

A photograph of a modern college building with a prominent curved glass facade. The building is multi-storied, with brickwork visible on the sides. The glass reflects the sky and surrounding greenery. In the foreground, there are some trees and a concrete structure.

S | **SUMNER**
COLLEGE
2019 college catalog

2019
COLLEGE
CATALOG

www.sumnercollege.edu

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2019 COLLEGE CATALOG

This school is a business unit of a corporation and is authorized by the State of Oregon to offer and confer the academic degrees and certificates described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to the Office of Degree Authorization, 775 Court Street, NE, Salem, OR 97301

Sumner College is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the Workforce Board, 128 – 10th Ave. SW, Box 43105, Olympia, Washington 98504 Web: wtb.wa.gov
Phone: 360.709.4600 Email Address: workforce@wtb.wa.gov

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MESSAGE FROM THE PRESIDENT

One of the most important decisions you will make in your lifetime is where to attend college. I am honored that you are exploring Sumner College as a possible choice to continue your academic journey. Our blueprint for student success is focused on student engagement. We strive to provide an atmosphere that challenges critical thinking, provides 'real world' career preparation, and instills deep rooted morals and strong values that support the journey of lifelong learning.

Every college has a unique approach to education. Our approach encompasses a sense of community focusing on student support. This unique culture enriches the lives of our students by supporting the philosophy of student engagement that results in the sharing of ideas and respecting other points of view.

Our strongest testament is our graduates, clinical sites, and community partners who consistently acknowledge Sumner College as an excellent choice for those wishing to pursue a career in health care.

We understand you have a number of options available in your pursuit of higher education. If you are seeking an environment that promotes a genuine sense of community focused on student success, I would encourage you to consider Sumner College to find out if we are the right choice for you.

Joanna S. Russell

A handwritten signature in cursive script that reads 'Joanna S. Russell'. The signature is fluid and elegant, with a large loop at the end.

President

Sumner College

2019

SUMNER COLLEGE ACADEMIC CATALOG

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MISSION STATEMENT

Sumner College strives to provide quality education and instruction to all students. We feel it is our responsibility to provide our graduates with the knowledge, skills and ability needed to become competitive and successful in their chosen field. We are dedicated to promoting intellectual growth and development for all of our students in a safe and secure learning environment.

Sumner College established the following goals and objectives to measure the ongoing achievement of its mission:

- Provide a culture where its core values are visible in the activities and interactions of all administrators, faculty, staff, and students
- Periodic reviews of student learning outcomes that will result in continuous academic improvement
- Identify and implement collaborative and specific activities to facilitate successful completion of students' educational objectives
- Assist graduates in securing entry-level full time employment in their field of study
- Hiring qualified faculty with exceptional knowledge and skills
- Partnering with the local facilities and organizations to offer off-campus educational experiences that will result in providing the community with graduates that will one day become respected professionals in their field of study, and contribute to the overall wellness and wellbeing of the community
- Provide a classroom environment that will support students' professional and social development
- Support the staff and faculty by adhering to high ethical standards, while respecting a multiple perspective approach

ACCREDITATION & AUTHORIZATION

Sumner College is institutionally accredited by the Accrediting Board for Health Education Schools (ABHES). ABHES is a national accrediting agency recognized by the United States Department of Education. Sumner College is institutionally accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). ACICS is a national accrediting agency recognized by the United States Department of Education.

These accreditations are your assurance that Sumner College meets and maintains the rigorous standards of educational excellence set out by the agencies. Sumner College is authorized by the Office of Degree Authorization (ODA) to confer academic degrees and certificates.

Accrediting Board for Health Education Schools (ABHES)

Institutional Accreditation

7777 Leesburg Pike, Suite 314 N.

Falls Church, VA 22043

Tele: 703.917.9503

Fax: 703.917.4109

The Accrediting Board for Health Education Schools (ABHES) is a national accrediting agency recognized by the United States Department of Education.

Accrediting Council for Independent Colleges and Schools (ACICS)

Institutional Accreditation

750 First Street NE Suite 980

Washington, DC 20002-4223

Tel: 202.336.6780

Fax: 202.842.2593

The Accrediting Council for Independent Colleges and Schools (ACICS) is a national accrediting agency recognized by the United States Department of Education and by the Council for Higher Education Accreditation (CHEA).

Oregon State Board of Nursing

17938 SW Upper Boones Ferry Rd.

Portland, Oregon 97224-7012

The Practical Nursing program and Associate Degree in Nursing program are approved by the Oregon State Board of Nursing (OSBN).

Higher Education Coordinating Commission

Office of Degree Authorization

775 Court Street NE - Salem, OR 97301

Authorized by the Office of Degree Authorization to confer degrees and diplomas.

