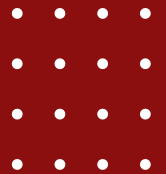
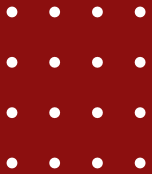




TRANSITIONS CAREER INSTITUTE  
SCHOOL OF NURSING

2025-2026



# STUDENT HANDBOOK



# TRANSITIONS CAREER INSTITUTE

133-11 20th Avenue, 2nd Floor • College Point, NY 11354 • (718) 362-9500 • [www.tcilpn.org](http://www.tcilpn.org)

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## Student Handbook

2025–2026 Edition

### Practical Nurse Program

Certificate in Practical Nursing • NCLEX-PN Preparation

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*This handbook is the property of Transitions Career Institute.  
Accredited by the Middle States Association of Colleges and Schools (MSA-CESS) through July 1, 2034.*

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# Mission, Vision & Core Values

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## Mission Statement

The Mission of the Transitions Career Institute is to provide a high-quality accessible vocational training program. The institute is committed to increasing the nursing workforce by meeting the educational needs of our students in addition to the holistic needs of the client population. Transitions Career Institute will provide opportunities for individuals to learn and develop healthcare skills that will allow them to become valued members of the medical profession. We will forever seek to assist our students to conquer educational challenges to make them compassionate and professional members of the healthcare continuum while meeting the needs of people in healthcare facilities and the community at large.

Completion of the program of study leads to a Certificate in Practical Nursing. Program graduates are eligible to sit for the State Board Licensing Examination (NCLEX-PN).

## Our Vision

Our vision is to create a healthcare training system that selects and trains individuals to provide support services to hospitals, clinics, home care facilities, and individual practitioners who have committed their lives to assisting others to improve their health and wellness. We also seek to increase the diversity of the healthcare system by infusing well-trained, qualified individuals through the use of innovative and creative teaching and learning strategies.

## Core Values

- Quality
- Access
- Respect
- Student Success

## Philosophy

The faculty believes that the philosophy of the practical nursing program flows from the mission of the institution, which is to provide the opportunity for individuals to learn and use nursing knowledge and skills that allow them to become valued licensed members of the nursing team. The curriculum is designed to integrate the art and science of nursing as practical nurses assist individuals to attain, maintain, and retain wellness. Inherent in this belief are the following concepts:

## Key Concepts

**Humans** are individuals who exist in society and are diverse, complex beings, each having psychological, physiological, socio-cultural, and spiritual needs.

**Environment** is comprised of dynamic, ever-changing surroundings in which humans exist, including family, social and work groups, and the global community.

**Health** is a dynamic state of being viewed holistically and promoted through understanding, caring, adaptive coping, and appropriate system/illness management.

**Nursing** is an art and science requiring the treatment of human response to actual or potential health problems. The practical nurse performs tasks and responsibilities under the supervision of the registered nurse or licensed physician.

**Teaching / Learning** is a planned process of interaction that promotes behavioral change and facilitates growth. A variety of teaching strategies are employed to maximize learning as contemporary technology is incorporated.

## Organizing Framework

Maslow's Hierarchy of Basic Needs serves as the basis for the organizing framework. The faculty believes that health occurs on a continuum from wellness to illness, with humans constantly striving to attain and maintain health. The curriculum design progresses from basic to complex, guiding the learner to build on prior course material, skills, and experience. This framework provides the foundation for students caring for individuals of all ages in a variety of settings across the lifespan.

## Academic Freedom Policy Statement

The teacher is entitled to full freedom in research and in publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his/her subject, but s/he should be careful not to introduce into his/her teaching controversial matters which have no relation to his/her subject.

Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

The Institution's teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When s/he speaks or writes as a citizen, s/he should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a people of learning and an educational officer, s/he should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, s/he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that s/he is not an institutional spokesperson.

## Program Objectives

Upon completion of the Practical Nurse Program, the graduate will:

1. Practice nursing safely using a holistic human needs framework.
2. Communicate effectively with clients, families, and members of the healthcare team.
3. Implement caring behaviors in a variety of settings using the nursing process.
4. Adhere to the legal and ethical standards of practice.
5. Use critical thinking in the decision-making process.
6. Demonstrate responsibility for continuing professional and personal development.
7. Commit to being of service to the community through active participation and engagement with local organizations.

## Program Outcomes

1. 80% of graduates will pass the NCLEX-PN on their first attempt.
2. Within six months of passing NCLEX-PN, 80% of graduates will be employed as Licensed Practical Nurses.
3. Within one year of employment, 85% of employer respondents will express satisfaction with graduates.
4. Within one year of graduation, 85% of graduate respondents will express satisfaction with the program.

## Administration & Staff

| Name                                     | Title / Role                                    |
|--|---|
| Claudia Houston, MSA, BSN, RN            | President / CEO                                 |
| Sijuwade Saka, PMP, CISM, CISA, ACA, BSc | Director of Compliance & Operations             |
| Dr. Kareen Robertson, DNP, MSN-Ed., RN   | Director of Nursing                             |
| Dr. Beatrice Goodman, DNP, MSN-Ed., RN   | Assistant Director of Nursing                   |
| Anne-Marie Emanuel, MSN, BSN             | Human Resources / Faculty                       |
| Sasha Persaud, MSN-Ed., BSN, RN          | Skills Laboratory Coordinator / Nursing Faculty |
| Lynn Dunworth, MA, BSN, RN               | Nursing Faculty                                 |
| Deborah Anglin, MSN, BSN, RN             | Nursing Faculty                                 |
| Charlyn Humes, BSN, RN                   | Clinical Nursing Faculty                        |
| Latasha Waller, MSN-Ed., BSN, RN         | Nursing Faculty                                 |
| Anselm Lalla, BSN, RN                    | Nursing Faculty                                 |
| Sandra Anderson, MSN-Ed., BSN, RN        | Nursing Faculty                                 |
| Stephanie Brogdon, MSN, BSN, RN          | Nursing Faculty                                 |
| Taletia Lucas, MSN, BSN, RN              | Nursing Faculty                                 |
| Aliyah Bienvenu, BSN, RN                 | Nursing Faculty                                 |
| Wanda Georges, MSN, BSN, RN              | Nursing Faculty                                 |
| Royce Ambat, MSN, BSN, RN                | Nursing Faculty                                 |
| Dana Robertson                           | Placement Coordinator                           |
| Cory Pryce                               | Receptionist                                    |
| Cameron DeShong                          | Information Technology                          |
| Renata Jordon                            | Registrar / Bursar                              |
| Olivea Smith                             | Admissions Coordinator                          |
| Quebillah Perry                          | Financial Aid Coordinator                       |

### Advisory Board

- Marissa Murray, MS, RN
- Dr. Yvonne Wesley, PhD, RN
- Kurt Abrams

# Academic Calendar & Schedule

## Observed Holidays

The school will observe the following holidays: classes will not be held, and holidays are not counted as part of the contracted time schedule:

- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- School Recess – first two weeks of July
- Labor Day
- Thanksgiving Day & the day after
- Winter Recess – last two weeks of the year (Christmas through New Year's Day)

## Program Starting Dates

New classes typically start in January, April, and September based on enrollment. Observed holidays and unplanned school closures may cause program completion dates to vary.

