STATEMENT OF OWNERSHIP

West Coast University is owned and operated by West Coast University, Inc., a California Corporation located at 151 Innovation Drive, Irvine, CA 92617-3040.

The Dallas Campus of West Coast University is a branch of:

WEST COAST UNIVERSITY
(Main Campus)
12215 Victory Boulevard
North Hollywood, CA  91606
(818) 299-5500
Welcome to West Coast University!

This is an exciting place to be, as you’ll learn by getting to know our students, alumni, staff and faculty. We are engaged in a life-changing process: pursuing higher education as a means to achieve professional goals.

We are justifiably proud of the accomplishments of our graduates, who are serving in a variety of satisfying careers across a broad geographical area. Our faculty and staff are committed to helping our students achieve their educational and professional aspirations. Toward that end, WCU provides high quality learning opportunities, in a variety of modalities, blending the theoretical with real-world experience.

Our campuses are aesthetically-pleasing, our facilities are among the best to be found anywhere, our programs are innovative and academically-challenging, and our people superbly qualified. That combination results in a unique professional education experience that is second to none.

The road you have set out upon is not an easy one, but the rewards for reaching the destination are incalculable.

Best wishes in your endeavors!

Regards,

Barry T. Ryan, J.D., Ph.D.
President and Chief Executive Officer, WEST COAST UNIVERSITY
INFORMATION NOTICE

The University Catalog is updated throughout semesters. For the most current Official Catalog version, please visit the West Coast University website for the Catalog PDF document and the Updated Information Guide at:

http://westcoastuniversity.edu/admissions/catalog.html
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West Coast University makes every effort to ensure accuracy of the information contained in this catalog. There are policies, rules, procedures, and regulations that change and may alter the information during this catalog period. The University reserves the right to change policies, regulations, fees, and course of instruction upon direction of the West Coast University Administration and its Chief Executive Officer. The most current and complete information on any changes is available from the campus Executive Director. All information in the content of this University catalog is current and correct and is so certified as true by Barry T. Ryan, President and Chief Executive Officer.
ACADEMIC CALENDAR 2012-13

<table>
<thead>
<tr>
<th>JANUARY 2012 term: Sunday January 29, 2012 to Saturday April 7, 2012</th>
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<tbody>
<tr>
<td><strong>First Day of Classes</strong></td>
</tr>
<tr>
<td>Sunday January 29</td>
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<table>
<thead>
<tr>
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<tr>
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<td>Sunday April 8</td>
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<tbody>
<tr>
<td><strong>First Day of Classes</strong></td>
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<tr>
<td>Sunday June 17</td>
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<tr>
<th>AUGUST 2012 term: Sunday August 26, 2012 to Saturday November 3, 2012</th>
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<tbody>
<tr>
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<td>Sunday August 26</td>
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<tbody>
<tr>
<td><strong>First Day of Classes</strong></td>
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<tr>
<td>Sunday November 4</td>
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NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT WEST COAST UNIVERSITY

The transferability of credits earned at West Coast University is at the complete discretion of an institution to which students seek to transfer. Acceptance of the degree earned at West Coast University is also at the complete discretion of the accepting institution. If the credits or degree that is earned at this institution are not accepted at the institution to which transfer is sought, the accepting institution may require the student to repeat some or all coursework at their institution. For this reason, students should make certain that attendance at this institution meets their educational goals, regardless of transferability credit. Students are advised to contact an institution to which they may seek to transfer after attending West Coast University to determine if West Coast University credits, degrees, diplomas or certificates will transfer.

West Coast University has no articulation agreements

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1 West Coast University operates on a Semester System. Each Semester is composed of two 10 week terms. Classes typically begin the first Monday of the Term and end on the last Monday of the Term.
Nursing Student Clinic Schedule: Nursing students on clinical rotations follow the holiday schedule of the clinical site. Therefore, students on clinical rotation may be required to attend the clinical site during University holidays and breaks, including Thanksgiving and Christmas.
About WEST COAST UNIVERSITY

UNIVERSITY MISSION

At West Coast University, we embrace a student-centric learning partnership that leads to professional success. We deliver transformational education within a culture of integrity and personal accountability. We design market-responsive programs through collaboration between faculty and industry professionals. We continuously pursue more effective and innovative ways through which students develop the competencies and confidence required in a complex and changing world.

UNIVERSITY VALUES

Academic Integrity and Intellectual Honesty
We are committed to a culture where ethical conduct governs our interactions.

A Culture of Mutual Respect
We believe each member of the University community can significantly contribute to the fulfillment of our mission.

Student Learning
We are committed to continuous assessment, evaluation and improvement of student learning.

The Communities We Serve
We take very seriously our responsibility to make a positive impact on the communities that surround us geographically and professionally.

A Student-Centric Culture
We believe it is our institutional responsibility to identify, understand, and respond to student needs.

Agility and Responsiveness
We respond quickly to the needs of our students, faculty, and associates.

Innovation and Creativity
We are committed to bringing innovation and creativity to the development and delivery of instruction, and in identifying solutions to complex and challenging problems.

Diversity
We encourage diversity of thought, ethnicity, culture and experience recognizing that through multiple and often differing perspectives offered in a collegial setting, the best ideas emerge.

Efficient Use of Resources
Through our stewardship, we develop solutions that make the best use of investments in time and other resources.
Objectives

- To provide degree programs in fields of study that lead to professional success.
- To provide academic and support services to enhance student success.
- To provide a caring environment that is supportive and concerned with each student’s success.
- To provide curricula, facilities, equipment and qualified faculty to prepare students for employment in an ever-changing job market.
- To offer innovative and alternative modes of educational delivery to meet the needs of students’ personal and professional schedules.
- To assist in meeting the employment needs of related professions.

Institutional Learning Outcomes

Upon graduating from a degree program offered by West Coast University, students will be able to:
1. Develop intellectual and practical problem solving skills through information assessment and critical thinking.
2. Demonstrate effective written communication skills.
3. Demonstrate effective oral communication skills.
4. Achieve the stated programmatic learning outcomes of one’s discipline.
5. Demonstrate computer proficiency and information literacy.
6. Describe ethical standards and legal guidelines associated with one’s chosen career field.
7. Explain why knowledge of and respect for the societal contributions of diverse cultures and perspectives is an important quality in one’s discipline.

UNIVERSITY HISTORY

West Coast University (WCU) was originally chartered in 1909 as an ophthalmology school. In 1953, the University added evening-only programs. The success of this approach led the University to expand and diversify its programs to include offerings in health science. Associate degrees in science and master’s degree programs were introduced in the late 1960’s and 1970’s. In 1981, the University reorganized into three distinct colleges; the College of Business and Management, the College of Engineering, and the College of Letters and Sciences.

In May of 1997, the Los Angeles campus of the University was reorganized under new management and was accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), which is recognized by the Texas Higher Education Coordinating Board (THECB). The new leadership was committed to refocusing the Institution’s program offerings to high-demand health care related programs that would be beneficial to working adults. These programs include Nursing, Dental Hygiene, and Health Care Management.

The branch campus in Orange County opened for classes in September of 2007. Also in September of 2007, the University launched its first online classes to provide greater flexibility for its students. An additional branch campus in Ontario, California, began offering classes in November of 2008. In 2009 the Bachelor of Science in Nursing degree received Commission on Collegiate Nursing Education (CCNE) accreditation.

In June 2010, the University achieved an additional milestone. The University was approved to offer Master’s degree programs in Nursing and Health Care Management by ACICS. CCNE recognized this substantive change and has scheduled a review of the Master’s program for November 2011. In October of 2010, the Orange County campus BS in Dental Hygiene program received accreditation though the
Commission on Dental Accreditation (COA). In addition, in 2010 West Coast University applied for Eligibility from the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC). WCU’s application was reviewed and WASC determined that West Coast University is eligible to proceed with its application for Candidacy for Accreditation. A determination of Eligibility is not a formal status with the Accrediting Commission, nor does it ensure eventual accreditation; it is a preliminary finding that the institution is potentially accreditable and can proceed within four years of its Eligibility determination to be reviewed for Candidacy status with the Accrediting Commission. WCU submitted its comprehensive Self-Study for (regional) accreditation with WASC in June of 2011 and anticipates a site visit in September. The Commission will determine WCU’s accreditation status at its meeting in February, 2012. Questions about Eligibility may be directed to the institution or to WASC at www.wascsenior.org or at 510-748-9001.

In 2011 West Coast University plans to open a campus in Dallas, Texas. The Dallas campus received a conditional Certificate of Authorization from THECB in January 2011 to grant, Bachelor’s and Master’s degrees. Its Dallas facility was inspected by Texas Workforce Commission (TWC) on February 23, 2011. Conditional approval was granted by the TWC on April 29, 2011.

Facilities Description
At West Coast University, the campuses and classroom facilities include courtyards, study nooks and gathering spaces that encourage connections between students, faculty and associates. The classrooms at each campus integrate advanced technology wherever possible, including permanently mounted projectors, projection screens, interactive whiteboards and technologies that capture, print and transmit images and text. Spaces are also provided at each campus to support student needs including meeting rooms, food service areas, and computer stations with wireless connectivity. Each campus also provides a library and master's-prepared librarian, along with administrative functions and staff including admissions, registrar, student services, career services and financial aid.

<table>
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<tr>
<th>Texas</th>
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<tbody>
<tr>
<td>WEST COAST UNIVERSITY</td>
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<tr>
<td>8435 N. Stemmons Freeway</td>
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<tr>
<td>Dallas, Texas 75247-3900</td>
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The campus is located near and easily accessible from the Stemmons Freeway in the Dallas Metroplex. The campus has a total of 46,000 sq. ft. that consists of 10 Classrooms, 4 Lab Rooms, 4 Study Rooms, 2 Student Lounges, and generous Simulation Space. The Simulation space has a total of 10,000 sq. ft. that consists of 5 Nursing Simulation Labs and 1 Nursing Psychology Simulation Lab. In the Computer Labs, there are a total of 71 computers, and throughout the campus are “Internet Bars”, or computer stations, with a total of 29 computers.

Accreditation
West Coast University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Bachelor’s and Master’s Degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation (CHEA).

| Accrediting Council for Independent Colleges and Schools |
| 750 First Street, NE, Suite 980 |
| Washington, DC  20002-4223 |
| (202) 336-6780 |
| www.acics.org |

WEST COAST UNIVERSITY 2012-13 Catalog
Approvals
West Coast University is applying for licensure with the Texas Board of Nursing for the pre-licensure nursing (LVN to BSN and BSN) programs.

Texas Board of Nursing
333 Guadalupe #3-460
Austin, TX 78701
www.bon.state.tx.us.com

Class Schedule Information
West Coast University’s schedule of classes is designed to meet the needs of the student population. Class schedules are set in 20-week semesters consisting of two 10-week terms (9 weeks of instruction) with a short break between each term. Classes are typically scheduled during the hours of 7:00 am to 11:00 pm Monday through Friday and 7:00 am to 6:00 pm on Saturdays and Sundays. Typically, students attend classes two to four days per week; however, some courses (most notably in the nursing programs) may require additional days of instruction per week. Nursing clinical rotations may be scheduled any day of the week, including Saturdays and Sundays, 24 hours a day.

Business Hours
The campus administrative offices normal hours of operation are Monday through Thursday, 8:00 am to 8:00 pm and Friday, 8:00 am to 5:00 pm. Online courses and related technical support are available and accessible to enrolled students seven days a week, 24 hours a day.
Undergraduate Admissions Policies and Disclosures

Statement of Non-Discrimination
The University faculty and staff are committed to actively pursuing equality for West Coast University students of all ages, diverse cultures, disabilities, and lifestyles through the implementation of the University’s mission and objectives. The University incorporates the ethnic and academic pluralism which is represented within our community into its educational process.

West Coast University is dedicated to respecting, integrating, and celebrating our students’ diverse cultures into all aspects of campus life. The University maintains a professional and safe environment where students are free to express and share their unique backgrounds and experiences.

West Coast University does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, veteran, or military service status, age, or disability. The University complies with all local, state, and federal laws barring discrimination. Accordingly, equal opportunity for employment and admission shall be extended to all persons. All inquiries or complaints regarding these laws and regulations should be directed to the appropriate University official who will provide students with procedures available in resolving complaints relating to alleged unlawful discriminatory actions.

Rehabilitation Act and Americans with Disabilities Act (ADA)
In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), West Coast University abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in programs and services offered by the University “solely by reason of the handicap.” A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a documented disability and the Disability Services Coordinator has met with the student, consulted with the University Director of Student and Alumni Affairs, and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

West Coast University is committed to providing reasonable accommodations including auxiliary aids and or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit or service provided by the University. To request auxiliary aid or service, please contact the Student Services Office at the respective campus. Students should submit requests with supporting documentation at least six weeks prior to the beginning of the first day of classes or as soon as practical. See also the Disability Services section in the Student Services section of this catalog.

Programs Preparing Graduates for a Field Requiring Licensure
Under California law, West Coast University must take reasonable steps to ensure the student is eligible for licensure if he or she has chosen a program that prepares them for a field where licensure is required. There are numerous eligibility requirements for licensure, depending on the field. Students are urged to carefully read the requirements and conduct further research. If the student identifies concerns regarding his or her ability to meet licensure requirements, he or she is encouraged to discuss the concerns with an Admissions Representative and the appropriate academic program administrator. If the student decides to continue in a program of study given the understanding that he or she may not be able to achieve licensure, the student will be asked to sign a release to that effect.
Program Changes/Policy Guidelines
West Coast University has the right, at its discretion, to make reasonable changes in program content, class schedules, materials and equipment, as it deems necessary in the interest of improving the students' educational experience. West Coast University reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. When size and curriculum permit, classes may be combined to provide meaningful instruction and training or team teaching may be facilitated to contribute to the level of interaction among students. When ongoing federal, state, accreditation, or professional changes occur that affect students currently in attendance, West Coast University will make the appropriate changes and notify the students accordingly.

Notice to Applicants with Misdemeanor and Felony Convictions
Employment in most health care positions requires a background check. The University does not believe that students should make a substantial investment of time, money, and potential debt if the ability to secure employment in the field of study is unlikely. For this reason WCU does not accept admissions applications from prospective students with felony convictions. Students in the Nursing and Dental Hygiene programs with misdemeanor convictions may not be able to be placed for their clinical course work or become licensed. Prospective students are required to disclose information relating to any felony or misdemeanor conviction to their admissions representative.

Background Check Policies
All applicants to programs at West Coast University which lead to licensure must submit to a University-defined background check as part of the admissions process to their degree programs and again prior to any clinical coursework required for the completion of the degree. The background check results must be such that they do not interfere with a student’s ability to be placed in clinical settings for their various clinical practica, and eligibility for licensure. Additional requirements may be made by the clinical site to which a student is assigned.

When a background check discloses a conviction on a felony or misdemeanor, an outstanding arrest for a felony or misdemeanor, or other concern that would lead to denial of admission or drop from the program, the affected student or applicant may appeal the decision to the program chair/dean of the program to which the student has applied. Should a student or applicant be dissatisfied with the decision of the program chair/dean, the student or applicant may appeal in writing to the University Administration Appeals Committee, specifying why the original decision should be reconsidered. The University Appeals Committee’s decision is final.

State and National Board Examinations / Licensure Requirements
Costs related to state and national licensing and/or certification and registration examinations or processes are the student’s responsibility. West Coast University will provide students with information regarding test dates, locations, and fees whenever possible. Students should be aware that all test fees, unless stated on the enrollment agreement, are in addition to the tuition paid to the University. Students who choose to participate in state and national licensing and/or certification or registration examinations are responsible for paying the sponsoring organizations.

Since passing state and national board examinations are pre-requisite to students obtaining licensure in many fields, West Coast University places a high priority on preparing students to successfully pass these exams. Students are urged to take state or national board examinations as soon after program completion as possible to improve performance on the test. For further program-specific state and board examination requirements, see the programs specific information in this catalog.
University Admissions Requirements for Undergraduate Degree

Admissions Criteria

Students must apply for admission to their program of study to be officially accepted for a specific starting date. The University reserves the right to deny admission to applicants if the admissions requirements are not successfully met.

Undergraduate Programs

An undergraduate student applying for admission into West Coast University must:

1. Participate in a qualitative admissions interview arranged by a university admissions representative;
2. Submit a completed application for admission;
3. Submit documentation of high school graduation or its equivalent;
4. Complete an enrollment agreement (must be signed by a parent or guardian if the applicant is under 18 years of age);
5. Agree to take and successfully complete a four module Computer Proficiency Requirement by the end of the first semester.
6. Achieve a minimum cumulative grade point average (CGPA) of 2.75 on all high school credits earned or, if the applicant has a minimum of 24 college credit hours, on all college credits earned.
7. Pass the Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS version V) with a minimum individual total score at or above 70%; or provide proof of a minimum composite SAT score of 1000 on the older version or 1500 on the current version of the SAT with Essay; or provide proof of a minimum composite ACT score of 20.
   a. Applicants will have a maximum of two attempts to successfully pass the TEAS admissions exam. If an applicant does not pass the TEAS admissions exam after two attempts, he or she must wait a period of 6 months for a third attempt to pass the TEAS and must provide proof of remediation. Passing test scores are valid for one year.
8. Pass a criminal background check according to the Texas statute.
9. Applicants for the LVN to BSN program option must additionally provide proof of an unencumbered license to practice as a Licensed Vocational Nurse in Texas.