Workforce Board

128 10th Ave. SW, Box 43105

Olympia, Washington 98504

Sumner College is licensed under: Chapter 28C.10 RCW

Memberships

Northwest Career Colleges - Oregon (NWCCF)

PO Box 2055

Wilsonville, OR 97070

Career Education Colleges and Universities (CECU)

1530 Wilson Boulevard, Suite 1050

Arlington, VA 22209



SCHOOL HISTORY

Sumner College opened their doors to students in July of 1974 with one campus located in Portland, Oregon. The college was founded as The Court Reporting Institute. Situated steps from the Portland State campus in downtown Portland, the college leased second floor space and began offering a Court Reporting diploma program. The college occupied 3,500 square feet of space, square footage that included both administrative and instructional areas. The owner, Bill Ellis, was a court reporter who had the vision to train students to become proficient, competent court reporters that would thrive in the legal community.

In 1986, the college changed its name to College of Legal Arts and expanded its curriculum by adding a Legal Secretarial program. Two years later, the college further expanded its curriculum offerings and added a Paralegal program. These programs were all designed with the final goal in mind of providing students the opportunity to obtain entry-level employment in the legal field.

In 1995, College of Legal Arts leased additional space and launched a Medical Transcription program that was designed, at that time, to offer an alternative career field for those interested in court reporting, but not able to commit to the time frame needed to successfully complete the program. In 1997, the college again added a new program to their curriculum with a legal focus in mind by offering a Correctional Officer program.

In January of 2007, the college was purchased by Cascade Education, LLC. Under new ownership, the college focused on developing new programs related to the healthcare sector. In 2009, the college changed its name to Sumner College to incorporate the growing number of programs; those not encompassed under the title "Legal Arts".

In the fall of 2009, after two years of development, the college launched their first nursing program; the Practical Nursing diploma program. This program has consistently retained strong retention numbers, as well as strong career placement in the nursing field. With the success of this program, and students interested in more advanced opportunities in the healthcare field, the college began developing curriculum for a registered nursing program in the latter part of 2010.

In 2012, the college was approved to offer an associate level Associate Degree in Nursing Program (ADN) by the state of Oregon and the OSBN; becoming the second proprietary school in history to obtain this approval in the state of Oregon.

In 2013, the college opened their second Portland area location at Cascade Station, just miles from the Washington - Oregon state border. This location was designed to house the Associate Degree in Nursing program and Practical Nursing programs. In February of 2013, the first cohort of Associate Degree in Nursing students began their first term of study at the new location. In March of 2015, the first cohort of Associate Degree in Nursing students graduated from the program. This first cohort of graduates has obtained a 100% NCLEX state board exam pass rate. In 2018, The College opened the Cascade Annex building located 1 block from the Cascade Station Campus.

In its 45 year history, Sumner College has had three presidents: Bill Ellis, who founded the college and served as president for 20 years; Karin Hildum, who served as the college president for 12 years; and Joanna Russell, who took up the task of guiding the institution in 2007 when the change of ownership took place. Board of Directors: Barry Glasser, Jeffrey Woolf, Joanna Russell. Owners: Barry Glasser, Jeffrey Woolf, Joanna Russell.

ADMISSION REQUIREMENTS

General Admissions Requirements

A high school diploma or recognized equivalency (GED) is required for admission to the college.

All applicants must complete the following steps:

- Students must provide a copy of their high school diploma (or recognized equivalent) or signed attestation verifying prior education
- Sign an attestation regarding prior education of high school graduation or equivalency indicating they meet the college requirement for admission

All applicants are required to complete an initial interview with admissions. Parents and spouses are encouraged to attend the interview with admissions. In addition, the following requirements apply to specific programs:



ASSOCIATE DEGREE IN NURSING PROGRAM (ADN)

Associate Degree in Nursing applicants are required to take the Test of Essential Academic Skills (TEAS) Exam. The TEAS is a multiple choice exam that measures entry level skills and abilities of nursing program applicants. Applicants must pay an exam fee prior to being scheduled to take the exam. A TEAS Study Manual may be purchased through the college. All applicants must take the TEAS exam, complete three essays, provide a letter of recommendation and complete the Associate Degree in Nursing application to be considered for admission. Applicants must obtain an overall score of a 71% or higher on the TEAS to be considered for admittance into the program.