## Class Schedules

| Program                      | Schedule   |
|------------------------------|--|
| <b>Day Program (PNP)</b>     | Monday–Thursday, 8:30 AM – 4:00 PM (7.5 hours with one hour for lunch and breaks; 30 hrs/week; 24 instructional hrs) |
| <b>Evening Program (PNP)</b> | Monday–Thursday, 5:30 PM – 10:00 PM (thirty- minute break per day; 18 instructional hrs/week)                        |
| <b>Business Hours</b>        | 7:30 AM – 7:30 PM (Mon–Thurs)<br>9.00 AM – 3:00 PM (Fridays)   |

## New Class Starts

New cohort starts may be delayed due to low student enrollment.

# Admissions & Registration

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## Entrance & Admission Requirements

1. Submit a complete registration application.
2. All students must be at least 18 years of age on or before the first day of class.
3. Students must possess an official high school transcript, GED certificate, or an official CGFNS evaluation.
4. All students must take the ATI Test of Essential Academic Skills (TEAS). Candidates who achieve 50% or greater are considered for admission first. Retesting is allowed after 2-3 weeks from the original test date. After a second failed attempt, the candidate must wait one full year before retesting.
5. Students must be legally authorized to study and work in the United States. Proof of citizenship or legal residency is required.
6. Criminal History Background Checks are performed at the time of registration to ensure students are able to participate in clinical rotations, take the NCLEX examination, and obtain employment following graduation. Any undisclosed illegal offenses discovered after admission may result in immediate dismissal.
7. Students will be required to:
  - a. Complete a personal interview.
  - b. Write a brief essay to assess professionalism and writing skills.
  - c. Demonstrate the ability to meet financial obligations.
8. Although not required, students with CNA certificates or associate/bachelor's/master's degrees are given highest priority consideration.

## Registration

Students may register at any time up to one month prior to the start of classes. Students requesting financial assistance must meet with the Financial Aid Officer prior to the start of classes. Please bring the following documents to your admissions meeting:

- Government-issued photo ID (driver's license, birth certificate, or U.S. passport)
- Official High School Diploma or GED certificate
- Initial payment for registration and tuition fees (cash, money orders, and major credit cards accepted)

## Students with Disabilities

Transitions Career Institute complies with applicable provisions of the Americans with Disabilities Act of 1990. Premises on the second floor are wheelchair accessible by elevator. Any potential applicant with a physical or learning disability will be considered for admission if TCI is reasonably able to provide required accommodation.

For physical disabilities impacting ability to complete the program, a physician's certification of physical capability is required. For learning disabilities, TCI provides additional time and private testing areas as appropriate per an IEP. Candidates who self-disclose a disability must provide appropriate documentation.

### Required Physical Abilities

Students should have the ability to:

- Aid in the lifting of patients
- Tolerate the sound of alarms and buzzers
- Interact effectively with faculty, staff, patients, family members, and healthcare team members
- Function intellectually and socially to ensure patient safety
- Demonstrate gross and fine motor skills necessary to manipulate equipment
- Have sufficient eyesight to monitor clients, chart, and read records
- Speak, read, and write clearly and intelligibly
- Comply with additional mandates as required by individual clinical facilities

### Equal Opportunity Policy

Transitions Career Institute values diversity and seeks talented students and staff from diverse backgrounds. TCI does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, or veteran status in the administration of its educational policies, programs, activities, admissions, financial aid, loan programs, or employment.

Individuals who believe they have been subjected to discrimination related to a WIA Title I assisted activity may file a complaint with the Director of Nursing or the U.S. Department of Labor Civil Rights Center, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

### Health Requirements

A health examination form must be completed and returned to the Admissions Coordinator within 45 days of beginning the program. The following are required:

- Documentation of immunity (titers) to MMR (Measles, Mumps, Rubella) if born on or after January 1, 1957, and Varicella
- COVID-19 status must be updated regularly to gain entry to classroom and clinical sites. COVID vaccine may be mandated by clinical facilities. Failure to comply will exclude you from clinical, resulting in course failure.
- PPD (tuberculin skin test) within 45 days of enrollment. A positive result requires a chest X-Ray
- Hepatitis B vaccine is recommended; a signed declination form is required if declining
- All students must have access to a personal computer and printer

## Student Liability Insurance

Transitions Career Institute provides every student in the Practical Nurse Program with a Liability Insurance policy for the duration of the program: \$2,000,000 per incident and \$5,000,000 per aggregate.

## Attendance & Academic Policies

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### Absences & Attendance

Transitions Career Institute records daily attendance of each student in accordance with institute and state guidelines. Regular attendance and punctuality are expected of all students. Key requirements include:

- Excessive absences (more than 10% per course) can result in course repetition or dismissal.
- Students may make up no more than two sessions per course.
- A minimum of 90% of the required 1,300 hours of instructional time must be completed to receive a Certificate of Completion.
- Students arriving late are considered tardy and must make up for lost time.

### Class Cuts

Each instructional day is 6 hours in length. Students who miss any portion of the instructional day are responsible for making up lost time, classwork, and assignments. Lost hours must be made up the very next week after the absence.

### Make-Up Assignments

Make-up sessions are held on Monday through Thursdays between 4:00 – 5:30 pm and Fridays between 9:00 AM and 3:00 PM when school is closed for regular classes. Students who cannot attend these make-up sessions may arrange: (1) private instruction, or (2) joining another class when missed lessons are being taught, provided a suitable class is available.

Private instruction outside normal instructional hours incurs an additional fee of \$50.00 per hour.