Admission will be competitive, based on an admissions score calculated by combining points for the applicant’s CGPA and for the highest grade achieved on one of the three standardized admissions tests (TEAS, SAT, or ACT). The scoring guide is included in Appendix T with the admission criteria. Applicants will be accepted into the program based on their admissions score, with the highest-ranking applicants accepted until the cohort for the admissions period is full.

Program Specific Admissions Requirements for Undergraduate Programs

In addition to the Admissions Requirements listed above, please see the program description section of this catalog for additional information.

Credit for Previous Education

Students who request to transfer credits into the University from previously attended institution(s) must submit a sealed transcript from the originating institution. Veterans are required to provide copies of transcripts for all prior postsecondary educational courses successfully completed so that they may be reviewed for potential transfer credits. When a veteran is determined to have completed courses that may qualify for transfer credit, an official transcript will be requested unless already provided.
Deadlines for submittal of transcripts vary by program. Unless noted in the program specific requirements, sealed transcripts must be received prior to the first day of the first semester in which the student commences his or her education at the University. Only official transcripts will be accepted for final transfer credit evaluation. If official transcripts are not received within the appropriate time frame, credit may be awarded in exceptional circumstances at the Dean’s discretion. In addition to transcripts, copies of course descriptions, school catalogs, and course syllabi may also be required for evaluation purposes.

Decisions regarding transfer credit are made at the campus to which the student is applying by the associated Academic Dean or Chair of the Program to which the student is seeking transfer credit to be applied. The Dean or Chair will review transcripts from previous institutions to determine what credit, if any, will be granted. If approved, the student will be notified of the credit granted. The Veterans’ Administration will also be notified of the credit granted to veteran students. Students are expected to attend all classes in their program of study until their transfer credit request has been evaluated and approved.

Credits will be considered for transfer if ALL of the following criteria are met:

1. The course(s) is/are judged comparable in content and credits to West Coast University courses;
2. A grade of 2.0 or better was achieved for undergraduate credits;
3. The course recency requirements are met. Each academic program has its own recency requirements for transfer credit.

Although satisfaction of the aforementioned criteria is essential for the consideration of transfer credit, the University does not guarantee acceptance of transfer credit. Decisions regarding transfer credits approved by the applicable academic administrator are considered final.

**Undergraduate Residency Requirement**

Residency is defined as coursework completed at West Coast University, either on ground or online (does not include transfer or challenge credit). A minimum of 25% of credit units for any given program of study offered by West Coast University must be completed in residence. For example, if a student is enrolled in a program offered at West Coast University in which there are 60 credit units required for graduation, the student must complete 30 credit units in residence.

**Online/blended Course Requirements**

West Coast University provides facilities for its online courses through interactive classroom activities. Chat rooms and threaded discussions provide opportunities for productive class interaction, and to connect with faculty members for help and guidance. Chat rooms are open for discussion with peers (at any time) or faculty (during office hours). Online courses also engage students with interactive learning exercises and animated activities. Online courses also provide an audio visual advantage. Students are able to see and hear each lesson from any computer with access to the Internet that meets the hardware and software specifications as noted below. Because West Coast University is aware that students may have multiple ways of learning, the sights and sounds associated with online courses add a valuable dimension to the educational experience. Moreover, animations, graphs, charts, and slide presentations are regularly integrated into the courses.

In addition, several of the academic program curricula include blended courses. Blended courses combine traditional or face-to-face classroom instruction with an online delivery of instruction. Program specific information on this format of instruction is provided in the program descriptions, where applicable. Students enrolled in online or blended courses are required to participate in online course activities as outlined in each course’s syllabus.
## Online Course Calendar

### JANUARY 2012 term: Monday, January 30, 2012 to Sunday April 8, 2012

<table>
<thead>
<tr>
<th>Sign-Up Deadline Dates</th>
<th>Training Week</th>
<th>Class Start Date</th>
<th>Class End Date</th>
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<tr>
<td>First-Time Students:</td>
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<td>Continuing Students:</td>
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### APRIL 2012 term: Monday, April 9, 2012 to Sunday, June 17, 2012

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<th>Class End Date</th>
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<tbody>
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<td>First-Time Students:</td>
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<tr>
<td><strong>Thursday March 29, 2012</strong></td>
<td>Monday April 2, 2012 -to- Friday April 6, 2012</td>
<td><strong>Monday April 9, 2012</strong></td>
<td>Monday June 11, 2012</td>
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<td>Continuing Students:</td>
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### JUNE 2012 term: Monday, June 18, 2012 to Sunday, August 26, 2012

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### AUGUST 2012 term: Monday, August 27, 2012 to Sunday, November 4, 2012

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<tr>
<td>Continuing Students:</td>
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<tr>
<td><strong>Thursday August 23, 2012</strong></td>
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### NOVEMBER 2012 term: Monday, November 5, 2012 to Sunday, January 27, 2013

<table>
<thead>
<tr>
<th>Sign-Up Deadline Dates</th>
<th>Training Week</th>
<th>Class Start Date</th>
<th>Class End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Time Students:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuing Students:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Thursday August 23, 2012</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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1 West Coast University Online terms are 9 weeks of Instruction.

**First-Time Students:** First-Time online students are those who have never completed an online course at West Coast University. First-Time online students have an earlier Sign-Up Deadline Date.

**Continuing Students:** Continuing online students are those who have previously completed a full-online course at West Coast University.
Students who are taking online and/or blended courses must:

1. Complete the online New Student Orientation Tutorial or the online New Blended Student Tutorial, which includes exercises for students to test accessibility and become familiar with navigation in all areas of online or blended courses;
2. Meet the specific computer requirements with acceptable hardware and software configuration and internet access as follows:

System Requirements

<table>
<thead>
<tr>
<th>Windows Users</th>
<th>Mac Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Window XP, Vista, or 7</td>
<td>• Mac OS X or higher (in classic mode)</td>
</tr>
<tr>
<td>• 28.8 kbps modem (56k recommended)</td>
<td>• 28.9 kbps modem (56k recommended)</td>
</tr>
<tr>
<td>• Soundcard &amp; Speakers</td>
<td>• Soundcard &amp; Speakers</td>
</tr>
<tr>
<td>• Internet Explorer 8.0</td>
<td>• Safari 4.0</td>
</tr>
</tbody>
</table>

Screen Resolution: The recommended setting for screen resolutions is 1024 x 768 pixels

Browser Requirements

Browsers listed below have been validated with the eCollege online course platform.

<table>
<thead>
<tr>
<th></th>
<th>Windows Users</th>
<th>Mac Users</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recommended Versions</strong></td>
<td>• Microsoft Internet Explorer 8.0</td>
<td>• Safari 4.0</td>
</tr>
<tr>
<td></td>
<td>• Mozilla Firefox 3.5</td>
<td>• Mozilla Firefox 3.5</td>
</tr>
<tr>
<td><strong>Supported Versions</strong></td>
<td>• Microsoft Internet Explorer 7.0</td>
<td>• Safari 3.0</td>
</tr>
<tr>
<td></td>
<td>• Safari 3.0</td>
<td>• Safari 5.0</td>
</tr>
<tr>
<td><strong>Supported Versions</strong></td>
<td>• Mozilla Firefox 3.0</td>
<td>• Google Chrome 5.0</td>
</tr>
<tr>
<td></td>
<td>• Google Chrome 5.0</td>
<td></td>
</tr>
</tbody>
</table>
Features Requirements

These commonly used plug-ins may be required depending on the course. Students will be able to access courses without them; however, some features may not be available.

<table>
<thead>
<tr>
<th></th>
<th>Windows Users</th>
<th>Mac Users</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ClassLive</strong></td>
<td>• 256 MB RAM</td>
<td>• 256 MB RAM</td>
</tr>
<tr>
<td></td>
<td>• 20 MB free disk space</td>
<td>• Mac OS X 10.4 and 10.5</td>
</tr>
<tr>
<td></td>
<td>• Sun’ Java 2 SDK (Kava 1.5 or Java 1.6)</td>
<td>• G4, G5 or Intel Processor</td>
</tr>
<tr>
<td></td>
<td>• Microsoft JVM (Windows XP SP1 only)</td>
<td>• Microsoft Internet Explorer 4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• MacOS Classic Java (MRJ 2.2.5)</td>
</tr>
<tr>
<td><strong>ClassLive Audio</strong></td>
<td>• 56K kbps or higher modem*</td>
<td>(Mac ClassLive Audio)</td>
</tr>
<tr>
<td></td>
<td>• Windows Media Encoder 7.1</td>
<td>• Soundcard with Speakers and Microphone or Headset*</td>
</tr>
<tr>
<td></td>
<td>• Soundcard with Speakers and Microphone or Headset*</td>
<td>• Windows Media Player**</td>
</tr>
<tr>
<td></td>
<td>• Windows Media Player 9**</td>
<td></td>
</tr>
<tr>
<td><strong>Supported Browser Plug-ins</strong></td>
<td>• Real Player 8 Basic Player</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Macromedia Flash Player</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Macromedia Shockwave Player</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Windows Media Player</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Quicktime Player</td>
<td></td>
</tr>
<tr>
<td><strong>Assistive Technology</strong></td>
<td>• JAWS 10.0</td>
<td>• N/A</td>
</tr>
<tr>
<td><strong>Third-party coursePacks</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Your instructor may choose to include a CoursePack (for example, a collection of readings, articles, video clips). Because actual CoursePack content varies, you may or may not have additional system requirements. Check with your instructor or with the third-party CoursePack provider for specific requirements.</td>
<td></td>
</tr>
</tbody>
</table>

*Instructor-only requirements for Audio Encoding

** Required for students only if instructor is using Live Audio
Academic Policies and Procedures

Academic Freedom Statement for Students
West Coast University supports academic freedom, cultural diversity, and the intellectual exploration of our student population. Students will be evaluated on classroom and practical performance and abilities and not on ethnicity, political ideology, religious affiliation or other personally held belief systems. The University supports student academic freedom within the realm of student learning outcomes. We espouse freedom of expression as appropriate in classroom, clinical settings and all additional West Coast University related activities and events.

Academic Honor Code
Academic honesty, integrity, and ethics are required of all members of the West Coast University community. Students are expected to conduct themselves in a manner reflecting the ideals, values, and educational aims of the University at all times. Academic integrity and honorable behavior are essential parts of the professionalism that will be required well beyond graduation. They are the foundation for ethical behavior in the workplace.

The general public, as well as professional organizations and accrediting bodies, hold individuals in the health care industry to a high standard and expect the University to monitor the professional behavior of faculty, associates and students. As current or future professionals, students at West Coast University have a responsibility to follow this model and guide their actions to serve in the best interest of their fellow students, faculty and health care professionals and those they will care for as patients by maintaining the highest degree of personal and professional integrity. Students need to remain cognizant of the fact that they are representative of their profession in and out of the academic environment. Therefore, allegations of misconduct will be taken very seriously.

Academic integrity requires that work for which students receive credit be entirely the result of their own effort. Acting honorably in an academic setting requires more than simple honesty. Academic dishonesty takes place whenever a student undermines the academic integrity of the institution or attempts to gain an unfair advantage over others. The following list includes some examples of Honor Code violations; the list is not intended to be exhaustive.

1. Cheating
   - Using unauthorized materials such as books, notes, cell phone or PDA accessories or crib sheets to answer examination questions
   - Taking advantage of information considered unauthorized by one’s instructor regarding examination questions
   - Copying another student’s homework, written assignments, examination answers, electronic media, or other data
   - Assisting someone else to cheat, or knowingly allowing someone else to cheat
   - Failure to report cheating to an academic official of the University

2. Plagiarism
   - Representing the ideas, expressions, or materials of another without providing the author with due credit
   - Paraphrasing or condensing ideas from another person’s work without proper citation
   - Failing to document direct quotations and paraphrases with proper citation
3. Other forms of academic dishonesty

- Fraud, deception, and the alteration of grades or official records
- Changing examination solutions after the fact, inventing, changing or falsifying laboratory data or research
- Purchasing or in some other manner obtaining and then submitting written assignments, homework, or examinations
- Reproducing or duplicating images, designs, or Web pages without giving credit to the developer, artist, or designer
- Submitting work created for another course without instructor approval
- Misrepresenting oneself or one’s circumstance to gain an unfair advantage
- Collaborating with another person(s) without instructor approval
- Selling or providing term papers, course work, study guide or assignments to other students

There are four possible consequences to the student for violating West Coast University’s Honor Code:

1. Failure of the assignment
2. Failure of the course
3. Expulsion from the University
4. Rescinding a certificate or degree

All violations of the Honor Code will be reported to the University’s administration to investigate. Individual reports will also be evaluated in the context of potential patterns of dishonesty. The faculty, in conjunction with administration, will make a determination of the effect on student status and/or course grades resulting from substantiated reports of honor code violations.

Academic dishonesty is a corrosive force in the academic life of a university. It jeopardizes the quality of education provided and depreciates the genuine achievements of others. It is the responsibility of all members of the campus community to actively deter it. Apathy or ignoring the presence of academic dishonesty is not acceptable. If students, faculty or staff members do not confront academic dishonesty, it will reinforce, perpetuate, and enlarge the scope of such misconduct. Further, ignorance of the University’s Honor Code is not a valid excuse for engaging in prohibited conduct. All University community members are responsible for knowing, and living by, the Honor Code. Furthermore, all members of the University community, including students, faculty, and staff share the responsibility and authority to challenge and make known acts of apparent academic dishonesty.

A student is prohibited from withdrawing from a course in which an “F” grade is received due to a violation of the Honor Code.

Plagiarism Detection Website

West Coast University is committed to helping students learn about what is and is not plagiarism. As such, it uses a plagiarism detection web-service to help students monitor themselves. Students can submit their work to this web-service in an effort to determine if the academic work is considered to be authentic or not.

Furthermore, in its commitment to academic honesty and accurate assessment of student work, West Coast University reserves the right to submit student assignments to the website to check for similarities between student submissions and the internet, various research databases, and the website’s database of previous student submissions.
In some instances, students may be required to electronically submit their work to the instructor or to the website, and by taking WCU courses, students agree that all assignments are subject to plagiarism detection processes and academic honesty policies. Assignments submitted to the website by the student or instructor will become part of the service’s database and will be used for plagiarism prevention and detection. Student papers, however, will remain the intellectual property of the authors.

**Academic Program Measurement**

**Credit Hours**

The federal regulations define a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

To comply with the federal definition, courses offered at West Coast University have an expectation of two hours of work outside of class for each hour of lecture.

West Coast University measures its academic programs in Semester Credit hours.

1. Semester credit hours are defined as follows:
   a. For lecture classes, one semester credit is equal to 15 clock hours.
   b. For laboratory classes, one semester credit is equal to 30 clock hours.
2. For Clinical/Practicum classes, one semester credit is equal to 45 clock hours. Labs in the Nursing are considered clinical for credit hour calculations.
3. Clock hours are defined as follows:
   a. A clock hour is a minimum of 50 minutes in which lectures, demonstrations, and similar class activities are conducted.

**Definition of a Credit Hour in an Online Class**

Calculation of credit hours in an online or blended format course is based on the consideration of the following activities:

1. The time spent in live instruction. Live instruction may be
   a. synchronous or instructor-led online time, or
   b. residential learning in the classroom (blended coursework)
2. The number of screens viewed in the course of online instruction. The average time spent on a “screen” is generally calculated as being between 3-5 minutes per screen.
3. The run-time for required media asset assignments calculated on a 1:1 ratio to seat time. Run time may be factored to account for expected multiple viewings of the asset for review and re-enforcement of the material. Assets may include
   a. self playing videos or animation, or
b. audio podcasts and recordings

4. Links to external learning assets – calculated as an average of the time required to consume content such as by
   a. reading an article
   b. watching a self-paced instructional video,
   c. playing an instructional game
   d. or completing a simulation

5. Assignments – The instructor expectation of time spent in online instructional (not homework) assignments and activities such as:
   a. postings to group discussion sites/bulletin boards.
   b. online group project work
   c. use of class social media sites for group discussion/participation
   d. student-teacher interaction

**Challenge Credit**

West Coast University has a policy of allowing students to “challenge” a course in some programs of study for which they have earned prior credit for but for which credit was not transferred upon matriculation.

Challenge may be especially relevant for students whose prior academic experience with a particular course or subject area exceeds the University’s recency requirements, but who believe they are still current in the subject matter. To challenge a course, a student must submit a Challenge Exam Application Form to the Director of Student Services at the campus they are attending.