If accepted into the program, a \$200 application fee is due at the time of enrollment



PRACTICAL NURSING PROGRAM (PN)

Practical Nursing applicants are required to take the Accuplacer exam, complete three essays, complete the Practical Nursing Application, and one letter of recommendation to be considered for admission. Applicants must earn a minimum of 3 points on the exam, and earn at least 1 point in each section:

POSSIBLE POINTS:			ACCUPLACER SCALE SCORE:				
Math:	Writing:	Reading:	60-65%:	66-71%:	72-77%:	78-84%:	85%-above:
300 points	300 points	300 points	1 point	2 points	3 points	4 points	5 points

If accepted into the program, a \$50 application fee is due at the time of enrollment



MEDICAL ASSISTING PROGRAM (MA)

Medical Assisting Program applicants are required to take the Accuplacer exam, complete the Medical Assistant Program application, and complete an interview with an admissions representative to be considered for admission. Applicants must score a minimum of 3 points to be considered for admission.

POSSIBLE POINTS:			ACCUPLACER SCALE SCORE:				
Math:	Writing:	Reading:	60-65%:	66-71%:	72-77%:	78-84%:	85%-above:
300 points	300 points	300 points	1 point	2 points	3 points	4 points	5 points

Additional Program Requirements

It is a policy of Sumner College to ensure that enrolling students are aware of the potential effect and consequence of past criminal behaviors. Prospective students may be denied admission based on their criminal background. Sumner College is required to perform a background check on all nursing students prior to a student being assigned to a clinical site. The results of that background check will be made available to the clinical site. Pending or prior criminal charges may result in the student being unable to be assigned to a clinical facility. Students with prior criminal charges may not be granted a license even if he/she passes the NCLEX or AAMA exam. If you have a prior conviction, please talk to the admissions department about your background prior to enrolling in any program.

Clinical facilities require the school to follow drug screening requirements, which may include random testing, prior to being assigned to a clinical facility. Results are on a pass/fail basis. Students who fail the drug screening may be dismissed from the college. In the event a student fails, they may appeal if he/she feels it was a false positive.

All students are responsible for meeting the requirements set forth in the college catalog

FULL TIME STUDENT

A student must be registered for at least twelve (12) quarter credit units per term to be considered a full time student.

ROOM & BOARD

The college does not provide room and board. The college makes every effort to help students that are interested in relocating find safe and affordable housing. Information about this service can be found in the Student Services department.

VISITORS & FAMILY MEMBERS

Visitors interested in attending the college that are over the age of 18 and would like to sit in on a class need to be approved by the Dean of Students prior to sitting in a class. No children under the age of 18 (unless currently enrolled) are allowed in any classroom, skills labs, break room, or library during scheduled class hours.

FACILITIES & EQUIPMENT

Sumner College offers two locations in the Portland area and is easily accessible by Tri-Met public transportation. Free parking is available for students, staff, and visitors.

Please park vehicles in designated parking spots only.

Please do not park in any spots marked as 'Reserved'.

The college utilizes current technologies to facilitate an atmosphere conducive to learning.

Our facilities are accessible to students in wheelchairs.

The Cascade Station occupies over 15,000 square feet of space and houses lecture-style classrooms, skills labs, 2 patient simulation rooms, a library, testing rooms, a break room, computer lab and offices for administrative personnel.

The Cascade Station Annex occupies approximately 10,000 square feet of space and houses lecture-style classrooms, skills labs, 2 patient simulation rooms, a library, testing rooms, a break room, computer lab and offices for administrative personnel.

ADMINISTRATIVE ORGANIZATION

President: Joanna Russell, BS | Washington State University

Controller: Tom Nordgren, MS | University of Oregon

Director of Financial Aid: Jodi Ruybal, BS | Utah State University

Director of Strategic Partnerships: Bill Honeycutt, BS | Multnomah University

Director of College Relations: Siri Dixon, MS | Western Washington University

Dean of Students: Tad McDowell, MS | Everest University

Department Chair: Nursing Programs: Jeanine Olsen, MSN | University of Portland

Assistant Department Chair: Nursing Programs: Molly Sperry, MSN | Grand Canyon University

Medical Assisting Program Director: Gabriela Carrillo, BS | University of Oregon

"I enjoyed the staff and faculty that worked at Sumner.

They were always so helpful and easy to talk with."

- Laura S. LPN Nursing Graduate

STUDENT SERVICES

Student Services assist students in locating desirable living accommodations and securing part-time and/or full-time employment during non-school hours. The Student Services department provides information on services not available through the school, including, but not limited to: childcare, public transportation, and public agencies.

Advising is provided by the college to assist students in solving any problems that may arise while enrolled at the college. Instructors, as well as administrative staff, are available for private advising sessions to give students the opportunity to discuss in an open manner any personal or academic concerns they may be experiencing. The college will refer students with more severe problems to facilities that are capable of dealing with more complex situations.

All Sumner College students are entitled to academic advising from their Department Chair and the Dean of Students. Sumner College strives to help all students prepare for an academic path that is consistent with the employment goals of the student. All students are initially scheduled for an acceptance interview with a college official.