### Tardiness

Developing good work ethics is an important part of training at TCI. The following tardiness policy applies:

- Clinical setting: Tardy is defined as arriving after the scheduled time. After 30 minutes, the student will be counted absent. Two clinical tardy incidents per course equals one absence. Each tardy thereafter counts as one absence.
- Clinical absences must be made up at a cost of \$200.00 per clinical day per student.
- Classroom/Lab: Tardy is arriving after the session has begun and is recorded as an absence.

Since tardiness is recorded as an absence it is the responsibility of the student to make up lost time and classroom instruction. Transitions Career Institute encourages students to plan to arrive at the school and clinical at least 15 minutes before the start of class.

## Notifications

Faculty and Clinical Instructors must be notified prior to any scheduled clinical absence. Notification must include the date and time of the message, the date and time of the absence, and the emergency circumstances (physician's note and proof of emergency required).

## No Call / No Show Policy

- 1st occurrence: Written warning and placement on probation.
- 2nd occurrence: Written warning placed in file; required meeting with the Director of Nursing to discuss potential suspension or dismissal.

## Standards of Conduct

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TCI has adopted standards that include the ANA Code of Conduct for Nurses. The following are unacceptable and will not be tolerated:

- All forms of bias including age, race, ethnicity, gender, sexual orientation, disability, national origin, and creed, as demonstrated through verbal and written communication and physical acts
- Sexual harassment of any kind, including hostile environment and quid pro quo arrangements
- All types of dishonesty including cheating, plagiarism, and knowingly furnishing false information
- Intentional disruption of teaching, research, administration, or other school activities
- Physical abuse of any person on school premises or at school-sponsored functions
- Theft or damage to school or personal property
- Failure to comply with directions of institutional officials acting in the performance of their duties
- Violation of the law on school premises, including use of alcohol and/or controlled substances

Dangerous weapons — including firearms, explosives, knives, and other items that could cause harm — are strictly prohibited on school property. A license to carry does not supersede school policy.

### Discipline & Conditions for Dismissal

Students may be dismissed from the school for the following reasons, including but not limited to:

- Failure to adhere to school rules, regulations, policies, and code of conduct
- Missing more than 10% of instruction time recorded as unexcused absences
- Failure to maintain a minimum GPA of 75% or a Pass in clinical
- Failure to meet financial responsibilities to the school
- Unsatisfactory or unsafe clinical practice
- Misuse of privileges extended by participating clinical agencies
- Exclusion from a clinical site (results in automatic dismissal)
- Cheating in any form
- Insubordination

### Disciplinary Actions May Include:

- Warning — a written notice that continuation of a violation may result in further action
- Suspension — exclusion from the program for a specific period of time
- Dismissal — termination of student status
- Legal action — report to authorities

The Director of Nursing will notify students in writing if dismissal becomes necessary. The dismissal letter will contain the date and reason for dismissal. Prepaid tuition will be refunded according to the school's refund policy.

### **Re-Entry / Readmission / Retention Policy**

Students may be considered for re-enrollment up to 180 days after voluntarily leaving the program, if space is available.

- Students who left due to academic failure or voluntary withdrawal must contact the Director of Nursing or the Assistant Director of Nursing in writing and submit an individualized action plan for success prior to re-entry.
- Students who withdrew in good standing may re-apply for readmission within 180 days.
- Students absent from the program for more than 180 days, for any reason, must restart the entire program from the beginning, including the full application process.
- Students dismissed for academic misconduct, unprofessional behavior, or disrespect toward faculty, staff, or patients will not be readmitted.

Students will be advised that the program is challenging and competitive, and all grades are earned. Registration does not guarantee completion of the program.

# Academic Policies

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## Credit & Transfer Policies

### Credit for Previous Training

Transitions Career Institute is committed to helping students reach their educational goals as quickly as possible. To ensure graduates possess the skills necessary for workplace success, TCI has developed a comprehensive curriculum. TCI does not currently accept previous training or credits from other schools, universities, or life experience.

### Credit Disclaimer

Transitions Career Institute does not offer college credit for courses. Some colleges may award credit for prior training however; TCI cannot guarantee other institutions will accept any courses taught at TCI. TCI does not currently offer this service.

### Transfers (Students Leaving TCI)

Students who wish to transfer out of TCI will be given copies of their transcript upon written request. Please note that other schools may not accept instruction received from TCI. TCI does not currently accept credit from other institutions.

## Grievance Policy

Students who have a complaint or wish to appeal a dismissal must follow the procedure below:

1. Students should meet with their respective faculty members within 24 hours before escalating their concerns to the next step.
2. If students are not satisfied with outcome after meeting with their respective faculty member, they should submit a written request to meet with the Director of Nursing.
  - a. Include: student's full name, address, a description of the concern with dates and names involved, student's signature, and your availability for a meeting. The Director will respond within 1–2 school days.
3. If the grievance is still unresolved after meeting with the DON, they may request a meeting with the Institute's Appeals / Grievance Committee within 3 school days of Step 2.
4. If unsatisfied with the Committee's decision, they may request a meeting with the President/CEO, who will make the final decision.

Students who have exhausted the internal grievance process may contact:

The New York State Office of the Professions  
Professional Education Program Review Education Building,  
2 West Albany, NY 12234

<http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html>

### [Middle States Association of Colleges and Schools \(MSA\)](#)

<https://msa-cess.org>

St. Leonard's Court  
3819-33 Chestnut Street  
Suite 310 | Philadelphia  
PA 19104-3171  
Phone: 267.284.5000

### [MSA-CESS – Middle States Association of Colleges and ...](#)

Department of Education

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202  
<https://www.ed.gov>

## Leave of Absence Policy

Students may request a leave of absence in writing to the Director of Nursing. The request must include the start date of leave and the expected return date. Key guidelines:

- Leaves of absence are honored within the student's enrollment contract.
- If a leave extends beyond 180 days, re-entry will require a new contract.
- Students who do not return and have not notified the school within 180 days will have their enrollment terminated and may necessitate a new enrollment.
- Tuition costs and course syllabi may change during an absence; a meeting with the Director of Nursing is required before returning.
- The financial obligation will go into effect at the student's last date of attendance

## Withdrawing from School

Students who wish to withdraw must submit a letter of withdrawal to the Director of Nursing, or ADON within 24 hours. The date the letter is received is the official withdrawal date however, TCI will use student's last day of attendance (LDA) to calculate any refund due to the DOE (if on Title-IV), or to the student.

Grades for students withdrawing before the midpoint of a course:

- WP — student withdraws with passing grades
- WF — student withdraws with unsatisfactory grades

## Student Records

The school maintains electronic records for students indefinitely. Records maintained include attendance, grades (transcripts), accounts ledger.

