,555.00

Scholarship:

Students completing the program may receive an \$8,000 scholarship, reducing total tuition to approximately \$14,555.00.

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.
- A late payment penalty of \$75.00 applies to payments received after the due date.
- 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 withdrawing from all courses.

Cancellation and Refund Policy

Because GHI commits to a student’s program space upon acceptance, withdrawal or dismissal after program start limits the ability to fill the vacancy.

- **Cancellation Before First Class:**
Written notice before the first day of class entitles the student to a refund of all tuition paid, minus the lesser of 15% of the total program cost or a \$100 cancellation fee.
- **Three-Day Cancellation Policy:**
Applicants who cancel within three business days after signing the enrollment agreement receive a full refund minus the \$100 non-refundable registration fee.
- **Refunds After Three Days but Before First Class:**
Refunds equal all amounts paid less either 15% of the total cost or \$100, whichever is less. The \$100 registration fee applies.

- **Practical Nursing Refunds After Program Start:**

Proportion of Class Completed	Tuition Refund
Less than 25%	50% of tuition cost
25% to less than 50%	25% of tuition cost
50% or more	No 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 programs of study 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.

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 family for emergencies.
- Non-compliance may lead to disciplinary action.

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 accommodations to qualified students to ensure full access to programs and services.

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 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 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.

Grievance Procedure

1. Schedule a meeting with the involved faculty member 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 student's 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 per 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 any individual enrolled in courses at GHI. GHI is committed to providing reasonable accommodations 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.

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 required coursework 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.

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. 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 Nursing at mkargbo@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. One semester credit hour is equivalent to 30 instructional clock hours.

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.
- Nursing students receive HIPAA certification during the first week of classes.

Confidentiality Policy

Students must maintain confidentiality of all medical and non-medical information related to patients. Breaches may result in disciplinary action, including dismissal. Students sign a Confidentiality of Information Statement during the first week.

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 cre

Incomplete Grades Policy

An Incomplete (I) grade may be assigned when a student presents a compelling reason for not completing course requirements on time. Incompletes do 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 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 administration within 5 days.
- Administration reviews, consults 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.
- 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 (65 weeks) month and 18 (78 weeks) month 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.
- **Blended:** Online learning combined with scheduled on-campus sessions, including asynchronous and synchronous formats.

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.

Blended Program Highlights

- Requires computer literacy.
- On-campus foundational courses with exams every three weeks.
- Biweekly in-person sessions for practical skills.

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, Nutrition, Pharmacology and Fundamentals of Nursing.

NUR-116 – Geriatric Nursing Clinical

Hours: 40

Prerequisites: NAS 112, HLT 133, 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 133, 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 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 133, 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 physiologic 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 133, 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 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 133, 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 133, 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

This course covers pediatric disorders by body system, medication administration, and dosage calculations. It builds on prior courses including Fundamentals, Geriatric, Medical-Surgical, Mental Health, and Maternity Nursing.

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 133, 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 hours simulation and 32 hours direct patient care.

NUR-131 – Integrated Concepts

Hours: 48 lecture

Prerequisites: NAS 112, HLT 133, 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, NUR 131, NUR 132

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, Medical-Surgical, Psychiatric, Maternity, Pediatric Nursing, and Pharmacology. 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.
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Graduation Requirements

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

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