Students will only be allowed to take a challenge examination if they meet the general and program-specific criteria. If the request to challenge a course is approved, and the student passes the appropriate examination, credits earned for class challenged will be valid for 12 months from the time the exam is taken. Once a student matriculates, the course requirement is removed from the student’s program of study and posted to the transcript, becoming a permanent part of the student’s academic record. If the challenge examination is not successfully passed, the course requirement will remain in the student’s program of study.

The student must declare which courses he/she would like to challenge and must gain approval from the program’s academic administration. Each program has its own unique requirements and deadlines for submitting an application to take a challenge examination. For further information pertaining to each program’s challenge exam requirements, see the program-specific information elsewhere in the catalog.

Students may not apply for a challenge exam for courses in which they are currently enrolled or have previously taken at West Coast University. A course may be challenged only one time. Each program has established its own passing grade requirements for challenge exams, and no more than twelve (12) semester credits may be earned through challenge examinations.

Credits earned through challenge examinations do not count towards the in-residence requirements or towards a student’s cumulative grade point average (CGPA). In addition, a student’s financial aid may be affected if challenge credit is received; therefore students considering challenging a course should consult with their campus Financial Aid officer on the impact of doing so.

A non-refundable fee of $100 will be charged per exam ($500 for all nursing clinical course challenge exams). The fee must be paid prior to the exam and is not included as part of the student’s financial aid package.
The University’s decision on a student’s eligibility to take a specific challenge exam is final and may not be appealed. If a student achieves credit by successfully challenging a course and passing the challenge exam, no guarantee is made that the student will advance his or her degree completion date. Degree acceleration will be based on programmatic space availability.

**Nursing Challenge Exam Additional Requirements**

Additional Nursing-specific requirements include the following:

1. Students must be accepted into the nursing program in order to challenge a nursing course.
2. Students may not challenge a nursing course where there is evidence that a similar nursing course has been taken in the past for which the grade received was below a C.
3. Students who want to attempt a challenge examination for a clinical course must first: 1) transfer in credit for the related theory course or 2) pass the theory course challenge test prior to attempting the clinical challenge examination.
4. Students must satisfactorily meet all prerequisites of any courses prior to taking the challenge examination.
5. Students who attempt and did not pass a lower level nursing course with a clinical component may not challenge a higher level nursing course with a clinical component.
6. Challenge examinations for pre-licensure courses include HESI, ATI or other similar standardized computer examinations. The grade necessary to pass is outlined in the associated course syllabus.
   a. Students should acquaint themselves with the syllabus requirements for any course they wish to challenge.
   b. Nursing students must complete any NURS designated challenge examinations within the first two terms of entering the first nursing (core) course.
   c. Students must first successfully pass the challenged course prior to being allowed to enroll in a course that has this course as a pre/co-requisite.
   d. Students, who are unable to successfully challenge the requested course by the start date of that course, must enroll in the course.
   e. Students who wish to challenge a course must submit their application at least 4 weeks prior to the time when they would like to take the exam.
7. Additional information may be required prior to scheduling a challenge examination for clinical courses, such as immunization status, health records, background check, drug screening, fire & BLS cards (i.e.-Clinical packet information).

**Add/Drop Period**

The Add/Drop period occurs within the first week (7 days) of a 10-week term. During this period, students may add or drop classes but may not withdraw from the University without penalty. Dropped courses occurring within this period will not appear on students’ transcripts nor will these dropped courses be included in evaluating student maximum allowable time frame specific to satisfactory academic progress. New students may be admitted during this period provided they attend at least one scheduled class during the Add/Drop period. Students will not be admitted after the Add/Drop period without approval from the campus Executive Director and the applicable academic dean. Tuition adjustments will not be made after the first week of the term.

**Course Overload Policy**

Students who would like to add one or more classes to their existing class schedule, must receive prior written approval from their Program Dean. The Program Dean may deny requests from students
perceived to be academically “at risk” due to their prior grades. The Dean may also deny requests due to exceeded seat capacity of the chosen class or classes, or for other curricular limitations, such as the absence of prerequisite course work.

For eligible students, once class availability has been confirmed, the Program Dean will provide an Add or Overload Request form requesting the student’s signature. Student must submit completed Add or Overload forms to the Financial Aid Office and be counseled on the financial ramifications of adding the class or classes. After the Financial Aid counseling has occurred, the Financial Aid Officer will sign the Add or Overload Request form.

To complete the process, students will sign the form, acknowledging that an advisement and counseling meeting occurred, and submit to his or her Program Dean’s Office for review.

**Attendance Policy**

West Coast University emphasizes the need for all students to attend classes on a regular and consistent basis. In addition to the research that demonstrates that regular class attendance enhances student success, consistent attendance and punctuality helps students develop good habits and behaviors necessary to compete in a highly challenging job market.

To maintain satisfactory attendance in all courses except NURS clinical courses, students may not be absent for more than 20% of a theory/lab course. These percentages are calculated on the basis of clock hours. Absences in excess of 20% of any theory/lab course will result in a grade of “F” and the student will be required to repeat the course. Nursing students may not be absent for more than 20% of a clinical course.

If a student is absent from the University for more than 10 consecutive calendar days, excluding holidays and scheduled breaks, and no contact has been made during that period, the student will be withdrawn from the University.

Students taking online courses must submit at least one gradable activity per class every ‘class week.’ A ‘class-week’ for full online courses starts on a Monday of any given week and ends on the following Sunday at 11:59 PM PST.

A gradable activity includes, but is not limited to, the posting of a threaded discussion question, electronic submission of any course assignment to the ‘drop box’, electronic submission of a test / exam (if applicable), or any other course related activity that is graded.

Students who are required to participate in military duties and are therefore required to be absent from their scheduled classes will not be penalized. The student must provide the appropriate academic administrator with written documentation verifying the required military leave and length of time requested; however, depending on the length of required military leave, a student may need to request a leave of absence.

**Tardiness/Early Departure:**

Students who arrive for class after the scheduled start time are considered tardy; students who depart from class before the scheduled completion time are considered to have “departed early.” Faculty members are asked to track student tardiness and early departures. Upon the second instance of tardiness/early departure, faculty are advised to discuss the issue with the student. On the event of the third tardy and/or early departure, the student will receive one absence. Excessive tardiness and/or early departures can lead to sanctions, including dismissal from the University.
Clinical Rotations and Practica
Clinical and practicum experience required in some programs enable students to work with patients in order to apply the competencies and practices learned in the classroom in a real world setting. Students participating in clinical training work under the direct supervision of University faculty. See program specific requirements for clinical placement in the program specific admissions requirements.

Clinical Work Fair Practice Standards
When clinical rotations are required for the student’s degree program, it is an essential and invaluable portion of students’ education. Clinical rotations are a natural and logical extension of their education, and are consistent with the University mission as an effort to ensure graduates are prepared for their professional careers. As such, the following policy ensures that students get the maximum educational value and from their clinical rotations.

1. West Coast University’s students are not to be paid for any of the activities they perform during their clinical rotations.
2. Clinical Affiliate sites are not to reduce their personnel as a result of the acceptance to host West Coast University clinical students.
3. A clinical instructor is to be present at all times during the procedures in which students are actively involved in a clinical setting.
4. Students are allowed to procure gainful employment outside of their scheduled clinical rotation session hours.

Clinical and Program Health and Safety Requirements
West Coast University students enrolled in programs involving clinical and lab work are required to complete health and safety requirements according to individual program and clinical site requirements. Because many West Coast University students are involved in direct patient care in health care careers, they may be exposed to conditions of high risk and therefore must be protected. Patients must also be protected against potential health risks from students. Individual programs may have clinical requirements that must be met prior to the first day of a clinical class. See the program specific clinical requirements.

The designated academic administrator for each program will be responsible for tracking and maintaining clinical health and safety requirements and ensuring that students meet the specific program requirements. Documents submitted by the student as proof that these requirements have been met shall be forwarded to the Registrar’s office for placement in the student’s file.

All students must meet the requirements for the facility at which they perform clinical/practicum fieldwork. If students do not meet the requirements for the facility at which they perform clinical/practicum fieldwork, the student may become ineligible to participate in the specific program of study and unable to complete the program.
Grading
The progress and quality of students' work is measured by a standard 4.0 scale as follows:

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Points</th>
<th>Conversion Percentages (%) and/or Definitions</th>
<th>Treatment for Satisfactory Academic Progress (SAP)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Included in CGPA</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>93 - 100</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90 - 92</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87 - 89</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83 - 86</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80 - 82</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>76 - 79</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>73 - 75</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>70 - 72</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>66 - 69</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>63 - 65</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td>60 - 62</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>59 and below</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>0.0</td>
<td>Audit</td>
<td></td>
</tr>
<tr>
<td>CR</td>
<td>0.0</td>
<td>Standard</td>
<td>Nursing &amp; Dental Hygiene</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Credit for Nursing Advanced Standing Credit, or 75% or higher on Challenge Exam</td>
<td>N</td>
</tr>
<tr>
<td>I</td>
<td>0.0</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>TC</td>
<td>0.0</td>
<td>Transfer Credit</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>0.0</td>
<td>Withdrawal</td>
<td></td>
</tr>
</tbody>
</table>

Note: AU, CR, I, TC, and W are used on the Academic Record but have no point values and are not computed in the Cumulative Grade Point Average (CGPA).

The Cumulative Grade Point Average (CGPA) is computed only for courses taken at West Coast University. The CGPA is determined by dividing the total grade points by the total semester credits completed at West Coast University. Courses with the NURS prefix fall under the Nursing numerical grading scale. The University does not offer remedial classes. Audited (AU) courses award no credit and receive a grade of “AU”, which is not included in the CGPA or rate of progress calculation.
Nursing Program Grade Requirements

Students must earn a minimum grade of “C” in all NURS courses, using the scale outlined in the “Grading” section of this catalog. Courses in which a “C” or better is not achieved must be repeated.

Incompletes (I)

An "incomplete" cannot be given as a final grade, and therefore, has no effect on cumulative grade point average or maximum time to complete. However, at the end of a term, students may, with the faculty member's approval, be granted a maximum extension of 14 calendar days to complete required class work, assignments, and/or tests. The extension cannot be used to make up accrued absences from class. Consideration will be given only with documentation of extenuating circumstances and in cases of unanticipated events, such as illness, accidents, and other unanticipated circumstances. If students do not complete the required class work, assignments and/or tests within the extension period, they will receive a failing grade of ‘F’ or ‘zero’ for the class work, assignments and/or tests. The ‘F’ or ‘zero’ will be averaged in with the student’s other grades to determine a grade for the class, at which point GPA and maximum time to complete will be affected. If the course for which an incomplete grade is received is a prerequisite to another course, the student cannot begin the subsequent course until the incomplete grade has been resolved and replaced with a normal letter grade.

Final Course Grade Appeal

Students who wish to do so must appeal a failing grade or evaluative comment within two business days of notification of failure or within two days of the Wednesday of the 10th week of the session, whichever comes first. Students appealing a non-failing grade have until the end of the first week of the subsequent term to lodge an appeal.

The Grade Appeals Process and related forms are available in the Office of Student Services. The process steps for a grade appeal are as follows:

1. Consult with the faculty member who issued the grade for reconsideration of the grade or the record, utilizing the grade appeals form. Note that appeals of non-failing grades will be addressed within 21 business days. Appeals of failing grades will be addressed within two (2) business days of receipt.

2. If, after consultation with the faculty member, the student wishes to further appeal the grade, or if the faculty member is either unavailable or does not respond within the time frames outlined in step one, the student should request in writing to the dean/chair of his/her academic program, within two business days, an investigation of the grade. The program dean/chair may investigate the matter personally or refer it to a designee. The investigation will be conducted within 21 business days of student request. At the conclusion of the investigation, the program dean/chair shall issue a finding in writing that either concurs with the faculty member regarding the grade or in some instances requires the faculty member to revise the grade based on demonstrable evidence that the initial grade was in error.

3. If a student feels that his/her grade appeal has not been handled appropriately, or that the grade assigned was based on instructor bias or unfair treatment, the student may employ the Student Complaint/Grievance Procedure outlined in the University Catalog.
4. The student shall be given a written summary of the conclusion of the appeal (using the Grade Appeals form). If the student believes the summary to be inaccurate, misleading, or in violation of the privacy or other rights of the student, the student may insert a written statement in the record.

A successful grade appeal does not guarantee the ability to advance to the next course in sequence in the subsequent term.

**Dean’s List**

Undergraduate students who successfully complete a minimum of six credit hours of instruction in a 10-week term and achieve a grade point average of at least 3.75 are eligible for the Dean’s List. The Dean’s List is compiled at the completion of each term and eligible students will receive a letter recognizing their academic achievements.

**Graduation Requirements for Undergraduate Students**

West Coast University awards a degree to students who successfully complete the prescribed program credits. In order to be eligible for graduation, students must complete the program with a minimum cumulative grade point average of 2.0. In addition, some programs may require successful completion of an exit exam. Students should consult the graduation requirements of the specific program they are in by discussing their progress with appropriate program administrators as they approach graduation.

**Honors at Graduation for Undergraduate Programs**

The University recognizes outstanding achievement of degree recipients at graduation. Those students who have maintained an exceptional grade point average will be considered for honors recognition.

To be eligible for honors at graduation, the student must have achieved a cumulative grade point average based on the 4-point scale as follows:

- 3.50 – 3.69    Cum laude
- 3.70 – 3.89    Magna cum laude
- 3.90 – 4.00    Summa cum laude

**Commencement Exercises**

West Coast University Commencement Exercises are held once a year to honor the candidates who have completed the requirements for graduation from the program they have been enrolled in. Graduates who choose to participate in the ceremony are required to purchase their cap and gown.

**Valedictorian Criteria Recommendations**

The title of valedictorian has long been used to designate a graduating student who has achieved the highest academic excellence. For each commencement ceremony, the Academic Dean (in collaboration with Program Deans/Chairs and Campus Directors) will determine who will be selected as valedictorian for each graduating class. One valedictorian per commencement per campus will be selected. A valedictorian will be invited to speak at Commencement Exercises.

The following criteria will be used, in descending order, to select campus valedictorians. The candidate:

1. Must have completed all graduation requirements.
2. Must have graduated with a minimum cumulative grade point average of 3.75.
3. Must have the highest cumulative grade point average earned at the campus for that particular class.
4. Must have remained in good standing for the duration of his/her West Coast University career, free from any formal student conduct actions.

If multiple candidates meet all of the criteria outlined above, the following additional criteria will be considered:

5. The candidate completing the greatest number of credits in residence at WCU will be given priority.
6. The candidate with the highest grade point average on credits transferred into West Coast University will be given priority.
7. The candidate with the highest scores on challenge examinations will be given priority.
8. The candidate who has represented the University in an exemplary manner will be given priority. Examples include but are not limited to:
   a. Positions and participation in student leadership,
   b. Volunteer time over and above minimum University requirements,
   c. Special recognitions while an active student,
   d. Other awards, honors or recognition given by external organizations while the candidate is a student.

The final selection will be made by a committee led by the Academic Dean with input of Program Deans and the campus Executive Director.

**Institutional Leave of Absence Policy**

Occasionally, extenuating circumstances arise that require students to interrupt their program of study. Depending on the situation or length of time, students may be granted a leave of absence (LOA) of up to 60 days. Students who find it necessary to take an LOA must submit a written request and obtain a preliminary approval in writing from the appropriate academic administrator and a final approval in writing from the campus Executive Director. The request must outline the extenuating circumstances and duration of the LOA. If a student does not return from an LOA within the specified timeframe and no prior arrangements have been made, he/she will be withdrawn from the University. The withdrawal date for a student who does not return from an approved LOA is the date on which the student fails to return, as determined by the institution’s signed documentation.

Samples of extenuating circumstances that generally receive a favorable response include:

- Military Duty
- Prolonged illness with appropriate physician’s confirmation and notice
- Death in the immediate family
- Maternity leave

**Effect of Leave of Absence on Student Financial Aid**

An institutional leave of absence is not considered an official leave of absence under federal Title IV regulations. As a result, when a student takes an institutional leave of absence, the student will be considered ineligible for Title IV purposes. As a result, a return to title IV calculation will be done and the student will be reported to his lender as less than half time enrolled. The time on a leave of absence will be counted against the six month grace period for entering repayment on the federal financial aid loans. The student will enter repayment, if the student does not return from leave within six months.
Effect of Leave of Absence on Satisfactory Academic Progress

For purposes of satisfactory academic progress, if a student begins a leave of absence after the add/drop deadline or before completion of the course, the student will be considered withdrawn from the course for satisfactory academic progress purposes. The course from which the student took leave will be considered as attempted and not completed.