Student records are maintained by the Registrar and available for review at any time. All records are handled with strict confidentiality and maintained physically for seven (7) years.

## Grading System

Competencies taught in all courses are evaluated by written examinations, laboratory skills testing, and clinical performance. The minimum passing score is 75% in the theoretical component and a satisfactory grade (P) in the clinical component.

| Grade               | Points   | Description                              |
|---------------------|----------|--|
| <b>A+</b>           | 97–100   | Excellent: Mastery of subject matter     |
| <b>A</b>            | 93–96    | Excellent                                |
| <b>A–</b>           | 90–92    | Excellent                                |
| <b>B+</b>           | 87–89    | Very Good: Above average mastery         |
| <b>B</b>            | 83–86    | Very Good                                |
| <b>B–</b>           | 80–82    | Very Good                                |
| <b>C+</b>           | 78–79    | Satisfactory: Acceptable mastery         |
| <b>C</b>            | 75–77    | Satisfactory                             |
| <b>C–</b>           | 71–74    | Unsatisfactory/Low Pass: Limited mastery |
| <b>D+</b>           | 68–70    | Unsatisfactory                           |
| <b>D</b>            | 65–67    | Unsatisfactory                           |
| <b>F</b>            | Below 65 | Failure: Deficiency in subject matter    |
| <b>INC</b>          | —        | Incomplete                               |
| <b>WP</b>           | —        | Withdrawal Passing                       |
| <b>WF</b>           | —        | Withdrawal Failing                       |
| <b>P (Clinical)</b> | —        | Pass                                     |
| <b>F (Clinical)</b> | —        | Fail                                     |

### Cumulative Grade Point Average (CGPA)

A student's CGPA is a numerical measure used to represent your overall academic performance throughout the program (e.g. PN 101 through PN 113). A student must maintain a minimum CGPA of 2.5 to remain active in the program.

### Incomplete Grades

Incomplete grades are given only when a student is unable to complete a course due to illness or other serious concerns. A student who misses a final exam must contact the instructor within 24 hours to

schedule a re-examination. If the absence is unavoidable, an incomplete grade is assigned until the exam is taken. If the student does not arrange to take the exam, the incomplete converts to a failing grade. Students have one week to make up missed examinations.

## Probation

To maintain satisfactory academic progress at TCI, students must achieve a minimum grade of 75% (C) in every course and maintain a cumulative GPA of 2.50 or higher. Additionally, students are required to complete at least 90% of all scheduled clock hours.

Any course failure will result in immediate academic probation. To return to good standing, the student must successfully pass the course upon retaking it. The repeated grade will replace the failed grade to return the student to good standing. Please note that a second failure may lead to academic dismissal.

Up to 4 hours of in-school tutoring are available at no additional cost; additional tutoring beyond that is \$50 per hour.

## Repeating a Course

A student may repeat any course in the program under the following conditions:

- They have not accumulated two failing grades
- The course must be repeated within six months
- The student must pay the applicable fees (based on the number of clock hours)
- Space must be available in the course

## Financial Aid

---

### Federal Student Financial Aid (Title IV)

Transitions Career Institute has been designated by the U.S. Department of Education (DOE) as an eligible institution for Title IV federal financial aid under the Higher Education Act of 1965, as amended. Full disclosures are provided during new student orientation and distributed annually.

Financial Aid can be in the form of grants (which do not need to be repaid) or loans (which must be repaid). For additional information, contact:

Quebillah Perry, Financial Aid Officer 133-11 20th Avenue, 2nd Floor, College Point, NY 11354 (718) 362-9500 | qperry@tcilpn.org For FAFSA: <https://studentaid.gov/h/apply-for-aid/fafsa>

### Types of Title IV Aid

#### Federal Pell Grants

Awarded to eligible students who have not earned a bachelor's degree. Determined by standard financial need formula. Grants do not need to be repaid. Students may receive Pell for a total of 12 payment periods (600% maximum lifetime eligibility).

#### Federal Direct Loans

Subsidized: Available based on financial need. The federal government pays the interest while the student is enrolled at least half-time. Repayment begins 6 months after the last day of attendance.

Unsubsidized: Available to dependent and independent students. The student is responsible for all interests. Repayment also begins 6 months after last day of attendance.

#### Federal Parent PLUS Loans

Available to parents of dependent students. Parents may borrow up to the cost of attendance minus other financial aid. Repayment begins 60 days from the last disbursement.

### Eligibility for Title IV Aid

To receive federal financial aid through TCI, students must:

- Satisfy all Admission Requirements and be accepted into an approved Title IV program
- Complete the Free Application for Federal Student Aid (FAFSA)
- Not be in default on any federal student loan
- Not owe a refund on any federal grant
- Be enrolled at least half-time (for Direct Loan Programs)
- Be a U.S. citizen, permanent resident, or have qualifying immigration status
- Have a valid Social Security Number (with limited exceptions)
- Have a high school diploma or GED

- Register with Selective Service (if male, ages 18–25)
- Maintain Satisfactory Academic Progress (SAP)

## Satisfactory Academic Progress (SAP)

Federal regulations require all schools participating in Title IV programs to monitor and document SAP. TCI evaluates SAP at the end of each payment period to determine continued aid eligibility.

### Evaluation Schedule (1,300-Hour Program)

| Evaluation Point          | Clock Hours Completed |
|---------------------------|-----------------------|
| End of 1st Payment Period | 450 hours             |
| End of 2nd Payment Period | 900 hours             |
| 3rd Evaluation            | 1,100 hours           |

### Quantitative Measure (Pace)

Students must attend a minimum of 67% of their educational program within no more than 150% of the published program length. Pace = cumulative hours completed ÷ cumulative hours scheduled.

### Maximum Time Frame

| Program Length                     | Maximum Time Frame |
|------------------------------------|--------------------|
| 1,300 clock hours (Normal)         | 53 weeks           |
| 1,950 clock hours (Maximum – 150%) | 80 weeks           |

### Qualitative Measure

Students must maintain a cumulative GPA of at least 70 at the end of each semester. Students who fail to meet qualitative standards are placed on Financial Aid Warning.

## Financial Aid Warning, Probation & Appeal

Students who do not meet SAP measures are automatically placed on Financial Aid Warning for one payment period. If no improvement is made by the end of the warning period, students become ineligible for future aid disbursements.

Students may appeal the decision in writing within 5 business days after notification. Valid bases for appeal include injury, illness, death of a relative, or other special circumstances. The Executive Director will provide a decision in writing within 10 business days. If the appeal is approved, the student may be placed on Financial Aid Probation for one additional payment period with an academic plan.

## Tuition Payments & Delinquency

All payments are due by the 15th of each month. TCI accepts Cash, Zelle, major credit cards (Visa, Mastercard, Discover, Debit), PayPal, and money orders.

Students who fall behind in tuition are contacted by the Financial Aid Office. After 180 days of non-payment following graduation or withdrawal, accounts are referred to an outside collection agency.

## Cost of Attendance (COA)

The COA represents the total estimated educational and living expenses for a period of enrollment. All components are reviewed annually.

| Expense Item                        | Without Parent  | With Parent     |
|-------------------------------------|-----------------|-----------------|
| Tuition                             | \$27,500        | \$27,500        |
| Registration Fee / Background Check | \$100 / \$30    | \$100 / \$30    |
| Books and Supplies                  | \$2,500         | \$2,500         |
| Room and Board                      | \$32,045        | \$26,845        |
| Transportation                      | \$12,714        | \$9,919         |
| Personal / Miscellaneous            | \$11,284        | \$11,284        |
| <b>Total</b>                        | <b>\$86,173</b> | <b>\$78,178</b> |

## Tuition & Fee Schedule

| Item   | Amount / Notes   |
|--|--|
| <b>Total Tuition (Practical Nurse Program)</b>   | \$30,000   |
| <b>Included in Tuition</b>                       | Textbooks, workbooks, ATI materials, CPR, uniforms, nursing supplies, malpractice insurance, NCLEX preparation |
| <b>Registration Fee (non-refundable)</b>         | \$100  |
| <b>Admission Testing (TEAS – non-refundable)</b> | \$80   |
| <b>NCLEX Licensure / Application Fees</b>        | \$343 (not included)   |
| <b>Private Tutoring (Optional)</b>               | \$50/hr  |
| <b>Criminal Background Check</b>                 | \$30   |
| <b>Graduation Dues (non-refundable)</b>          | \$350  |
| <b>Clinical Make-Up Fee</b>                      | \$200/day or \$33.33/hr  |
| <b>Medical Exam</b>                              | Cost varies – private MD   |
| <b>Repeat Course Fee</b>                         | Cost based on number of course hours   |

## Refund Policy

Should a student's enrollment be terminated or the student withdraw for any reason, all refunds will be made according to the following schedule. Withdrawal requests must be submitted in writing and received within 5 business days.

| <b>Withdrawal / Cancellation Timing</b>                     | <b>School Refund Policy</b>                   |
|---|---|
| <b>Within first 5 business days of signing agreement</b>    | Full refund (registration fee non-refundable) |
| <b>Before first class (after 3-day cancellation period)</b> | Full refund except registration fee           |
| <b>During the first week of attendance</b>                  | Pro-rata refund based on daily calculation    |
| <b>During the second or third week</b>                      | Pro-rata refund based on daily calculation    |
| <b>After third week, but before 25% of program</b>          | Pro-rata refund based on daily calculation    |
| <b>After 25% but not more than 50% of program</b>           | Pro-rata refund based on daily calculation    |
| <b>After more than 50% of program</b>                       | No refund                                     |

Refunds are issued by company check or credit card refund to the original payor. Tuition and fees are non-transferable.

Students who received a Title IV loan and withdraw must notify the lending institution in writing with the date of withdrawal, their Social Security Number, and signature. TCI will perform a Return to Title IV calculation per U.S. DOE regulations. The student is responsible for any remaining tuition balance.

## Student Records & Privacy (FERPA)

Student records are protected by the Family Educational Rights and Privacy Act (FERPA), which assigns rights to students and responsibilities to educational institutions regarding the maintenance and release of education records.

### Students' Rights Under FERPA

As a current or former TCI student, FERPA affords you the following rights:

- The right to inspect and review your education records (submit a written request to the TCI Registrar)
- The right to seek amendment of records you believe are inaccurate or misleading (requests must be in writing)
- The right to restrict the disclosure of certain information
- The right to file a complaint with the U.S. Department of Education's Family Policy Compliance Office, 400 Maryland Avenue SW, Washington, DC 20202

### Directory Information

The following reference chart indicates what information is and is not considered Directory Information at Transitions Career Institute:

| Directory Information Item                | Yes | No |
|---|-----|----|
| Student's full name                       | ✓   |    |
| Student's ID number                       |     | X  |
| Date of birth                             |     | X  |
| Gender                                    | ✓   |    |
| Ethnicity                                 | ✓   |    |
| Permanent address and telephone number    | ✓   |    |
| Mailing address and telephone number      |     | X  |
| Email address                             | ✓   |    |
| Class level and academic major/minor      | ✓   |    |
| Dates of attendance                       | ✓   |    |
| Enrollment status (full/half-time)        | ✓   |    |
| Fact that student is or has been enrolled | ✓   |    |
| Diploma awarded (LPN, RN, CNA)            | ✓   |    |
| GPA or grades                             |     | X  |
| Cumulative clock hours                    | ✓   |    |

| Directory Information Item                   | Yes | No |
|--|-----|----|
| Current term class schedule                  |     | X  |
| Academic standing (probation, etc.)          |     | X  |
| Whether students have applied for graduation |     | X  |
| Accounts receivable balance                  |     | X  |
| Financial records of parents                 |     | X  |
| Student employment records                   |     | X  |
| Psychiatric / psychological records          |     | X  |
| Transcripts from other schools               |     | X  |

## Release of Education Records

Except as provided in FERPA, TCI will not disclose personally identifiable information from your education records without your written release, which must include what information is to be released, to whom, the purpose for release, your signature and date, and preferred mode of release.

## Directory Information Restrictions

You may choose to restrict the release of your Directory Information. A restriction request form is available from the Office of the Registrar. Complete and return the form in person with photo identification. Your request is effective within two working days.

The restriction remains permanent until you request its removal in writing. It remains in place even after you stop attending or graduate.

## Family & Public Health Emergencies

During school hours, if a parent, guardian, or family member needs to contact a TCI student in an emergency, they should call (718) 362-9500 and ask for the Director of Nursing or Registrar.

Disclosure of student record information may occur in connection with a health or safety emergency if necessary to protect the health or safety of the student or others, as permitted under FERPA.

# Campus Policies

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## Cell Phone Policy

Students are prohibited from using cell phones during designated school hours, including classroom, lab, and clinical settings. Violations will result in disciplinary action.