Withdrawal from a Class

If a student wishes to withdraw from a class in session after the Add/Drop period has ended, he or she must submit a written request to the Academic Dean or appropriate academic administrator for his or her program. In order to receive a "W" on the student transcript record, the withdrawal request must be submitted prior to the end of the fifth week of the scheduled course. If the request to withdraw is submitted after the end of the fifth week of the scheduled course, the student will receive an "F". A "W" does not count toward the cumulative grade point average (CGPA). A grade of “F” will be calculated toward a student’s CGPA. However, both “W” and “F” grades count toward the maximum allowable timeframe for program completion.

A student who withdraws for a reason unrelated to the student’s academic status after the 75% completion mark and requests a grade at the time of withdrawal shall be given a grade of “I” (Incomplete) and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

It is highly likely that a student's financial aid eligibility may be affected if the student withdraws from one or more classes, and so students are urged to discuss the possibility of withdrawing from a course with their campus financial aid advisor.

Withdrawal from the University

Students who wish to withdraw from their program should contact the appropriate academic administrator. The student’s withdrawal date is the last date of academic attendance as determined by the institution based on its attendance records. Both refunds and final grade determinations are based on the withdrawal date and last date of official class attendance. All requests for withdrawal should be submitted in writing.

Re-Entry following Withdrawal

If a student who has withdrawn from the University reapplies for admission and is accepted, the student must reenter under the admissions, academic, and administrative policies of the catalog at the time of readmission and is subject to the prevailing tuition and fee rates at that time. The student must be current on any outstanding prior balance or make satisfactory arrangements to repay at the time of re-application in order to be considered for readmission. Students wishing to reenter may be required to appeal for readmission. This appeal must be reviewed by the applicable academic administrator and/or other administrative staff as deemed appropriate by WCU. See also program specific requirements for re-entry.

Re-Entry to the Nursing Programs, following Withdrawal

Students who have been dismissed from a West Coast University’s nursing programs for academic or student conduct reasons will not be readmitted to any West Coast University campus. Due to the program requirements for clinical practice, if a student withdraws from the program and wishes to reenter at a subsequent time, all nursing coursework must be repeated, unless the last successfully completed nursing course was completed less than one year prior to the date of reentry. Any re-entry consideration will be made on the basis of availability of space.
Exception Policy

Exceptions to academic policies are occasionally allowed for compelling reasons. Exceptions to academic policies are granted only when circumstances exceed a student's control. Ignorance or forgetting details of policy do not warrant an exception or waiver of policy. A petition for an exception should be presented in writing to the Dean’s office. The party responsible in responding to such petition will review and forward to the Provost only if recommending an exception. The Provost will review the petition contact the petitioner and/or parties involved for additional information or verification (if necessary) and deliver a decision. The decision made by the Provost is final. All exceptions will require documentation including the signature of the Provost or Designee. By virtue of the request, the requester authorizes the university to examine any pertinent record or contact any party from whom information is needed to make an informed decision.

Satisfactory Academic Progress for Undergraduate Programs

Students' academic progress will be measured at the end of each semester. In order to maintain satisfactory progress, students must:

1. Maintain a cumulative grade point average (CGPA) of at least 2.0 (on a standard 4.0 scale) at the end of each semester.
2. Progress at a satisfactory rate toward completion of their program. At the end of the evaluation period, the student must have successfully completed 66.67% of all coursework that the student has attempted in the program. A description of the calculation is given below.
3. Complete the program within a maximum timeframe of 150% of the published length of the program as calculated in credits attempted. For example: A student enrolled in a 120 semester credit program would have to complete the program in a maximum timeframe of 180 credits attempted (150% of 120).

Calculating the Rate of Progress toward Completion of the Program

The rate of progress toward completion of the program is calculated by dividing the cumulative number of credit hours the student has successfully completed in the program by the cumulative number of credit hours attempted by the student in the program. For example: A student who has attempted courses worth 36 credits, but has successfully completed only 24 credits would have a rate of progress calculated by dividing 36 by 24 or 66.67% (24/36).

The cumulative number of credit hours attempted in the program includes transfer and proficiency/challenge exam credits received, credits for courses from which a student has withdrawn, credits for which a student has received an incomplete, and every repeated course. The cumulative number of credit hours attempted in a program does not include remedial courses, audited courses or courses taken that are pre-requisite to the program.

Transfer and proficiency/challenge exam credits are counted as both attempted and successfully completed. Credits for courses from which a student has withdrawn or received an incomplete are counted as attempted and not successfully completed. Transfer credits, proficiency/challenge exam credits, audit credits, withdrawals and incompletes are not calculated in the student’s GPA.

Undergraduate Academic Warning

Students will be placed on academic warning when their cumulative grade point average (CGPA) falls below 2.0 or they fail to complete 66.67% of all coursework taken in the program at the end of any semester in which coursework was taken. A student will be notified of warning status in writing. The warning period will last the duration of one semester, during which time the student will be given the opportunity to raise his or her CGPA to a minimum of 2.0 and/or meet the 66.67% completion
requirement. During the semester on warning, the student remains eligible for Title IV funds. If, at the end of the semester on warning, a student raises his or her CGPA and rate of progress to or above the minimum standards for satisfactory academic progress, the student will then be removed from warning and returned to regular status.

**Academic Dismissal**

If at the end of the semester on warning the student fails to meet the minimum CGPA or rate of progress requirements, the student will be dismissed from the University, but may appeal the dismissal.

**Undergraduate Academic Dismissal Appeal Policy**

A student who has been academically dismissed for failure to maintain satisfactory academic progress according to the standards for their program may appeal the decision on the basis of the death of a relative, an injury or illness of the student, or other special circumstances. The procedures for an appeal are as follows:

1. Appeals must be in writing and must be submitted to the academic dean or appropriate academic administrator who will forward it to the designated members of the Appeals Committee.
   a. The appealing student’s written appeal must explain the type of circumstances that contributed to the failure to maintain satisfactory academic progress and what the student has done to eliminate those potential problems in the future.

2. The denial of an appeal by the Appeals Committee is final and may not be further appealed.

**Reinstatement Process for Students with Approved Appeals**

When the Appeals Committee approves a student's satisfactory academic progress appeal, the committee may make one of the following decisions:

1. Give the student one additional semester in which to bring the student’s GPA and rate of progress back to satisfactory status. Should a student who has been given one additional semester fail to return to satisfactory academic progress at the end of the additional semester, the student will be dismissed with no right to appeal.

2. Create an academic plan in consultation with the Dean or Chair of the student’s academic program that will enable the student to return to satisfactory academic progress status. The following requirements apply to Academic Plans for students in all other programs.
   a. The plan must be of definite duration that may not extend beyond the number of semesters remaining in the student’s maximum time frame for the program.
   b. The student must be able to achieve a 2.0 cumulative GPA by the end of the academic plan period.
   c. Upon completion of the academic plan the student must still be able to complete the program within the maximum time frame.
   d. The student must achieve a 2.0 cumulative GPA for every semester and successfully complete 66.67% of the credits attempted in each term.
   e. The academic plan must detail courses to be taken and grades expected.
   f. The academic plan may also provide expectations related to attendance, remediation, conduct, and other measures intended to lead to academic success.
   g. Should a student allowed to continue on an academic plan fail to meet any condition of the academic plan, the student will be dismissed with no right to appeal.
Students given an additional semester to return to satisfactory academic progress, or who are allowed to continue under an academic plan are placed on probation for the designated period.

**Undergraduate Academic Probation**

Students placed on academic probation must achieve a GPA of 2.0 and successfully complete the credits attempted during the probationary period or be academically dismissed. During the probationary period, the student will remain eligible for Title IV funds, unless the student has been reinstated following the denial of an appeal. If during or at the end of any probationary period, a student raises his or her CGPA and rate of progress to or above the minimum standards for satisfactory academic progress, the student will then be removed from probation and returned to regular status, and be eligible for financial aid. However, if at the end of the probationary period the student fails to meet the minimum CGPA or Academic Plan requirements, or rate of progress requirements, the student will be academically dismissed from the University.

**Reinstatement Process for Students with Denied Appeals.**

A student who has been academically dismissed for not making satisfactory progress may request reinstatement after a semester on dismissal. In order to qualify for reinstatement, the student must provide documentation that the issues that led to dismissal have been resolved, evidence of remediation, or both to the program Dean or Chair. Decisions regarding reinstatement to the University will consider factors such as grades, attendance, account balance, conduct, and the student’s commitment to complete the degree program within the maximum timeframe allowed per the University’s policy on Satisfactory Academic Progress. Dismissed students who are reinstated will sign a new enrollment agreement, will be charged tuition consistent with the existing published rate at the time they are reinstated, and will be subject to the current policies in effect at the time of their reinstatement. Students who are reinstated under these circumstances will return on probationary status but will not be eligible to receive Title IV aid until the semester following the semester in which the student’s cumulative GPA is 2.0 or higher and the student’s rate of progress is at or above 66.67%. At this point, the student will be removed from probationary status and return to regular status and become eligible for financial aid.

**Reinstatement Process for Undergraduate Students Who Were Dismissed for Not Meeting Satisfactory Academic Progress**

Decisions regarding reinstatement to the University on an extended enrollment status will be based on factors such as grades, attendance, account balance, conduct, and the student’s commitment to complete the degree program within the maximum timeframe allowed per the University’s policy on Satisfactory Academic Progress. Dismissed students who are reinstated will sign a new enrollment agreement, will be charged tuition consistent with the existing published rate at the time they are reinstated, and will be subject to the current policies in effect at the time of their reinstatement. Students who are reinstated under these circumstances will return on probationary status, and therefore, during the initial reinstatement semester, those students will not be eligible to receive Title IV aid. If the student raises their CGPA and rate of progress to or above the minimum standards for satisfactory academic progress by the end of the probationary semester, the student will be removed from extended enrollment status and probation and will reestablish Title IV eligibility.

**Class Repeats for Undergraduate Students**

Students who receive a failing grade in any course must repeat that specific course. Nursing students will be given only one repeat attempt per course (with the exception of NURS 220), and only two courses within the pre-licensure Nursing programs may be repeated.
When the student successfully repeats the class and receives a passing grade, that grade will replace the failing grade and the new grade will be used to calculate the final cumulative grade point average (CGPA). All attempted coursework will be reflected on the official transcript. All credits resulting from repeated courses are included in determining student’s satisfactory academic progress standing for credits attempted.

**Maximum Program Completion Timeframe for Undergraduate Students**

Students are expected to complete their program within the defined maximum program completion time, which may not exceed 150 percent of the normal timeframe. West Coast University measures program length based on semester credit units; therefore, a student is not allowed to attempt more than 150 percent of the number of semester credit units in their degree program of study. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will complete their programs within the maximum allowable time frame. For example, in a 60 semester unit program, a student may not attempt more 90 semester units (150 percent) in order to successfully complete the program. All courses attempted and given a letter grade, including “D”, “F”, or “W” will be included in assessing student progress against the maximum allowable time frame. In addition, accepted transfer credits and credit achieved through challenge examination will be included in assessing student progress against the maximum allowable time frame.

**Termination Policy**

A student is subject to termination from their program and the University for the following reasons:

- Failure to maintain satisfactory academic progress;
- Failure to comply with the University’s attendance policy;
- Failure to comply with the University’s student conduct policy;
- Failure to meet financial obligations to the University;
- Violation of any of the conditions as set forth and agreed upon in the Enrollment Agreement.

**Transfers to a New Program**

Students who have begun the coursework within one academic program and wish to transfer to another program must seek permission from the Academic Dean or the appropriate academic administrator and meet all admissions requirements for the program to which they seek to transfer. Students are required to meet with the Director of Financial Services before a program transfer may be granted.

**Transfers to a New Campus**

Students who have begun the coursework within one academic program may transfer to another campus at the discretion of the executive director at the new campus and must meet the following requirements:

- Space and appropriate courses must be available at the new campus to which the student wishes to transfer,
- The student must be making satisfactory academic progress,
- The student must meet the University’s attendance standards,
- The student must be in good financial standing with the current campus, and
- The student cannot have any violations of the student code of conduct.

Students requesting transfer to a new campus are required to meet with the Director of Financial Services at their current campus before a program transfer may be granted.
Impact of Program Transfers or Additional Degrees on Satisfactory Academic Progress for Undergraduate Students

Should a student be approved to transfer from one program of study to another or should a student wish to obtain an additional degree, attempted and completed coursework within the University will be treated as completed credits within the new program only if the courses pertain to the new program of study as outlined in the catalog. In such cases, these attempted and completed credits will be considered in determining satisfactory academic progress from both a cumulative grade point average calculation and maximum allowable time frame perspective.
Acceptable Use of Information Technology Resources

New information technology resources have become important education, research, service, and administrative tools. West Coast University provides and maintains these resources to advance and strengthen activities that support its mission. It encourages communication and collaboration without fear that the products of this collaboration will be misrepresented, stolen or destroyed. The entire West Coast University community shares information technology resources, and each user is responsible for refraining from acts that waste resources, prevent others from using them, or misuse these resources. Users of information technology resources are governed by West Coast University regulations and relevant laws and contractual obligations, and should maintain the highest standards of ethics and professional conduct. Such users accept the privilege of using them with the understanding that they are to be used only to facilitate West Coast University’s mission of teaching, learning, research, and community/professional service, and for administrative activities to implement West Coast University’s mission. Other uses are prohibited, including the ones specifically prohibited below.

All files and documents of any kind saved on the hard drive of any computer owned by the institution, and all software and applications on the shelf or installed on the hard drive of any computer owned by the institution are considered to be the sole property of West Coast University and therefore not the property of any individual user of the computer. Likewise, all files, documents, software or applications saved on floppy disks purchased by the institution are considered to be the property of the university.

The institution advises students that West Coast University is entitled to access and monitor its information technology resources without prior notice, knowledge or permission, for bona fide school purposes including, but not limited to, resolving an urgent circumstance, obtaining valuable institution-related information, complying with a court order, warrant, subpoena or other legal discovery request for information, assessing compliance with West Coast University policies or any applicable law, preserving property or information that may be lost or destroyed, attending to maintenance concerns or addressing safety or security concerns. Therefore, West Coast University advises students that they have no privacy interest or expectation of privacy in information stored on or transmitted over (institution’s) information technology resources, and that access and monitoring is a reasonable means of advancing West Coast University purposes.

Specifically, West Coast University characterizes the following activities as unethical, unacceptable and cause for disciplinary or legal action:

1. Obtaining or attempting to obtain unauthorized access to information technology resources
2. Sharing passwords or any other access information with other persons, or otherwise granting access to information technology resources to other persons without express authorization to do so
3. Violating or infringing the rights of any person, or being abusive, profane or defamatory
4. Destroying, altering, disfiguring, dismantling, disabling, preventing rightful access to or in any other way interfering with the integrity or security of information technology resources without express authorization to do so
5. Using WCU’s information technology resources for personal, commercial, political, recreational or other purposes unrelated to the user's responsibilities and/or duties for furtherance of WCU’s mission without express authorization to do so
6. Using, duplicating or transmitting copyrighted material, by copying, e-mail, peer-to-peer file sharing, or any other method of duplication or transmission, without first obtaining the owner's permission and
in such a way as may constitute infringement of a copyright (See the West Coast University Copyright Infringement Policy, available from your Academic Dean.)

7. Using material in a manner that exceeds the scope of a license or violates other contracts

8. Using information technology resources to impersonate others, to display images of others without their permission, to disrupt the orderly operation of the university or the pursuit of institutional purposes

9. Violating, or encouraging others to violate, West Coast University policies or applicable state or federal law, including but not limited to transmitting or knowingly receiving chain letters, child pornography, or obscene material (as defined by applicable law)

Transfer of certain technology across national boundaries is prohibited or otherwise regulated by the U.S. government, including the transfer of such technology by transmission to third parties located in other countries. This restriction includes the transmission of messages containing files and programs such as encryption programs and technical drawings sent by electronic mail. Before sending such information outside the United States, students should verify with the administration whether sending such information is prohibited by law and/or whether an export license is required and, if so, whether such license is available, and also that the information is labeled appropriately for export licensing purposes. Students who have questions about whether a given use is permitted should contact the university’s administration.

Any person who, without a good faith basis to do so, falsely reports or accuses another of unacceptable conduct that violates this policy is subject to disciplinary action. Students who engage in activities that violate this policy are subject to disciplinary action pursuant to the Academic Policies, Conduct section of the West Coast University Catalog, which provides for a full range of sanctions up to and including termination and may also be subject to prosecution under criminal laws and/or action under civil laws. Notwithstanding imposition of any of the foregoing sanctions, a person who engages in conduct prohibited by this policy, or who is suspected of having engaged in such conduct, may have his or her privilege of access to information technology resources restricted or revoked during or following an investigation.

Allegations of conduct that is believed to violate this policy are to be reported to the appropriate Dean when the alleged misconduct is by a student. Allegations should be made in writing and with as much specificity as possible. To protect the fairness of the proceedings that may follow, the individual filing the charge should not disseminate copies of the allegations to any other persons.

Students should notify relevant third parties of the restrictions outlined in this policy and that use of the institutions information technology resources and messages transmitted or received using these resources are subject to access and monitoring by the university. Use of the university’s information technology resources by third parties will be governed by this. Students should protect their work product by creating back up files on disk. The university provides reasonable security against intrusion and damage to files stored on its information technology resources. However, the university is not responsible for unauthorized access by other students, nor does it guarantee protection against media failure, fires, floods or other destructive forces. Also, West Coast University does not guarantee the availability of backups to restore files deleted through user error or media failure.

Students agree to return in a timely manner all materials and resources borrowed or checked out from West Coast University.
Complaint/Grievance Procedure

Students with complaints/grievances relating to classroom or other matters are encouraged to do the following:

1. Discuss the issue with their instructor. Every attempt should be made by both the student and faculty member to resolve the matter at this level.
2. If it is not resolved at the instructor level, unresolved complaints/grievances should be submitted in writing to the Academic Dean or appropriate academic administrator for the program of enrollment.

A thorough review of the grievance and faculty response, as well as any additional information will be conducted. A written response will be provided to the student within 10 days of receiving the grievance.

If dissatisfied with the response or solution, a student should follow the steps below:

**Level 1:** Contact the Executive Director of his/her respective campus. If dissatisfied with the response or solution, go to the next level.

**Level 2:** Contact the Associate Provost of West Coast University. If dissatisfied with the response or solution, go to the next level.

**Level 3:** Contact the Provost of West Coast University.

West Coast University has a conditional Certificate of Approval from the Texas Workforce Commission (TWC). A TWC-assigned school number will be assigned upon final approval.

West Coast University does not currently offer any programs in the State of Texas, but has conditional approval from the Texas Workforce Commission (TWC) contingent on the approval of the Texas Board of Nursing and a conditional Certificate of Authorization from the Texas Higher Education Coordinating Board contingent on the approval of West Coast’s accrediting agency, ACICS. TWC requires that all approved schools post the following policy.

The school's program approvals are in process. Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's catalog. Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform school management.

Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with other relevant agencies or accrediting agencies, if applicable. Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at [http://csc.twc.state.tx.us](http://csc.twc.state.tx.us).

If a student does not feel that the University has adequately addressed a complaint or concern, the student may consider contacting:
If a Nursing student does not feel that the University has adequately addressed a complaint or concern, the student may consider contacting the following respective agencies:

**Texas Higher Education Coordinating Board**
1200 E. Anderson Lane
Austin, TX 78752
512-427-6101
www.thecb.state.tx.us

**Texas Board of Nursing**
333 Guadalupe Road, Suite 3-460
Austin, Texas 78701-3942
512-305-7400
www.bne.state.tx.us

**Conduct and Discipline**
Students enrolling at West Coast University assume an obligation to conduct themselves in a manner compatible with the University’s function as an educational institution of higher learning and suitable to a member of an academic community. The University, therefore, expects its students to conduct themselves as responsible individuals, considerate and respectful of the rights and interests of others. Accordingly, cell phones and pagers must be turned off during class and are prohibited during clinical rotations or practicum experiences. Furthermore, since a great deal of emphasis within West Coast University is in the development of professionals within the health care field, one’s honesty and integrity is of great importance since in this field, peoples’ lives are dependent on ethical behavior. If, in the judgment of the administrative officers of the University, a student’s conduct does not conform to the above-stated standards, the University will follow a course of action deemed appropriate up to and including dismissal from a course and potentially suspension or dismissal from the University.

Specific behaviors that are unacceptable within the classroom setting include the use of cell phones or any technology that is not intended for the express benefit of the learning experience and approved by the faculty. Disruptive behavior, including conversations unsanctioned by the faculty, or other methods of communication or distracting from the primary mission of the faculty member are unacceptable.

**Dress Code**
Students are expected to maintain a neat and clean appearance during class time, as they will in their future roles and positions. Students are expected to wear their uniforms whenever they are in a clinical setting. Individual programs may enforce a stricter dress code policy. Please refer to the respective Student Handbook or consult with program administration for any specific program requirements.

**Drug and Alcohol Abuse Prevention**
The possession or use of drugs or alcohol is strictly forbidden on University premises or during any University-sponsored activities conducted off-campus. Faculty and student peers have an obligation to act on concerns regarding alcohol or drug abuse or dependency when encountered within the West Coast academic community. Students who need counseling assistance for drug or alcohol dependency should contact the Executive Director, Academic Dean or Student Services Manager for referrals. All referrals
will be kept confidential. Information on drug abuse prevention is available from the Student Services Department for students, or Human Resources for employees.

West Coast University adheres to the following prohibitions regarding drugs and alcohol:

1. Students may not possess or be under the influence of alcohol while in clinical or classroom settings.
2. Students may not be under the influence of drugs, i.e. controlled substances, or prescription drugs, when there is the possibility that such use may impair the student's ability to safely perform patient care or impair the learning process in a classroom setting.
3. Students may not be involved in the illegal possession, distribution, sale, use or purchase of a controlled substance.
4. Faculty are obligated to take immediate action if a student involved in a University program is suspected, based on inappropriate conduct, physical symptoms, or other indicators, of being under the influence of drugs or alcohol.

The following guidelines describe the actions that may be taken when students are suspected of violating drug or alcohol policies:

1. Faculty or peers who suspect a student of alcohol or drug use/dependency (based on a pattern of behavior consistent with impairment) will document specific behaviors or confirmed evidence of such impairment. This will be submitted in writing to the Academic Dean who will determine the action to be taken. If the Academic Dean and involved faculty believe the evidence is compelling and indicates violation of drug and alcohol policies, the student will be requested to attend a conference whereby the concerns and related evidence will be addressed. The Academic Dean and involved faculty will decide what type of follow-up is indicated, based on the outcome of this conference.

2. If reasonable suspicion of alcohol or drug use occurs in the classroom or clinical setting, the student will be immediately removed from that setting. The faculty member will discuss the concerns with the student. If reasonable suspicion still exists, the Academic Dean of the University program (or Executive Director in his/her absence) will be informed and will determine what actions need to be taken. Screening for drugs or alcohol will be required. The student will have to give consent for such testing, and authorization for results to be made available to the University. All testing costs will be the responsibility of the student.

**Ethics Reporting Hotline**

If a student witnesses violations of these or any other University policy, the University asks that the violation be reported immediately. Students who feel uncomfortable talking to the campus Executive Director should follow the process outlined in the Student Grievance Policy. If the student prefers to make a confidential report, they may use the Ethics Reporting Hotline to do so by calling 800-448-1681 or they may do so online at:

https://www.integrity-helpline.com/accwcu.jsp

**No Weapons Policy**

West Coast University prohibits all persons who enter University property from carrying a handgun, firearm, illegal knives or other prohibited weapons or explosives of any kind onto University property regardless of whether the person is licensed to carry the weapon or not, with the exception of authorized law enforcement officials. Failure to abide by this policy will lead to dismissal from the University.
Security
The University strives to provide its students with a safe and secure environment. All University facilities comply with the requirements of the various regulatory agencies. Students are responsible for their own security and safety and must be considerate of the security and safety of others. The University is not responsible for any student’s personal belongings that are lost, stolen, or damaged on campus, in parking lots, at clinical sites, or during any University activities. Students are encouraged to promptly and accurately report all emergencies to University officials. Upon receipt of any report of a medical or criminal emergency, the University will, on behalf of the student, obtain the services of medical or security professionals, as deemed appropriate. Each fall, as required by the Higher Education Amendment of 1992, the University publishes the “Campus Crime and Security Report.” This report is available continually on the University website and in the Student Services Department.

Sexual Harassment Policy
It is the policy of West Coast University to provide all students and employees with an educational, employment, and business environment free from all forms of harassment, exploitation, intimidation, or unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct or communications of a sexual nature.

The University expressly forbids sexual harassment of its students and employees by faculty, managers, supervisors, employees, other students, or members of the general public. The University will take whatever action may be needed to prevent, correct, and, if necessary, discipline inappropriate behavior. Where evidence of sexual harassment is found, appropriate personnel (faculty, staff, or student worker) or student disciplinary action shall be taken. Sexual harassment should be reported immediately to the campus Executive Director, and every effort will be made to ensure that confidentiality is maintained.

Student/Employee Fraternization
Employees of West Coast University are prohibited, under any circumstances, to date or engage in any improper fraternization or undue familiarity with students, regardless of the student’s age and/or regardless of whether the student may have “consented” to such conduct. Further, employees must not entertain students or socialize with students outside of the University environment. Similarly, any action or comment by an employee which invites romantic or sexual involvement with a student is considered highly unethical, in violation of University policy, and may result in disciplinary action by the University. Inappropriate and unacceptable employee behavior includes, but is not limited to, dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, etc.) unrelated to course work or official University matters; giving or accepting rides, giving or offering housing, selling or buying anything of more than nominal value, providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations.

Students are also expected to behave in a professional manner towards faculty and staff and must follow the same guidelines as presented for employees. If a student witnesses or hears of an instructor or staff person’s participation in an inappropriate relationship with a student, the incident should be reported to the campus Executive Director immediately.

Student Records
West Coast University will maintain student records for each student, whether or not the student completes the educational program, for a period ending five years after the date of the student's graduation, withdrawal, or termination. Student transcripts will be maintained indefinitely.
Family Educational Rights and Privacy Act of 1974, As Amended

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

Review and Correction:

- A student has the right to inspect and review his/her education records within 45 days of the day the Institution receives a request for access. Students should submit to the Campus Registrar written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student will be advised of the correct official to whom the request should be addressed.

- A student has the right to request the amendment of his/her education records that the student believes is inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Disclosure of Educational Records:

- Information defined as Directory Information may be released without a student’s consent. West Coast University defines Directory Information to include:
  - Name
  - Address
  - Phone Number
  - Email address
  - Enrollment Status/Grade Level (e.g., First Term, Second Term, etc.)
  - Date of Graduation
  - Degrees and Honors Received
  - Photos (for identification purposes only)
  - Major Field of Study
  - Dates of Attendance
  - Most Recent Institution Attended

- A student’s social security number is never considered Directory Information.

- A student may opt out of Directory Information disclosure by submitting a written request to the Registrar.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- Generally, Universities must have written permission from the student in order to release any information from a student's education record. However, FERPA allows Universities to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - University officials with legitimate educational interest;
  - Other Universities to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the University;
  - Accrediting organizations;
• To comply with a judicial order or lawfully issued subpoena;
• Appropriate officials in cases of health and safety emergencies; and
• State and local authorities, within a juvenile justice system, pursuant to specific State law.

The student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office**
Department of Education
Independence Avenue, SW
Washington, DC 20202-4605
(Additional FERPA information is available from the campus Registrars’ Office.)
Student Services

West Coast University offers a variety of Student Services to students. The University also maintains a list of outside services to assist students with personal needs, such as childcare, transportation, and other areas not directly related to their academic program of study.

Advising and Tutorial Assistance
The University has established a multi-level approach to see that the academic and personal needs of students are addressed. Staff and faculty members on each campus are available to assist students in academic guidance. The Academic Department is primarily responsible for addressing students’ academic concerns. The Student Services Department is primarily responsible for other areas of concern related to successful program completion and may provide referral services to external agencies as necessary.

Students who experience difficulty in their coursework and have a need for academic support should first contact the Academic Dean or appropriate academic administrator for the program of study to create an individualized academic success plan. The University will make every attempt to accommodate students’ schedules in determining tutoring sessions.

Career Services
West Coast University Career Services Department is a vital part of the student’s educational program. Although the securing of positions cannot be guaranteed, the purpose of the department is to actively assist students in obtaining desirable employment. The Career Services Department offers instruction and guidelines for students and graduates in areas such as career planning and job search techniques, resume preparation, interview planning and preparation, understanding the importance of networking, completing job applications, the characteristics of a professional image, interview follow-up, workplace etiquette, time management skills, and successfully navigating the workplace. Students and graduates are encouraged to take advantage of every opportunity to work with the Career Services Department to sharpen their interviewing and presentation skills. Successful employment assistance is dependent upon a mutual effort by both graduates and the Career Services Department. Graduates are encouraged to aggressively seek employment opportunities on their own, keep records of their contacts, and inform their Career Services Specialist of these efforts.

These employment assistance services are available to all students who successfully complete the requirements for graduation in their respective programs. Students should recognize that employment opportunities may be limited for any student who has a criminal background. Employment assistance services are available on an on-going basis to West Coast University graduates.

Disability Services
In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), West Coast University abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in programs and services offered by the University “solely by reason of the handicap.” West Coast University is committed to providing reasonable accommodations. Below is an example of some of the responsibilities of the West Coast University Disability Office:

Services:
- Disability Office maintains confidential records
- Disability Coordinator(s) conducts initial intake meeting with student to review services and documentation required
• Disability Coordinator(s) receives documentation from student and conducts initial review and evaluation (verifies appropriate documentation, complete submission of documents, verifies disability, if needed consults with faculty, program chair, administrative departments, etc.).
• Disability Coordinator(s) meets with student to review documentation and appropriate/reasonable accommodations
• Disability Coordinator(s) certifies approved accommodations.
  o Provides student with “Letter of Accommodation(s)”
  o Student signs “Letter of Acknowledgement and Student Responsibility”
  o When available, provides student with additional disability information and resources.
• Disability Coordinator(s) follows up with students each semester to maintain up to date records and reasonable accommodations.

The above list of responsibilities is not all inclusive and may be affected by the timeliness of the student request and the nature of the accommodation requests. ADA does not require institutions to provide accommodations that result in undue burden or fundamentally alter the nature of the course or relevant academic program. Students should submit written requests with supporting documentation at least six weeks prior to the beginning of the first day of classes or as soon as practical.

To request reasonable accommodations, please contact the Student Services Office at your campus and speak with the Disability Services Coordinator.

Housing
The University does not provide housing assistance to students. Information about nearby housing is available through the University’s Student Services office.

Library
West Coast University maintains a reference library at each campus. It is the mission of West Coast University’s library to support the curricular and professional needs of the students, faculty, and administration by continuously developing, acquiring and maintaining information resources and services. The University continues to expand its resources in order to make the library experience more beneficial for students.

The University Campus libraries include print and electronic collections that strengthen and support University’s general education and other academic programs. Each library provides electronic access to the collection catalog, resource databases, and the internet. In addition, the library also has various subscriptions to trade professional and academic journals which can be used as instructional and research tools.

The online library is a web-enabled information center. It provides access to research articles in full text, links to scholarly and professional websites that support the curriculum, access links to web resources, and links to e-book sites, which have been selected by the faculty and educational administration. Specific databases which students have access to are Lexis Nexis, LIRN, EbscoHost, and Ebrary.

A professionally-trained librarian is on staff at each campus and available to assist students and faculty with their library needs. The librarian is available to conduct orientations designed to give students the basic tools to find, retrieve and integrate information needed to successfully complete their program of study.
The University encourages students to become familiar with onsite resources as well as with other research facilities in the community. Many courses require library assignments as part of the curriculum. The library hours are scheduled to meet the needs of the students and faculty on a daily basis. The online library is available 24 hours a day.

**Parking**

All campuses provide free daily parking on campus. Parking in the University-provided lots is a privilege. To maintain parking privileges, students must adhere to parking policies posted in and around the lots.

**Textbooks**

All books are available to students through the West Coast University Virtual Bookstore. Students can access the Virtual Bookstore and order required and optional textbooks by going to the West Coast University website at [www.westcoastuniversity.edu](http://www.westcoastuniversity.edu) and clicking on Student Services and Virtual Bookstore. Once ordered, textbooks are delivered directly to the student’s place of residence or address on record. Textbooks are ordered every 10 weeks. Students are expected to utilize the correct edition as specified in the syllabus. The Bookstore opens the eighth week of each term (for ordering books for the subsequent term) and closes at the end of the third week of the next term. Students can purchase all required textbooks from the virtual bookstore or from a retail outlet of their choice.
Financial Policies and Information

Financial Assistance
West Coast University offers students several options for payment of tuition. All students are encouraged to apply for financial assistance if unable to meet educational costs on their own. WCU participates in several types of Title IV programs, many of which are based on financial need.

Government guaranteed loans are an important part of financing educational expenses. West Coast University provides students with information and counseling to assist them in managing their loans effectively. Confidential loan counseling is available upon request.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid (FAFSA). The University’s Financial Services Department uses this form to determine students' eligibility and to assist them in understanding what resources are best available to them. Students must meet all eligibility requirements to qualify for Federal Student Aid.

Students who obtain a loan to pay for their educational program will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. If a student withdraws, a refund calculation will be completed and a refund of non-federal aid funds may be provided.

Financial Aid Eligibility Requirements
To be eligible for financial aid, a student must:
1. Be a citizen of the United States or an eligible permanent resident;
2. Be enrolled in an eligible program;
3. Be making satisfactory academic progress toward graduation;
4. Be a high school graduate or have obtained a GED or the equivalent;
5. Not be in default on any federal student loan nor owe a refund on a federal grant received at any postsecondary college or institution;
6. Be registered with the U.S. Selective Service requirements, if applicable.