## Email Etiquette

- Use respectful language in headings and sign off with your full name
- Use your assigned tcilpn.org email address for all school-related communications
- Check your TCI email daily
- Do not access offensive or inappropriate websites when identified as a TCI student
- Anonymous emails will not receive responses from faculty or administration
- Email and text messaging are not to be conducted during class or clinical experiences

## Social Media Guidelines

- Refrain from posting inappropriate comments about the school, faculty, other students, or affiliating agencies
- You are personally responsible for all content you post on any social media platform
- Do not post inflammatory, insulting, or obscene comments
- Do not take or post unauthorized pictures
- Do not friend-request, follow, or accept friend requests from faculty, patients, patients' families, or affiliating agency staff while enrolled at TCI
- Never post confidential information about TCI, students, faculty, alumni, or affiliating agency personnel
- Never post under an assumed name — be transparent with your identity

Any statement made on a social networking site that may cause actual or potential harm or injury to another person or to the school will be grounds for dismissal.

## Damaged Property

Students who deliberately or through negligence damage school property or equipment will be required to pay repair or replacement costs. These costs must be satisfied before the Certificate of Completion is issued.

## Drug & Alcohol Policy

TCI recognizes alcoholism and drug abuse as treatable disorders and will provide referrals to community agencies. While on campus or engaged in any school-related activity, employees and students must be

in a fit condition. Being under the influence of alcohol and/or drugs is prohibited and will result in disciplinary action.

Alcoholic beverages are not permitted on campus. Possession and/or consumption of alcohol by individuals under 21 is unlawful and may be reported to local authorities.

### **Community Resources**

For substance abuse assistance, students may contact:

- SAMHSA National Helpline: 1-800-662-HELP (4357) — free, confidential, 24/7
- NYC Alcohol & Drug Use Resources: <https://www1.nyc.gov/site/doh/health/health-topics/alcohol-and-drug-use>

### **Student Activities & Facilities**

Transitions Career Institute features a fully air-conditioned facility including classrooms, skills laboratory, computer training room, and a student cafeteria with microwave oven and vending machines. Separate male and female lavatories are available. The school is within two miles of the train station with bus lines in the immediate area. Parking is available.

Students may use the skills laboratory outside class hours by appointment to practice previously taught skills. Career development classes are offered to build employment strategies. Library resources are available to assist with assignments.

### **Tutoring**

Tutoring is available to active students at TCI. The first 4 hours of in-school tutoring are available at no cost. Additional tutoring hours are billed at \$50 per hour. Students are required to sign the tutoring sheets which are conspicuously posted throughout the school. Tutoring should include the specific details for which they require help with.

#### **TCI has set the tutoring hours as follow:**

- Monday through Thursday are: 4:00 pm to 5:30 pm
- Fridays 9:00 am to 3:00 pm

# Evaluation & Assessment

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## Evaluation Techniques

Every student will take a series of quizzes, exams, ATI assignments, and a final exam as the primary basis for determining their level of understanding, retention, and recall. Class participation and timely completion of homework and assignments also contribute to the final grade. Make-up classes are available on Fridays between 9:00 AM and 3:00 PM.

Test scores below 75% indicate that the required material has not been adequately learned. Students may receive remedial instruction at designated times to reinforce previously learned material.

## ATI Assessment & Remediation Policy

### What is ATI?

Assessment Technologies Institute® (ATI) offers an assessment-driven review program designed to enhance student NCLEX-PN success. The program includes academic success indicators, critical thinking assessments, online tutorials, online practice testing, and proctored testing over major nursing content areas.

### ATI Components

- Modular Study: Online review modules with written and video materials in all content areas
- Tutorials: Nurse Logic and Learning System modules to teach clinical thinking and decision-making
- Assessments: Practice and proctored assessments to identify knowledge gaps
- Active Learning / Remediation: Focused reviews with links to ATI books, media clips, and active learning templates

### ATI Grading Rubric

ATI assignments may account for up to 10% of the course grade. Mandatory course outlines may be used to bring the total to 10% if the ATI score is less than 10% of the grade.

## Systematic Plan of Evaluation

TCI takes great pride in maintaining standards current with industry practices and guidelines. Administration, professional staff, affiliate organization representatives, and faculty meet at least annually to review curriculum, student activities, faculty effectiveness, complaints, and overall policies and procedures. Findings are tracked and incorporated into future quality improvement activities. The evaluation group includes representation from: local hospitals and nursing homes, students, community leaders, faculty, administration, school advisory committee members, and others as needed.

## Practical Nurse Program

### Program Description

Practical Nurses are essential to the healthcare profession. They function as members of the client care team in planning, implementing, and evaluating nursing care. The LPN administers medications, performs wound care, prepares patients for operative procedures, and participates in other treatments.

Transitions Career Institute's Practical Nurse Program is uniquely designed to accommodate students from all walks of life who want to provide compassionate patient care and earn competitive wages. The program is fast-paced (approximately one year for the day program) and students are supported by staff who understand the pressures and needs of adult learners.

### Curriculum Overview

| Course | Course Name                                  | Hours        |
|--------|--|--------------|
| PN 101 | Vocational Training                          | 78           |
| PN 102 | Nutrition                                    | 52           |
| PN 103 | Anatomy & Physiology                         | 104          |
| PN 104 | Medication Administration – Pharmacology I * | 78           |
| PN 105 | Fundamentals of Nursing I *                  | 130          |
| PN 106 | Fundamentals of Nursing II *                 | 130          |
| PN 107 | Pharmacology II *                            | 104          |
| PN 108 | Psychosocial Integrity *                     | 104          |
| PN 109 | Physiological Integrity I *                  | 156          |
| PN 110 | Health Promotion and Maintenance *           | 104          |
| PN 111 | Pediatric Nursing *                          | 78           |
| PN 112 | Physiological Integrity II *                 | 156          |
| PN 113 | Leadership / Transition                      | 26           |
|        | <b>Total Program Hours</b>                   | <b>1,300</b> |

\* Denotes courses with a clinical/lab component.

All classes must be completed successfully with a grade of C (75%) or higher to progress. Upon successful completion of all courses, students are eligible to take the NCLEX-PN examination.

## Course Descriptions

### **PN 101 – Vocational Training (78 hours)**

Introduces the Practical Nursing student to basic concepts related to the coordination of safe patient care. Follows the NCLEX® test plan for Safe Effective Care Environment: Coordinated Care.