Financial Aid Programs
The following is a description of the financial aid programs available at West Coast University for students who qualify. Additional information may be obtained through the Financial Services Department.

Federal Pell Grant: The Federal PELL Grant program provides a foundation of assistance to which other forms of aid may be added. Eligibility for the Federal PELL Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG): Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attendance.

Federal Work-Study (FWS): The Federal Work-Study program provides jobs for graduate and undergraduate students with financial need, allowing them to earn money to help pay education expenses.
The program encourages community service work related to the student’s course of study. Funds under this program are limited.

**William D. Ford Federal Direct Loan:** Under the Federal Direct Loan (FDL) program the University originates the Direct Loan. The loan is then sent to the U.S. Department of Education’s Common Origination and Disbursement Center (COD) and disbursed to the University electronically through the Grant Administration and Payment System (GAPS). The loans are serviced by the Direct Loan Servicing System.

**Subsidized Direct Loan:** Federal Subsidized Stafford loans are available to students with financial need. Students may borrow up to $3,500 for their first academic year, $4,500 for the second academic year, and $5,500 for the third and fourth academic years, at a fixed interest rate of 4.5% for undergraduates and 6.8% for graduate students, which is established annually by the U.S. Department of Education. The interest is paid by the federal government while students are in school and for six months after students cease their enrollment. Regular payments begin six months after students cease enrollment or fail to carry at least one-half the normal full-time University workload.

**Unsubsidized Direct Loan:** Unsubsidized Stafford loans are available for students to borrow for additional education costs. Independent students can borrow up to $9,500 for their first academic year, $10,500 for the second academic year and $12,500 for their third and fourth academic years, as a combined total with the Federal Stafford loan, at a fixed interest rate of 6.8%. Dependent students whose parents do not qualify for a PLUS loan can borrow up to $9,500 for their first academic year as a combined total with the Federal Subsidized Stafford loan, $10,500 for their second academic year and $12,500 for their third and fourth academic years, at a fixed interest rate established annually by the U.S. Department of Education. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the Federal Subsidized Stafford loan program. Interest payments begin immediately after the loan is fully disbursed or may be added to the principal balance. Regular payments begin six months after students cease enrollment or fail to carry at least one-half the normal full-time school workload.
### Loan Amounts

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Base Loan Amount</th>
<th>Additional Unsubsidized Eligibility for Dependent Students (Exclusive of dependent Students whose parent(s) is/are not eligible to borrow a Direct PLUS loan.)</th>
<th>Additional Unsubsidized Eligibility for Independent Students and Dependent Students (Parent(s) is/are not eligible to borrow a Direct PLUS Loan)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>$3,500</td>
<td>$2,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>Sophomore</td>
<td>$4,500</td>
<td>$2,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>Junior</td>
<td>$5,500</td>
<td>$2,000</td>
<td>$7,000</td>
</tr>
<tr>
<td>Senior</td>
<td>$5,500</td>
<td>$2,000</td>
<td>$7,000</td>
</tr>
</tbody>
</table>

### Interest Rates

<table>
<thead>
<tr>
<th>Undergraduate Students - First disbursement of a loan</th>
<th>Interest Rate on the Unpaid Balance of the Subsidized Loan</th>
<th>Interest Rate on the Unpaid Balance of the Unsubsidized Loan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Made on or after:</strong></td>
<td><strong>And made before:</strong></td>
<td></td>
</tr>
<tr>
<td>July 1, 2010</td>
<td>July 1, 2011</td>
<td>4.5 percent</td>
</tr>
<tr>
<td>July 1, 2011</td>
<td>July 1, 2012</td>
<td>3.4 percent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6.8 percent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6.8 percent</td>
</tr>
</tbody>
</table>

**Direct Parent Loan for Undergraduate Students (PLUS):** Federal Parent Loans for undergraduate students provide additional funds for credit-worthy parents to help pay for students’ educational expenses. The interest rates for these loans are fixed at 7.9 percent (established annually by the US Department of Education) and repayment begins immediately after the loan is fully disbursed. Federal PLUS loans may be obtained from lenders that participate in the Federal Family Education Loan programs.

**Private Loans & Scholarships**

Private loans are available to students through various lending institutions. Private loans, which are privately insured, cover educational expenses beyond what is covered by federal loans. The student must be a U.S. Citizen, a U.S. national, or a permanent resident and must be creditworthy. The student may be enrolled full- or half-time. If the student has no credit or a poor credit history, he/she may still qualify for a loan by applying with a creditworthy co-borrower. In addition to private loans, a wide array of scholarships funded by outside sources is available to students. Scholarship eligibility criteria vary. Contact the Financial Services Department for assistance.

**Veterans Educational Benefits**

West Coast University degree programs are applying for approved for training of Veterans and eligible persons under the provisions of Title 38, United States Code. Students interested in Veterans Educational should contact the Veterans Administration. Eligible students must maintain satisfactory academic progress to continue receiving educational benefits.
The University participates in the Post 9/11 GI Bill Yellow Ribbon program. At West Coast University, only students enrolled in the Bachelor of Science in Nursing program are eligible for funding under the Yellow Ribbon program.

* Additional Eligibility Requirements: Only individuals entitled to the maximum benefit rate (based on service requirements) may receive this funding. Therefore, a student may be eligible if he or she:
  1. Served an aggregate period of active duty after September 10, 2001, of at least 36 months;
  2. Was honorably discharged from active duty for a service connected disability and served 30 continuous days after September 10, 2001;
  3. Is a dependent eligible for Transfer of Entitlement under the Post-9/11 GI Bill based on a veteran’s service under the eligibility criteria listed above.

Reimbursement to Veterans and Eligible Persons
For information or for resolution of specific payment problems, veterans should call the DVA nationwide toll free number at 1-800-827-1000.

Tuition Payment
Tuition for the program selected is due by the first session of each term unless alternative arrangements are made with the Financial Services Department. Payment may be made with cash, credit card, check, or money order made payable to West Coast University. Payments should be made in person during regular office hours or mailed and postmarked prior to the due date.

Financial Suspension
Students’ financial accounts must always be kept current or appropriate arrangements must be made with the Financial Services Department. Students who fail to make satisfactory arrangements or who default on their financial arrangement are subject to possible suspension or dismissal.

Students who are not in good financial standing with the University, who have not made the aforesaid agreement with the Financial Services Department, or who have not honored the agreement after it was made, may be suspended or withdrawn from the University. The reinstatement process includes full payment of the delinquent portion of the tuition for readmission. Official transcripts and diplomas will be withheld until the student has either paid the account in full or made satisfactory arrangements to repay.

Collection Expenses
All expenses incurred by the University to collect delinquent tuition or fees from students will be added to the student account.

Returned Checks
Checks that are returned for non-sufficient funds will be assessed a $25 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the session of the enrollment agreement, all future payments must be in cash or by money order. Students who have checks returned to the University, for insufficient funds, closed account, or any other reason, must make arrangements to redeem them with cash, cashier’s check or money order as soon as possible. Students failing to make prompt arrangements may be subject to financial suspension and will be referred to an outside collection agency.
Cancellation and Refund Policy

**Student’s Right to Cancel:**
You have the right to cancel your enrollment agreement including any equipment such as books, materials, and supplies or any other goods related to the instruction offered in the agreement, if notice of cancellation is made within seven (7) calendar days (excluding holidays) of enrollment or by the seventh (7th) calendar day of your first term, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address of the university shown on top of the front page of your enrollment agreement. You can also do this by mail, hand delivery, or email. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by the agreement.

If you cancel the agreement, the university will refund 100 percent of the amount paid for institutional charges, with a deduction for equipment not returned in a timely manner in good condition, within 45 days after your notice of cancellation is received.

Any potential student who has not been provided the opportunity to tour the school facilities and inspect the equipment before signing an enrollment contract has an additional three days, excluding Saturdays, Sundays, and legal holidays, following a tour and inspection to cancel enrollment and request a full refund of any money paid to the school and release from all obligations. The student shall sign and date an acknowledgement form certifying the completion of the tour.

**Withdrawal From Program:**
You have the right to withdraw from a program at any time. For the purposes of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the program when any of the following occurs:

- a. You notify the university of your withdrawal or the actual date of withdrawal; or
- b. The university terminates your enrollment; or
- c. You fail to attend any classes for fourteen (10) consecutive calendar days without making prior arrangements with the University.

**Pro-Rata Refund Policy**
If you withdraw from the program after the period allowed for cancellation of the agreement and have completed 75% or less of the period of attendance (semester), the university will calculate whether a refund is due, and if so, remit a refund within 45 days following your withdrawal. For students receiving funds through the Federal Student Aid program, unearned funds will be returned to the lenders in the order required under Federal Law. For non-federal student financial aid program moneys, the institutional/Texas state refund policy shall be a pro rata refund of moneys paid for institutional charges for students who have completed 75 percent or less of the period of attendance. The pro rata percentage is based on days of attendance within the period of attendance. If any portion of those charges was paid from the proceeds of a non-federal loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining balance will be paid to you.

If you obtained equipment as specified in the agreement as a separate charge, and return it in unused, like new condition within 10 days following the date of your cancellation or withdrawal, the university shall refund the charge for the equipment paid by you. If you purchase textbooks through the University’s vendor and return the books to the vendor within ten (10) days of the first day of classes in an unopened
condition, you will be fully credited the cost of the books, less shipping fees. Books returned after the ten (10) day period or returned in an opened or used condition will be credited back to your account as used books, pursuant to the book vendor’s used book buy-back policy. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 10-day period, the university may offset against the refund the documented cost to the University of that equipment. You shall be liable for the amount, if any by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of equipment may be less than the amount charged, and the amount the university has charged in the contract. In any event, you will never be charged more than the equipment charges stated in the contract. The University will not buy back used kits.

**Determination of the Withdrawal Date**

The student’s withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. Since the institutional leave of absence is not considered an official leave of absence for title IV purposes, the withdrawal date for a student who takes an institutional leave of absence is the last date of attendance prior to the leave.

**Return of Title IV Funds Policy**

Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the University must calculate the following:

- To determine the percentage of the payment period completed, the number of days* attended in the payment period is divided by the total days* in the payment period.  *Days = calendar days for purposes of this formula, and therefore include weekends and holidays. Only scheduled breaks of 5 days or more and approved leave of absences are excluded.
- The net amount of Title IV funds disbursed, and what could have been disbursed for the payment period is multiplied by the percentage of the payment period completed. The result is the amount of earned Title IV aid.
- The earned aid is subtracted from the aid that was actually disbursed to or on behalf of the student.
- The institution will return the lesser of the total earned aid or the unearned institutional charges for the payment period.
- Unearned aid is allocated back to the Title IV programs in the following order as specified by law:
  1. Unsubsidized Direct Loans
  2. Subsidized Direct Loans
  3. Federal PLUS Loans
  4. Direct PLUS Loans

If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:

1. Federal Pell Grant Program
2. Academic Competitiveness Grants (ACG)
3. Federal SEOG Program
4. Other assistance awarded

**Note:** After the institution has allocated the unearned aid, any amount owed by the student to a grant program is reduced by 50%. Unearned loan funds received by the student are paid back as per the terms of the borrower’s promissory note.
Federal Refund Requirements vs. State Refund Requirements

In addition to the Return of Title IV requirements for federal financial aid recipients, the institution is required by the State to calculate a prorated refund for all students who have completed less than 75% of their period of attendance, regardless of whether or not the student received Title IV funds. However, the federal formula for Return of Title IV funds may result in a larger refund than the state refund policy. In that case, the institution and/or the student must return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the institution.

Texas Refund Requirements

§807.263. Refund Requirements for Residence Schools.

(a) Students are entitled to a full refund for classes attended if the school does not provide a class with:
   (1) an approved instructor;
   (2) an instructor for whom an application has been properly submitted to the Commission; or
   (3) a temporary instructor for whom the school submitted notice to the Commission.

(b) If a class has no instructor for more than one class period, students are entitled to a full refund for each such class attended.

(c) The length of a program, for purposes of calculating refunds owed, is the shortest scheduled time period in which the program may be completed by continuous attendance of a full-time student.

(d) A non-Title IV school, or a Title IV school voluntarily taking attendance, shall calculate refunds for students based upon scheduled hours of classes through the last date of attendance. A Title IV school shall calculate refunds for students based upon scheduled hours of classes through the last documented day of an academically related activity. Neither type of school shall count leaves of absence, suspensions, school holidays, days when classes are not offered, and summer vacations for purposes of calculating a student's refund.

(e) For all schools other than distance education, combination distance education-residence, and seminars, a student may cancel enrollment, request a full refund, and request a release from any obligations to the school within three days, excluding Saturdays, Sundays, and legal holidays following:
   (1) the first day of the student's scheduled classes if the student is not provided an opportunity to tour the school facilities, which includes inspection of equipment, before signing an enrollment contract; or
   (2) the day the tour of the school facilities, including inspection of the equipment, is completed, when provided before the first day of the student's scheduled classes.
Undergraduate Tuition and Fees

Full and Part-time Tuition Cost by Semester:

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
<th>Number of Semesters (Full-time)</th>
<th>Full-time Status (12 to 18 Credits)</th>
<th>3/4-time Status (9 to 11 Credits)</th>
<th>1/2-time Status (6 to 8 Credits)</th>
<th>Less than 1/2-time Status</th>
<th>Total Tuition Cost (Full-Time) - not including additional fees</th>
<th>Total Estimated Program Costs (Tuition + Fees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing, RN to BSN</td>
<td>BS</td>
<td>4</td>
<td>$4,763</td>
<td>Under 12 Units $680 per credit</td>
<td></td>
<td></td>
<td>$19,052</td>
<td>$22,597</td>
</tr>
</tbody>
</table>

Other Fees:

<table>
<thead>
<tr>
<th>Program</th>
<th>Registration (Non-refundable)</th>
<th>Total Book Cost*</th>
<th>Book Shipping Cost</th>
<th>Estimate for uniforms and/or supply kits³</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing, RN to BSN</td>
<td>$75</td>
<td>$3,174</td>
<td>$296</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

*The Total Book Cost reflects the Manufactures Suggested Retail Price totals compiled in May 2011

**Note:** Students who wish to take Challenge Exams will be subject to a fee of $100 for each Challenge exam. Please see your campus Business Office for a full price listing.

¹ West Coast University also offers certain online courses to students enrolled in on-ground programs. If a student enrolled in an on-ground program chooses to take a course or courses offered online, he/she will be subject to a Technology fee of $150 per course in addition to the tuition charges listed above.

² All credits taken in a single semester which exceed 18 credits will be charged at $800 per credit.

³ The Uniform and Supply costs are based on the Manufacture Suggested Retail Price as of May 2011 and are subject to change.

**Note:** Tuition fees may change from year to year.
Undergraduate Programs of Study

GENERAL EDUCATION

General Education Mission

The General Education program has been designed to facilitate students’ acquisition and application of knowledge through intellectual stimulation, scientific methodology, information and computer literacy, and communication competencies. Students master problem solving abilities necessary for success in the core curriculum and with application to personal and professional growth and well-being beyond the curriculum.

General Education Philosophy

Courses in the General Education program provide an academic foundation to prepare students for higher level inquiry in their chosen disciplines and prepare them to be responsible, ethical citizens in a global society. Content is constructed to build academic and analytical skills to further enhance educational, professional, and personal undertaking. The program is designed to advance student’s knowledge and skills in reading comprehension, professional writing, and the development of appropriate comportment that is expected in work settings.

General Education Program Learning Outcomes

All undergraduate programs include a general education component. The learning outcomes for general education are:

1. Demonstrate competent written communication skills
2. Employ effective oral communication skills
3. Interpret quantitative data using mathematical principles to effectively identify core issues and solve problems
4. Illustrate competence in the biological, physical, and natural sciences
5. Locate disparate information through multiple sources demonstrating technological and informational literacy
6. Analyze ideas and make decisions using critical thinking skills
7. Describe and interpret diverse perspectives, value systems, history, cultural traditions, and artistic expression
8. Articulate issues and arrive at a defensible conclusion, given a set of ethical dilemmas
COLLEGE OF NURSING

West Coast University (WCU) is committed to the education of students who have the desire to enter or advance in the nursing profession at various levels of experience. Nursing students are supported through innovative methods to develop critical thinking skills necessary to provide nursing interventions to a diverse population. The mission of the College of Nursing is to provide evidence-based and innovative nursing education to culturally diverse learners; preparing nurses to provide quality and compassionate care responsive to the needs of the community and the global society. The philosophy of the College of Nursing is that education is a continuous process occurring in phases throughout an individual’s lifetime. Nurses are lifelong learners and critical thinkers.