### **PN 102 – Nutrition (52 hours)**

Introduces concepts of nutrition and their relationship to client wellness. Topics include dietary significance of carbohydrates, proteins, lipids, vitamins, and minerals, with a focus on culturally diverse nutritional practices.

### **PN 103 – Anatomy & Physiology (104 hours)**

Provides a foundational understanding of the structure and function of all human body systems, using a problem-focused learning approach.

### **PN 104 – Pharmacology I: Medication Administration (78 hours)\***

Covers principles of medication administration including theoretical and practical applications, calculation methods, dosage conversions, and interpretation of prescriptions. Follows the NCLEX® section of Physiological Integrity: Pharmacological and Parenteral Therapy.

### **PN 105 – Fundamentals of Nursing I (130 hours)\***

Introduces theoretical and therapeutic aspects of the art and science of nursing. Covers nursing process, assessment of basic human needs across the lifespan, and critical thinking. Laboratory and clinical experiences apply these concepts. Follows NCLEX® sections on Safe Effective Care Environment and Physiological Integrity.

### **PN 106 – Fundamentals of Nursing II (130 hours)\***

Continues Fundamentals of Nursing I, with a laboratory focus on psychomotor practical nursing skills. Clinical experiences allow integration of theory, communication, and nursing process in practice. Follows NCLEX® sections on Safe Effective Care Environment.

### **PN 107 – Pharmacology II (104 hours)**

Study of drugs and their origin, nature, properties, and effects on living organisms. Covers drug uses, doses, adverse reactions, contraindications, precautions, and interactions. Follows NCLEX® section on Physiological Integrity: Pharmacological and Parenteral Therapies.

### **PN 108 – Psychosocial Integrity (104 hours)\***

Provides understanding of mental health and mental illness, including common psychiatric disorders, treatment modalities, psychotropic medications, substance abuse, and therapeutic communication. Clinical experience in acute, long-term, and community psychiatric care settings.

### **PN 109 – Physiological Integrity I (156 hours)\***

Introduction to medical/surgical nursing for acute and chronically ill patients across the lifespan. Builds on Fundamentals of Nursing knowledge. Clinical experiences in medical/surgical specialty units and dialysis units. Follows NCLEX® sections on Basic Care and Comfort and Pharmacological Therapies.

**PN 110 – Health Promotion and Maintenance (104 hours)\***

Explores biological, psychological, and sociological concepts related to family needs, including childbearing and neonatal care. Covers physiological changes in pregnancy, fetal development, labor, delivery, postpartum, and growth and development across the lifespan. Follows NCLEX® Health Promotion and Maintenance section.

**PN 111 – Pediatric Nursing (78 hours)\***

Enables the student to care for pediatric patients from birth through adolescence. Topics include safety, disease prevention, parenting, and child care. Growth and development and pediatric pharmacology are emphasized. Follows NCLEX® Health Promotion and Maintenance section.

**PN 112 – Physiological Integrity II (156 hours)\***

Continuation of Physiological Integrity I, with a focus on acute and chronically ill patients. Clinical experiences include medical/surgical specialty units and observational experiences in OR, step-down units, and diagnostic testing centers. Follows NCLEX® section on Physiological Adaptation.

**PN 113 – Leadership / Transition (26 hours)**

Final course incorporating theory, NCLEX® practice questions, test-taking techniques, and computer exercises. Guided by the most recent NCLEX® test plan. Students complete license applications and are supported throughout the registration process. Students should take the NCLEX® exam within one month of graduation or when all paperwork is approved.

# Dress Code & Clinical Guidelines

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## Student Nurse Dress Code

All students must dress in a manner consistent with the dress code of the Practical Nurse Program. The TCI uniform consists of:

- The official school uniform with clean white shoes
- Transitions Career Institute identification badge with photograph
- Watch with a second hand
- A hijab may be worn at shoulder length, tucked into scrubs, or worn up

## Appearance in Uniform

- The complete official uniform is required for clinical practice and official school functions
- Students must wear their uniform while on school and clinical site premises
- All students must wear a valid ID badge at all times on school or clinical premises

## Hair & Nails

- Hair must be clean, neat, and arranged above the collar; must be pulled back so it does not fall in the face
- Extreme hairstyles and colors are not appropriate
- Elaborate hair ornaments are prohibited
- Beards and/or mustaches must be neatly trimmed
- Fingernails must be kept clean, short, and rounded

## Make-Up & Jewelry

- Cosmetics and jewelry should be worn with discretion
- Only a wedding ring, wristwatch with second hand, and one pair of small post earrings per lobe
- No dangling earrings; a Medic-Alert necklace/bracelet is permitted
- No body piercing ornaments in eyebrows, nose, lips, tongue, or any exposed area
- Tattoos must not be visible when in uniform
- Nail polish, if worn, must be of natural tone or colorless

## Shoes & Hosiery

- All-white, rubber-soled shoes are required in uniform; shoes and laces must be kept clean
- Socks or stockings must be worn; white, designless, clean, and without stains or runs
- High-topped sneakers, sandals, clogs, or open-toed shoes are not allowed in uniform

## Prohibited Dress

The following are inappropriate and prohibited in clinical areas:

- Dungarees/jeans, shorts, t-shirts, very short skirts, sweat pants, spandex leggings, hats, caps, and visors
- Clothing bearing provocative, obscene, or lewd statements or symbols

The Director of Nursing retains the right to notify a student of any inappropriate dress not included above. If the inappropriate dress is considered extreme and disruptive, the student may be required to leave for the remainder of the day and will be counted absent.

Smoking is prohibited in the classroom and clinical setting. No fragrances may be worn. Students must be free from offensive odors.