The purpose of the Nursing programs at WCU is to provide the essential body of knowledge and experiences necessary to prepare students for the program of their choice based on their level of experience. WCU offers the Bachelor of Science (BSN) degree in Nursing for those students desiring to enter the nursing profession. The University also utilizes a career ladder approach to enable Licensed Vocational Nurses and Registered Nurses who hold an Associate Degree in Nursing to earn their BSN. WCU also offers the Master of Science (MSN) degree in Nursing, preparing RNs for advanced nursing practice roles, and students may also prepare for roles in nursing education.

BACHELOR OF SCIENCE IN NURSING (BSN)

The Bachelor of Science in Nursing (BSN) track prepares students to develop nursing competencies while building upon a liberal arts education that expands their world view of the global community. The curriculum is sequential and integrates theory from the biological and social sciences to develop clinical reasoning and communication skill in graduates who will be expected to serve as leaders in the changing healthcare environment. Content is presented in a simple to complex format and is organized using seven strands to help conceptualize the professional nursing role, including nursing process, research, therapeutic care, teaching/learning, communications, and role development, and incorporates theory and practice to meet the “Essentials for Baccalaureate Education for Professional Nursing Practice” (AACN, 2008).

Each Essential is presented throughout the curriculum in the classroom and operationalized in clinical settings. Incorporation of the nursing process allows the nursing student to differentiate the independent, dependent, and interdependent functions of nursing. The programs are sequential and integrated theory from biological and social sciences with reasoning and communication skills to develop a graduate who can think critically, solve problems, and communicate effectively.

The General Education courses provide the foundation for the nursing major and continued learning in all educational programs. The addition of both clinical and non-clinical nursing courses in each program prepares graduates for practice at differing levels of experience and responsibility from entry to the nursing profession through the baccalaureate level.

The nursing curriculum provides the opportunity for the student to acquire the professional nursing knowledge and skills necessary to assist clients to an optimal level of health. This is accomplished through an integration of theoretical nursing knowledge with essential clinical skills. Students are provided the opportunity to practice in a changing healthcare environment in acute and long-term care facilities, as well as in community settings.
BSN Programs – Learning Outcomes:
Upon graduation from West Coast University, students will have met, the following Program Learning Outcomes:

1. Apply concepts or theories from biological, physical or natural sciences as a basis for professional nursing practice.
2. Utilize nursing process in health promotion, restoration, and disease and illness prevention.
3. Apply evidence-based practice in providing therapeutic nursing interventions for patients and families in a wide variety of health care, and community settings.
4. Apply critical thinking skills in providing culturally sensitive and developmentally appropriate nursing care to patients who are experiencing simple and/or complex health problems in a variety of settings.
5. Provide health care education to individuals, families, aggregates.
6. Develop measurable goals that demonstrate the willingness to become a life-long learner in building expertise as a member of the nursing profession.
7. Utilize effective communication to interact with patients, families, and the interdisciplinary health team.
8. Assume responsibility for the delegation and supervision of the delivery of nursing care to subordinates based on the subordinate’s legal scope of practice and ability.
9. Demonstrate knowledge in applying client care technology skills such as computer and informatics skills when providing health care in a variety of settings.

Applicants for the Bachelor of Science Degree in Nursing, RN to BSN program must:

1. Provide proof of current unobstructed professional licensure as a Registered Nurse (RN) in the United States; and
2. Provide proof of graduation from an approved Associate Degree in Nursing program or the equivalent, evidenced by official transcripts; and
3. Meet all admission requirements for the Bachelor of Science degree in Nursing (BSN) program as noted above.

Applicants who do not have 70 completed credits from their Associate Degree program in Nursing, but who otherwise meet the admission requirements, may be admitted and complete additional course work while enrolled in the program in order to meet this requirement.

Students enrolled in the RN to BSN blended program will only be charged the online fee for courses totally online.

Additional Admission Requirements

All Nursing Applicants must:
Prior to nursing clinical assignments, Nursing students must:
1. Obtain a criminal background clearance (information on how to obtain this clearance will be provided to students during the enrollment process). Failure to disclose a conviction may interfere with clinical placement and subsequent licensure as a Registered Nurse;
2. Provide and maintain a current American Heart Association Basic Life Support (CPR) for Health Providers;
3. Meet the requirements as outlined in the “Essentials of RN Job Functions” as documented by a licensed Physician, Nurse Practitioner;
4. Obtain and maintain Student Registered Nurse level malpractice insurance;
5. Undergo drug screening
**Immunizations** – based on the CDC Recommended Immunizations for Health-Care Personnel (HCP), all HCPs must submit documentation of immunization to Hepatitis B (series of three doses with anti-HBs serologic testing 1-2 months after dose #3), proof of immunity to Hepatitis B, or a signed declination; Measles, Mumps, Rubella (MMR); Varicella (chickenpox); and Tetanus, Diphtheria, Pertussis (booster every 10 years). *Highly recommended* immunizations for the HCP include Influenza (yearly), Hepatitis A, and Pneumonia. For some individuals, a titer test will be indicated vs. vaccinations. Titer tests showing immunity to listed pathogens are acceptable. Titer tests showing a negative response require appropriate immunizations and follow-up titers must be completed and submitted. If one or more of the listed immunizations are contraindicated, documentation must be submitted clearly indentifying the reason(s). Clinical laboratory reports with facility stamp and medical doctor’s signature are required. See the Nursing Student Handbook for additional information.
Bachelor of Science Degree in Nursing, RN to BSN

Number of Semester Credits: 50 in program (70 credits based on prior completion of an Associate Degree in Nursing)
Total Credits: 120
Program Length: 4 Semesters – 80 weeks

The RN to BSN track is a specialized program of study designed specifically for the Registered Nurse (RN) with an Associate Degree in Nursing. A total of 120 semester credits are required to earn the Bachelor of Science degree in Nursing (BSN), which includes 70 semester credits transferred in from an approved Associate Degree of Nursing program (ADN). This program requires the completion of general education courses, nursing courses, and specialized health care occupation courses. Courses may be taken online, on campus, or in combination

RN to BSN Curriculum

A total of 120 semester credits are required to earn the Bachelor of Science in Nursing. The RN to BSN program offers the final two years of upper division coursework.

<table>
<thead>
<tr>
<th>Approved Credits</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits from Associates Degree in Nursing program (<em>pre-licensure</em>)</td>
<td>70.0</td>
</tr>
<tr>
<td>*Includes Pre-Requisite Requirements (listed below) – 34.0 Credits</td>
<td></td>
</tr>
</tbody>
</table>

### Pre-Requisite Requirements

May be included in the 70.0 Transfer (ADN) Semester Credits

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 260</td>
<td>Human Anatomy</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM 210</td>
<td>Chemistry</td>
<td>4.0</td>
</tr>
<tr>
<td>ENGL 140</td>
<td>Written Communication I</td>
<td>3.0</td>
</tr>
<tr>
<td>MICR 140</td>
<td>General Microbiology</td>
<td>4.0</td>
</tr>
<tr>
<td>NURS 180</td>
<td>Pharmacology (Integrated or a separate course)</td>
<td>3.0</td>
</tr>
<tr>
<td>NURS 190</td>
<td>Physical Assessment (May be challenged or taken concurrent with the BSN)</td>
<td>3.0</td>
</tr>
<tr>
<td>PHYS 261</td>
<td>Human Physiology</td>
<td>4.0</td>
</tr>
<tr>
<td>PSYC 160</td>
<td>Introduction to Psychology (or comparable course)</td>
<td>3.0</td>
</tr>
<tr>
<td>SPCH 142</td>
<td>Oral Communication (or comparable course)</td>
<td>3.0</td>
</tr>
<tr>
<td>OPEN</td>
<td>Additional 3 units of General Education/Pre-Requisite</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total 34.0

Note: NURS 180 Pharmacology and NURS 190 Physical Assessment may be transferred from a prior nursing education program or challenged.
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL EDUCATION COURSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 240</td>
<td>Written Communication II</td>
<td>3.0</td>
</tr>
<tr>
<td>HUM 370</td>
<td>Cultural Pluralism</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 108 or MATH 210</td>
<td>College Mathematics or Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYC 290</td>
<td>Life Span Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>12.0</strong></td>
</tr>
</tbody>
</table>

*Note:* ENGL 240 Written Communication II and PSYC 290 Life Span Psychology may not be required if approved transferred General Education credits exceed 24 credits  

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATH 370</td>
<td>Pathophysiology</td>
<td>3.0</td>
</tr>
<tr>
<td>HCA 206</td>
<td>Epidemiology in Public Health Practice</td>
<td>3.0</td>
</tr>
<tr>
<td>HCA 434</td>
<td>Medical Ethics and Issues</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>9.0</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 220</td>
<td>Nutrition in Health and Disease</td>
<td>2.0</td>
</tr>
<tr>
<td>NURS 340</td>
<td>Public Health Nursing</td>
<td>3.0</td>
</tr>
<tr>
<td>NURS 341L</td>
<td>Public Health Practicum</td>
<td>2.0</td>
</tr>
<tr>
<td>NURS 350</td>
<td>Research in Nursing</td>
<td>3.0</td>
</tr>
<tr>
<td>NURS 360</td>
<td>Principles of Teaching and Patient Care</td>
<td>3.0</td>
</tr>
<tr>
<td>NURS 420</td>
<td>Principles of Leadership and Management</td>
<td>3.0</td>
</tr>
<tr>
<td>NURS 430</td>
<td>Disaster Management</td>
<td>2.0</td>
</tr>
<tr>
<td>NURS 440</td>
<td>Issues and Trends in Nursing</td>
<td>3.0</td>
</tr>
<tr>
<td>NURS 460</td>
<td>Professional Roles within Nursing</td>
<td>3.0</td>
</tr>
<tr>
<td>NURS 470</td>
<td>Alternative Therapies in Nursing and Health Care</td>
<td>3.0</td>
</tr>
<tr>
<td>NURS 492</td>
<td>Nursing Capstone</td>
<td>2.0</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>29.0</strong></td>
</tr>
</tbody>
</table>
## PROGRAM CREDIT DISTRIBUTION

### RN to BSN

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer Credit from an AS Program:</td>
<td>70.0</td>
</tr>
<tr>
<td>(Must include at least 34 credits of Pre-Requisite Requirements)</td>
<td></td>
</tr>
<tr>
<td>General Education Semester Credits:</td>
<td>12.0</td>
</tr>
<tr>
<td>General Education within the Area of Study Credits:</td>
<td>9.0</td>
</tr>
<tr>
<td>Core Nursing Semester Credits:</td>
<td>29.0</td>
</tr>
<tr>
<td>Total Program Semester Credits:</td>
<td>120.0</td>
</tr>
</tbody>
</table>
# Course Numbering

<table>
<thead>
<tr>
<th>Letter Codes</th>
<th>Numbering Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT</td>
<td>Anatomy</td>
</tr>
<tr>
<td>CHEM</td>
<td>Chemistry</td>
</tr>
<tr>
<td>ENGL</td>
<td>English</td>
</tr>
<tr>
<td>HCA</td>
<td>Health Care Administration</td>
</tr>
<tr>
<td>HUM</td>
<td>Humanities</td>
</tr>
<tr>
<td>MATH</td>
<td>Mathematics</td>
</tr>
<tr>
<td>MICR</td>
<td>Microbiology</td>
</tr>
<tr>
<td>NURS</td>
<td>Nursing</td>
</tr>
<tr>
<td>NUTR</td>
<td>Nutrition</td>
</tr>
<tr>
<td>PATH</td>
<td>Pathophysiology</td>
</tr>
<tr>
<td>PHYS</td>
<td>Physiology</td>
</tr>
<tr>
<td>PSYC</td>
<td>Psychology</td>
</tr>
<tr>
<td>SOCY</td>
<td>Sociology</td>
</tr>
<tr>
<td>SPCH</td>
<td>Oral Communication</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Letter Codes</th>
<th>Numbering Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100 - 199: Initial or introductory courses</td>
</tr>
<tr>
<td></td>
<td>200 - 299: Second-year courses in a sequence or development in a field of study</td>
</tr>
<tr>
<td></td>
<td>300 - 499: Third- and Fourth-year courses in a sequence of courses – Upper Division Bachelor’s courses</td>
</tr>
<tr>
<td></td>
<td>500 - 699: Master’s level graduate courses</td>
</tr>
<tr>
<td></td>
<td>NURS XXXL : Clinical courses which must be taken simultaneously with corresponding theory courses, unless the corresponding theory course has been successfully completed.</td>
</tr>
</tbody>
</table>

**Note:** Courses acceptable for general education credit, and core courses in a program are indicated in the course outline for the program.

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**Online Courses**
Many courses listed are available online. Please see an Admissions Representative or the University Registrar for a current listing of courses offered online.

**Blended Courses**
Some courses in some programs are only available in blended format, which combines residential and online classes. Please see an Admissions Representative or the University Registrar for a listing and description of the blended format and courses.
Course Descriptions

ANAT 260 Human Anatomy
4.0 Semester Credits: 3.0 Credits Theory and 1.0 Credit Lab
Includes a logical analysis of body tissues, organs and organ systems. Stresses the microscopic, developmental and gross anatomy of mammals, with special emphasis on human anatomy. Major topics include cell structure and function, tissues, organization of the human body, and all body systems. The laboratory work includes study of the developmental, microscopic and gross anatomy of preserved specimens and models. This course is considered a core requirement for the Accrediting Council for Independent Colleges and Schools. Pre-requisites: None.

CHEM 210 Chemistry
4.0 Semester Credits - 3.0 Credits Theory and 1.0 Credit Lab
Provides an overview of general chemistry. Topics will include stoichiometry, nuclear and electronic structure, chemical bonding, and thermochemistry, kinetic theory, equilibrium, acids and bases, as well as a periodic survey of the physical and chemical properties of the elements. In the laboratory, students will become familiar with laboratory techniques used in identifying and analyzing the strength and reactions surrounding acids and bases. Students will also be introduced to organic and biochemical principles. Prerequisites: ANAT 260, PHYS 261, MATH 108 or the equivalent.

ENGL 140 Written Communication I
3.0 Semester Credits
Develops competency in effective written communication for creative, academic, and professional written communication. Focuses on four basic areas of effective writing: unity, specifics, coherence and grammar. Utilizes reading, discussion and personal insight to increase students’ capacity to write simple paragraphs, formal essays, reports and research projects. APA style and library usage/research is required. Pre-requisites: None.

ENGL 240 Written Communication II
3.0 Semester Credits
Conducts intensive study and practice of advanced writing principles for research papers. Detailed review of APA style format and library research. Focus on development of critical thinking skills to analyze and critique written communication. Review of writing principles include developing thesis statements, providing support, proper citation and reference pages, and creating clear organization of main points. APA style and library usage/research is required. Pre-requisite: ENGL 140 or the equivalent.

HCA 202 Medical Terminology
3.0 Semester Credits
Focuses on approaches to learning and memorizing medical terminology. The meaning of hundreds of Latin and Greek elements or word parts will be taught with an emphasis on spelling, definition, usage, and pronunciation of medical terminology. Students are exposed to a basic knowledge of the history of medicine. Pre-requisites: None.

HCA 306 Epidemiology in Public Health Practice
3.0 Semester Credits
Covers principles and the practice of epidemiology, including surveillance, descriptive epidemiology, outbreak investigation, and analytic methods, with emphasis on field epidemiology. Focuses on the use of sound epidemiologic judgment, particularly when epidemiologic theory and practical considerations conflict. Students will be able to apply these principles to address public health problems in the community. Pre-requisites: None.
HCA 434 Medical Ethics and Issues  
3.0 Semester Credits  
Introduces biomedical and health care ethics. Topics include a wide range of subjects such as research involving humans and animals, human genetics, reproduction, death and dying, organ transplantation, public health, biotechnology, and bioscience. Designed to help students understand how health care professionals and consumers make difficult health care choices for their patients, their loved ones, and themselves. Pre-requisites: None.

HUM 370 Cultural Pluralism  
3.0 Semester Credits  
Compares varied cultural traditions among groups of people in a given society who are simultaneously interdependent and autonomous. Emphasis on shared socioeconomic and political systems of people in a society and an appreciation of the distinct cultural practices among groups who coexist within that society. Pre-requisite: SOCY 180 or the equivalent.

MATH 108 College Mathematics I  
3.0 Semester Credits  
Students are introduced to algebra topics such as properties of real numbers including basic operations, solving and graphing linear equations and inequalities, polynomials and their properties, factoring polynomials, simplifying rational expressions, radical expressions, complex numbers, solving and graphing quadratic equations, solving system of two linear equations, logarithmic functions and their properties, and exponential functions. Pre-requisites: None.

MATH 210 Statistics  
3.0 Semester Credits  
Covers descriptive and inferential statistics, including survey and research, sampling, organizing and analyzing data, estimating mean and proportion, and hypothesis testing. Linear correlation, regression analysis, and basic probability concepts are also covered. Pre-requisites: None.