## Student Guidelines for the Clinical Experience

### Pre-Clinical Preparation

If a patient assignment is received in advance, students should:

- Read the patient's chart thoroughly, noting demographic data, admission date, chief complaints, and diagnoses
- Review nursing admission notes, the nursing plan of care, and understand the principles behind each care element
- Note diagnostic and laboratory study results
- Review nurses' notes, physician progress notes, and orders from allied health providers
- Copy medications from the MAR and verify against physician's orders; report any discrepancies
- Introduce yourself to the patient and conduct a preliminary assessment
- Speak with the nurse assigned to the client about pertinent care information
- Write out a schedule for the clinical day

### On the Day of Clinical

- Attend pre-conference at the designated time — all students are required to attend
- Come prepared with the patient's medical diagnosis, stethoscope, and drug book
- Introduce yourself to the primary nurse, inform them of your patient, duration in clinical, and whether you will be administering medications or documenting
- Take report from the primary nurse; do not leave the floor without reporting off to the primary nurse and instructor
- Check the chart for new orders and updates on the patient's condition
- Assess patients, check IVs, NGT/GT, Foley catheters, O2 delivery, and vital signs prior to post-conference
- Before performing any new procedure, read the Procedure Manual and discuss with clinical faculty prior to performing under supervision
- Students are not allowed to give IV push medications
- Know all assigned patient medications; inadequate medication knowledge is considered unsatisfactory performance
- Write nurses' notes for the period spent with patients; all notes and medications must be countersigned by faculty

**Required Equipment for Clinical**

- Two (2) black pens
- Bandage scissors
- Watch with a second hand
- Stethoscope
- Penlight
- Small measuring device
- Small portable drug book
- Small notebook

# Campus Security & Emergency Protocols

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## Campus Security Policy

Transitions Career Institute is committed to providing a quality educational environment that is safe and secure for all students, staff, and faculty. Campus access is carefully controlled: building doors open to students at 7:30 AM and remained locked throughout the day and evening. TCI uses a buzzer system to allow entry to all stakeholders. Security cameras are strategically placed throughout the campus.

TCI complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Annual crime statistics are collected and maintained by the President/CEO and Director of Nursing.

## Clery Act Reportable Crime Categories

- Criminal homicide (murder, negligent homicide, non-negligent manslaughter)
- Sexual offenses
- Robbery and aggravated assault
- Burglary and motor vehicle theft
- Arson
- Hate crimes
- Arrests/disciplinary referrals for violations of liquor laws, drug laws, or illegal weapon possession

## Reporting a Crime

- Any person who witnesses a crime or is a victim should first call 911, then notify the President/CEO or Director of Nursing at (718) 362-9500
- Anyone observing suspicious activity should notify the President/CEO or Director of Nursing immediately
- Victims or witnesses may make a voluntary, confidential report — their identity will be protected to the extent allowed by law

## Emergency Response & Evacuation

In cases where a fire, emergency, or other threat requires evacuation, follow these procedures:

- Move quickly but without running
- Do not yell, scream, or panic; obey instructions of emergency personnel
- Take personal belongings if there is sufficient time
- Turn off electrical appliances if there is sufficient time
- In a fire: check any door before opening to ensure it is not hot; close the door upon exiting
- Help any disabled person to a designated rescue area
- Follow posted emergency exit/evacuation plans; move and stay to the right in stairwells
- After reaching the first floor, exit and move far away from the building
- Do not reenter the building until advised it is safe by the President/CEO or Director of Nursing

At least one announced and one unannounced evacuation exercise will be held each year. Dates, times, and duration are documented by the President/CEO.

### **In-Place Shelter (When Evacuation Is Not Safe)**

- Stay inside or reenter the building quickly
- Go into a room with no windows and only one or a few doors if possible
- Close and lock the door and all windows; turn off all ventilation systems
- Do not drink water from fountains or taps
- If a chemical substance was released, move to the second floor and follow the same procedures

### **Emergency Closing Protocol**

In the event of a school emergency, closing, or delay, TCI will:

- Post details on the school website immediately
- Place an announcement on the school telephone system
- Send direct emails or text messages to all faculty, staff, and students via the Orbund Portal

### **Additional Safety Precautions**

- Stay alert and always be aware of your surroundings
- Do not listen to earphones or devices while walking outside
- Walk in pairs or groups at night; avoid dark or isolated areas
- Park in well-lit areas and check your car before entering
- Do not bring valuable personal property to school
- Do not carry more cash or credit cards than necessary
- Do not use ATMs alone at night
- Immediately contact school administration if you notice suspicious activity
- Call 911 in an emergency

## **Title IX and Disability Coordinator**

The Title IX Coordinator and the Disability Services Officer (often called the ADA/504 Coordinator) serve as “guardrails” for student rights. They balance federal law with rigorous clinical safety standards.

They ensure:

- **Pregnancy & Parenting Accommodations:** Ensuring a student isn't dropped from a clinical rotation just because they are pregnant. They coordinate "reasonable adjustments" (like larger scrubs or excused absences for prenatal care).
- **Investigation of Misconduct:** Handling reports of sexual harassment or assault, whether it happens on campus or at a clinical site (e.g., a student harassed by a hospital staff member).
- **Training & Prevention:** Educating on how to report "red flags" and maintain a professional environment.

- **Supportive Measures:** Arranging "no-contact orders" or counseling for students involved in a Title IX dispute.
- **Reviewing Documentation:** Checking medical records to verify disability (ADHD, dyslexia, physical limitations, etc.).
  - **Determining "Reasonable Accommodations for Classroom, Lab and Clinical"**
- **Faculty Liaison:** Explaining to instructors the need for student accommodation without revealing the student's private medical diagnosis

## Accreditation

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| TCI is officially accredited by the Middle States Association of Colleges and Schools – Commission on Elementary and Secondary Schools (MSA-CESS). |
| Initial Accreditation: April 12, 2024  |
| Accreditation Expires: July 1, 2034  |
| MSA-CESS is listed by the U.S. Department of Education as a nationally recognized accrediting agency.  |

Accreditation is the process by which an accrediting agency, using peer-review evaluations, determines whether an educational institution meets established standards for acceptable levels of quality. The U.S. Department of Education defines the goal of accreditation as ensuring that institutions of higher education meet acceptable levels of quality.

### MSA-CESS Contact Information

|                     |  |
|---------------------|--|
| <b>Organization</b> | Middle States Association of Colleges and Schools (MSA-CESS)                         |
| <b>Address</b>      | St. Leonard's Court, 3819-33 Chestnut Street, Suite 310, Philadelphia, PA 19104-3171 |
| <b>Telephone</b>    | 267-284-5000   |
| <b>Website</b>      | <a href="https://msa-cess.org/">https://msa-cess.org/</a>                            |

### Complaints Regarding Accreditation

For any complaints regarding accreditation, contact the Middle States Association Commission on Elementary and Secondary Schools (MSA-CESS) at 267-284-5000 or visit <https://msa-cess.org/policies/>.

## Acknowledgment of Receipt

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I hereby acknowledge that I have received and read the Transitions Career Institute Student Handbook for the 2025–2026 academic year. I understand that it is my responsibility to be familiar with all policies, procedures, and requirements contained herein.

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Program / Cohort: \_\_\_\_\_

Please return the signed acknowledgment page to the Admissions Coordinator or Registrar. Retain this handbook for your reference throughout the program.