MICR 140 General Microbiology  
4.0 Semester Credits: 3.0 Credits Theory and 1.0 Credit Lab  
Representative examples of bacteria, viruses, fungi, protozoa, and multi-cellular parasites are studied, with special concentration given to micro-organisms that are significant to human health. Aspects of classification, metabolism, genetics, control mechanisms, chemotherapy, and antibiotic/resistance are considered. Topics covered include principles of infectious disease transmission, immunology, biotechnology, bioterrorism, and environmental remediation. Laboratory activities include aseptic techniques, staining, identification, and antibiotic sensitivity assays. Prerequisites: ANAT 260 and PHYS 261 or the equivalent.

NURS 100 Fundamentals of Nursing  
3.0 Semester Credits  
This course offers the basic aspects of professional nursing and aspects of nursing care. Included are: the nature of nursing, contemporary health care, the nursing process, research process, principles of teaching and communication, therapeutic care, role development and Gordon’s 11 Functional Health Patterns. Pre-requisites: Required pre-requisite and General Education courses. Co-requisite: NURS 101L.
NURS 101L Fundamentals of Nursing Skills Lab  
2.0 Semester Credits  
This is a clinical skills laboratory course designed to teach the basic nursing skills for delivery of nursing care. This includes performing basic skills in assessment, patient care across the admission discharge continuum, documentation, teaching, basic life support, fire safety and infection control. Nursing process is utilized in the management of care. Pre-requisites: Required pre-requisite and General Education courses. Co-requisites: NURS 100.

NURS 110 Introduction to Professional Nursing  
2.0 Semester Credits  
This course introduces the student to a theoretical foundation for professional nursing practice. The course focuses on nursing as a caring profession, nurse’s roles and functions, ethics, standards, legal aspects, health care delivery, communication, teaching/learning, critical thinking, and the nursing process. The Conceptual Framework and Philosophy of WCU will be explored as well as the capstone project. Pre-requisites: None.

NURS 120 Introduction to Medical Surgical Nursing  
3.0 Semester Credits  
This is the first medical surgical nursing course, in a series of three, devoted to learning the professional aspects of therapeutic nursing care. The focus will be on therapeutic care for patients with medical and surgical conditions utilizing the nursing process and Gordon’s conceptual framework. Included also will be the role of patient advocate and manager of care utilizing principles of therapeutic communication, research and teaching learning concepts. Pre-requisites: NURS 100 and 101L. Co-requisite: NURS 121L.

NURS 121L Introduction to Medical Surgical Nursing Practicum  
3.0 Semester Credits  
This first clinical practicum for a medical surgical nursing course in a series of three, going from simple to complex, devoted to learning the professional aspects of nursing in terms of the complex acute health problems of the adult. The course will focus on nursing care involved in maintaining or restoring health of clients/patients with medical and surgical conditions. Pre-requisites: NURS 100 and 101L. Co-requisite: NURS 120.

NURS 180 Pharmacology  
3.0 Semester Credits  
This course provides an in depth understanding of the different classifications of drugs, their physiologic and chemical basis of operation within the human body. It will also provide an understanding of the methods of delivery of drugs, how to properly administer complex pharmacologic treatments and the interactions different drugs may have with each other, foods, other therapies, and the environment. Pre-requisites: None. Co-requisite: None.

NURS 190 Physical Assessment  
2.0 Semester Credits  
This course provides a more in depth view of patient assessment including interviewing, history taking, physical exam, and recording, analysis, and use of assessment data in planning patient care. This course is offered both online and on campus. Pre-requisite: Progression into the core nursing courses or consent of campus dean. Co-requisite: NURS 100 and NURS 101L.
NURS 200B Transition to Professional Nursing  
2.0 Semester Credits  
This course is an introduction to the professional role of Registered Nursing practice and education with an emphasis on roles and processes. Discussion includes contemporary health care, research, principles of teaching and communication, and role development. The course includes the concepts devoted to learning the professional aspects of therapeutic nursing care utilizing the nursing process and Gordon’s 11 Functional Health Patterns. LVN to BSN students are expected to have completed the General Education requirements prior to taking this course. Pre-requisites: Required pre-requisite and General Education courses; admission to the LVN to BSN program. Co-requisites: NURS 210LB, NURS 290.

NURS 201 Medical Surgical Nursing: Promoting Wellness in Older Adults  
3.0 Semester Credits  
This course provides knowledge for nursing of older adults with complex acute health problems focusing on maintaining or restoring health of acutely ill clients with medical and surgical conditions. The needs of older adults returning to the community and community health care issues will be addressed. Pre-requisites for LVN to BSN: NURS 200B and 210LB for BSN students: NURS 120 and 121L. Co-requisite: NURS 211L.

NURS 204 Mental Health/Psychiatric Nursing: Promoting Wellness in the Mentally Ill Client  
3.0 Semester Credits  
This course provides knowledge for psychiatric nursing of adults and groups within a self-care framework. Related community experiences and pharmacology of psychotropic drugs are included. Pre-requisites: NURS 100 and NURS 101L. Co-requisite: NURS 214L.

NURS 205 Introduction to Leadership  
2.0 Semester Credits  
Provides information related to the leadership and management role when working within a team to help diverse clients achieve optimal wellness. Organizational skills, time management, delegation, and teaching skills are emphasized. Pre-requisites: NURS 120, 121L, or LVN License.

NURS 210LB RN Skills Laboratory  
1.0 Semester Credit  
This course is a laboratory experience to assess skill level from LVN experience and includes skills discussed in NURS 101L/121L. Basic nursing skills for the delivery of nurse care includes assessment, documentation, teaching, and infection control. This course addresses the role of patient advocate and manager of care utilizing principles of therapeutic communication, research, and teaching learning concepts. Pre-requisites: Required pre-requisite and General Education courses; admission to LVN to BSN program. Co-requisites: NURS 200.

NURS 211L Medical Surgical Nursing: Promoting Wellness in Older Adults Practicum  
3.0 Semester Credits  
This course is a practicum for the nursing care of older adult clients with complex acute and chronic health problems in the acute care setting. Experience with care of the older adult in the community is also included. Pre-requisite for BSN students: NURS 120 and 121L. Pre-requisites for LVN to BSN: NURS 200B and 210LB. Co-Requisite: NURS 201.

NURS 214L Mental Health/Psychiatric Nursing: Promoting Wellness in the Mentally Ill Client Practicum  
2.0 Semester Credits  
This course teaches nursing care for adolescents, adults, and older adults with psychiatric health problems. Practice in public and private clinical agencies and in community settings. Pre-requisites: NURS 100 and 101L. Co-requisite: NURS 204.
NURS 220 Nutrition in Health and Disease
2.0 Semester Credits
Food is the basis of human life so what, how and when a person ingests food or other substances affects human life and potentially brings on disease or helps cure it. Culturally and geographically different types of foods are available and ingested by people. A nurse needs to have an understanding of how food and special diets fit with the lifestyle, culture, and therapeutic plan of care for each person under his/her care. Pre-requisites: None.

NURS 306 Expanding and Developing Family and Community (OB)
2.0 Semester Credits
This course focuses on nursing concepts in the therapeutic care of women, mothers, infants, children, adolescents and their families. Included are Gordon’s conceptual framework, major health promotion and disease prevention, nursing process, therapeutic communication, evidenced based practice, teaching/learning principles and role development in the care of women, infants and children and families. Pre-requisites: NURS 120 and 121L. Co-requisite: NURS 316L

NURS 307 Developing Family and Community (Peds)
2.0 Semester Credits
This course focuses on nursing concepts in the therapeutic care of children, adolescents and their families. Included are Gordon’s conceptual framework, major health promotion and disease prevention, nursing process, therapeutic communication, evidenced based practice, teaching/learning principles and role development in the area of children, and their families. Pre-requisite: None.

NURS 316L Expanding and Developing Family and Community Practicum
2.0 Semester Credits
This course focuses on nursing concepts in the therapeutic care of women, mothers, infants, children, adolescents and their families. Included are Gordon’s conceptual framework, major health promotion and disease prevention, nursing process, therapeutic communication, evidenced based practice, teaching/learning principles and role development in the care of women, infants and children and families. Pre-requisites: NURS 120 and 121L. Co-requisite: NURS 206.

NURS 317L Developing Family and Community Practicum
2.0 Semester Credits
This course focuses on nursing concepts in the therapeutic care of neonates, infants, children, adolescents and their families. Included are Gordon’s conceptual framework, major health promotion and disease prevention, nursing process, therapeutic communication, evidenced based practice, teaching/learning principles and role development in the area of infants, children, and their families. Pre-requisites: None.

NURS 340 Public Health Nursing
3.0 Semester Credits
This course provides the theoretical framework to incorporate public health principles with nursing knowledge and skills to offer preventative, health promoting, and protective services that benefit the aggregates and populations. This course is offered both online and on campus. Pre-requisites: RN licensure or NURS 306 and NURS 316L. Co-requisite: NURS 341L.
NURS 341L Public Health Nursing Practicum
2.0 Semester Credits
This course prepares RN students for population-focused practice in public health and community health nursing by applying the public health theories, prevention and health promoting and protective nursing care to the individual, family, and community. Pre-requisites: RN licensure or NURS 306 and 316L. Co-requisite: NURS 340.

NURS 350 Research in Nursing
3.0 Semester Credits
This course offers an understanding of the basics of research in nursing and health care including survey, descriptive, quantitative, and qualitative and outcomes research. It teaches the ability to read and understand nursing research and adequately critique and understand it for the purpose of developing evidence based practice. Pre-requisites: None. Co-Requisite: None.

NURS 360 Principles of Teaching and Patient Care
3.0 Semester Credits
The principles and practice for basic teaching to small groups and individual clients. Development of different teaching techniques, handout material, and lesson plans etc. to insure specific content is covered in a manner understood by different groups or individuals under stressful situations such as illness, surgery. Pre-requisites: RN licensure or LVN licensure OR completion of NURS 100 and 101L.

NURS 420 Principles of Leadership and Management
3.0 Semester Credits
This course teaches the concept of leadership, what makes a leader, what are the principles of good leadership and how that blends with the role of a manager. Understanding the role of nurse manager in a complex health care system and how regulatory, union, and leadership issues interact with those role responsibilities. Pre-requisites: RN licensure OR NURS 201 and NURS 211L.

NURS 430 Disaster Management
2.0 Semester Credits
In an era of homeland security and devastating natural disasters, it is the responsibility of each nurse to understand what they must do in the event of a natural disaster or terrorist event. Pre-requisites: RN licensure OR NURS 201 and 211L.

NURS 440 Issues and Trends in Nursing
3.0 Semester Credits
Nursing is a dynamic profession undergoing a dramatic change during this nursing shortage. There are many factors affecting nursing recruitment, education, regulatory issues, practice retention, and type of practice and these will be explored in a seminar format. Pre-requisites: NURS 201 and 211L. Co-requisite: None. Pre-requisites for this course are waived for students who participate in the Oxford Nursing Honors Colloquium.

NURS 470 Alternative Therapies in Nursing and Health Care
3.0 Semester Credits
Concepts and principles underlying biomedical and biopsychosocial approaches to health care delivery are analyzed to determine their impact on health and to provide a framework for integrating allopathic, homeopathic, naturopathic, and other approaches to the care of a humans in different cultures. Pre-requisites: None.
NURS 480 Advanced Medical Surgical Nursing: Promoting Wellness in the Critically Ill Client
3.0 Semester Credits
This course provides knowledge for nursing of critically ill persons across the life span and promoting wellness in culturally diverse populations. Pre-requisites: NURS 201 and 211L. Co-requisite: NURS 481L.

NURS 481L Advanced Medical Surgical Nursing: Promoting Wellness in the Critically Ill Client Practicum
3.0 Semester Credits
Experience in helping critically ill persons effectively negotiate a transition to wellness, or to lower level acuity nursing care, or to a long-term nursing facility. Clinical practice of critical care nursing occurs in a variety of settings. This course allows for comprehensive examination of all aspects of critical care nursing. Settings with invasive procedures and/or peri-operative nursing are employed. Pre-requisites: NURS 201 and 211L.

NURS 490 Integration of Nursing Concepts
3.0 Semester Credits
This course combines the knowledge base from each of the different clinical specialties in nursing by reviewing material in a case study format and discussing the studies in seminars. The course follows up with testing in each subject area in preparation for taking the NCLEX examination. To pass this course, students must demonstrate a knowledge base in each subject area necessary to successfully pass the NCLEX-RN exam. Pre-requisites: NURS 480 and NURS 481L. Co-requisite: NURS 491L.

NURS 491L Integration of Nursing Practice
2.0 Semester Credits
This is the last in a series of nursing practicum courses whose purpose is to prepare students for the real life work environment of an RN. This course includes Gordon’s conceptual framework in providing therapeutic care and evidenced based practice using the nursing process, therapeutic communication, teaching/learning principles and role development. The student will work with a pre-approved preceptor RN in a pre-approved clinical setting following the same clinical schedule as the preceptor RN. The student will work side by side with the preceptor in the clinical setting with the same caseload and responsibilities of the preceptor RN. Pre-requisites: None. Co-requisite: None.

NURS 492 Nursing Capstone
2.0 Semester Credits
This capstone course will focus on achievement of the program learning outcomes and the Essentials of Baccalaureate Education for Professional Nursing Practice. A portfolio will be used to highlight the professional endeavors of the student’s past and present academic and work achievements that show evidence of meeting the Essentials competencies. The portfolio will also include a summary of the issues that relate to current nursing practice, as well as the projection of the student’s long-term and short-term professional goals. Pre-requisite: NURS 490 and NURS 491L.

NUTR 200 Nutrition
3.0 Semester Credits
This course covers the basic principles of nutrition including the cultural and economic effects of nutrition in preventing disease and promoting and restoring health. Emphasis is placed on the influence of nutrition on health throughout the life cycle and as a result of periods of increased stress and altered states of health. Therapeutic diets will also be discussed. Pre-requisite: None.
PATH 370 Pathophysiology  
3.0 Semester Credits  
Provides a comprehensive approach to diseases based on physiological concepts. Students will learn to correlate basic physiological functions with the abnormal occurrence of disease when homeostasis is disrupted. Topics include physical responses to injury, disturbances of homeostasis in major body systems, and both physical and chemical stressors. Prerequisites: CHEM 260, ANAT 260 and PHYS 261.

PHYS 261 Human Physiology  
4.0 Semester Credits: 3.0 Credits Theory and 1.0 Credit Lab  
Provides an in-depth introduction to the physiology of the human body. Provides students an opportunity to study the functions and physiological mechanisms of several important organ systems from the molecular level to the body’s gross entirety. Organ systems are studied with respect to their interactions under normal and abnormal conditions. Major topics include cell function, tissues, organization of the human body, and physiology of all body systems. Laboratory experiences reinforce concepts studied in lecture and introduce students to clinical techniques. Pre-requisite: ANAT 260 or the equivalent. This course is considered a general education course the Accrediting Council for Independent Colleges and Schools.

PSYC 160 Introduction to Psychology  
3.0 Semester Credits  
Examines basic psychological concepts, such as the nervous system, memory, intelligence and development along with Freudian, humanistic, social, cognitive, and trait theories. Presents an introduction to the issues, methods, and descriptions of psychology. Discusses individual and social problems of everyday life through the viewpoints and methods of modern scientific psychology. Examines the psychological processes through which people deal with the challenges of everyday life. Pre-requisites: None.

PSYC 290 Life Span Psychology  
3.0 Semester Credits  
Covers basic concepts and theories of child and adult development. Study’s findings from classic as well as recent studies of physical growth, brain development, perception, language, cognitive development, social interaction, emotional, personality, and moral development. Interplay between an individual’s biology with the environment, family, and culture is discussed. Covers topics in seven major periods of life: prenatal, infancy, preschool, school-age, adolescence, adulthood, and old age/death. Pre-requisite: PSYC 260 or the equivalent.

SOCY 180 Introduction to Sociology  
3.0 Semester Credits  
Questions basic sociological concepts, such as socialization and culture; social organizations; stability and change in societies; cooperation and conflict among human groups; religious, political, economic, technical, and scientific institutions. Sociological concepts and issues as culture and subculture; development of the self; gender and age roles; social class and caste; groups, communities, collectivities, and organizations; deviance; racism; human institutions: family, religion, education, government, economics; and population change in society are discussed. Pre-requisites: None.

SPCH 142 Oral Communication  
3.0 Semester Credits  
Evaluates the construction, delivery, and analysis of public speaking. Students present several speeches to the class. Communication theory, research, and best practices are discussed in relation to persuasion, ethos, pathos, logos, logical fallacies, audience analysis, language choice, nonverbal messages, culture and communication, visual aids, listening, supporting materials, organizational patterns, evaluating research, and speech delivery. Different types of speeches are studied, such as informative, persuasive, special occasion. Students become critical consumers of communication. Pre-requisites: None.
### Board of Trustees, Administration and Personnel

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Please see catalog addendum for listing of faculty.
ADDENDA AND ERRATA

Should there be any addenda or errata to the printed version of this catalog, they should be inserted here.