An orientation is conducted for all incoming students, and the Department Chair will schedule periodic meetings with students to discuss issues impacting their education and progress while at Sumner College. The Department Chair, Student Services, and the Dean of Students are available to students as necessary.

CAREER SERVICES

The Career Services Department at Sumner College assists students in obtaining gainful employment in their chosen career field. To assist its graduates in meeting this objective, Sumner College provides students with the skills needed for finding employment, provides assistance in the pursuit of employment opportunities, as well as techniques necessary for a successful interview. While we cannot and do not guarantee employment, we will assist our graduates in securing a position in their chosen field by using all available resources.

Current students and graduates may utilize career placement assistance from the college. There is no charge for this service. Please contact the Student Services department at Sumner College for more information. Graduates may return to Sumner and audit classes they attended while enrolled at Sumner College at no charge. Please contact the Dean of Students if you are interested in auditing specific classes. The auditing of courses must be approved on a space availability basis.



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HOURS OF INSTRUCTION

ASSOCIATE DEGREE IN NURSING PROGRAM

Day school students attend:

Monday - Friday from 8:00 AM to 3:00 PM

Off-site clinical rotations are scheduled during terms 2-8. Student hours for clinicals may be scheduled from the hours of 5:30 AM to 10:00 PM. Students are required to complete a preceptorship during term 9. Hours for the preceptorship will be scheduled according to the facility in which the student is placed. Additional travel time and/or weekends may be scheduled during terms 5-8.

PRACTICAL NURSING PROGRAM

Day school students attend:

Monday - Friday from 8:00 AM to 3:00 PM

Afternoon school students attend:

Monday - Friday from 12:30 PM to 6:30 PM

Off-site clinical rotations are scheduled during terms 2-4. Student hours for clinicals may be scheduled from the hours of 6:00 AM - 7:30 PM. Students are required to complete a preceptorship during their final term of study. Hours for preceptorship will be scheduled according to the facility in which the student is placed.

MEDICAL ASSISTING PROGRAM

Day school students attend:

Monday - Friday from 10:00 AM to 4:00 PM

Clinical hours off campus during term 3 can vary on a Monday - Friday schedule based on the needs of the clinical facilities.

COLLEGE HOURS

7:30 am - 6:30 pm Monday through Thursday

7:30 am - 6:00 pm Friday

CASCADE STATION - MAIN CAMPUS

8338 NE Alderwood Road Ste. 100
Portland, Oregon 97220
Ph: 503-972-6230 Fax: 503-972-0781

CASCADE STATION - ANNEX

7535 NE Ambassador Place Ste.L
Portland, Oregon 97220
Ph: 971-371-7312

*"I had been applying to nursing programs
for over 2 years waiting to get into one when I found Sumner College"*

- Anna C. RN Graduate

TRANSFER CREDITS

Transfer credit integral to the school's approved degree curriculum may be awarded at the corresponding degree level for academic work documented by other schools that are regionally accredited, authorized to confer degrees in or from Oregon, or otherwise individually or categorically approved by the Office of Degree Authorization.

Students wishing to transfer credits from another accredited, degree granting institution will be required to have the institution provide an official, sealed transcript to Sumner College no later than the student's first day of the term. Additionally, students who would like to transfer credit to be evaluated must submit unofficial transcripts with their application. Students may transfer up to twenty-five percent (25%) of the total credits required to complete this program. If a student is a Licensed Practical Nurse (LPN) and a graduate of an accredited nursing program, up to fifty-percent (50%) of the total credits required may transfer into the program. The institution must be accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Transfer credit must be earned with a grade of a "C" or higher and must be a 100 level or higher to be considered for transfer. If the class in question is the same or judged substantially similar in scope to the course offered at Sumner College, transfer credit may be allowed. Grades earned in coursework accepted for transfer credit are not calculated in the cumulative grade point average nor used in the calculations toward satisfactory academic progress. Credit by Examination is not allowed. Sumner College does not offer advanced placement. Students who transfer courses into their academic program of study may audit the course. Students are not charged to audit the course, but they must pay for the textbook used in the course. Students wishing to audit courses will need to contact the school registrar. This request is granted on a space availability basis.

TRANSFER OF CREDITS TO OTHER SCHOOLS

The transferability of credits you earn at Sumner College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate you earn in a program of study is also at the complete discretion of the institution to which you may seek to transfer. If credits, degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution which you may seek transfer to after attending Sumner College to determine if your academic credits, degree, diploma, or certificate will transfer.

There are two types of accreditation in post-secondary education: Regional Accreditation and National Accreditation. Regional accreditation is granted to an institution by one of six regional accrediting bodies recognized by the United States Department of Education depending on the institution's location. Regionally accredited institutions tend to place a greater emphasis on academic research and services and less on specific student learning outcomes. National accreditation is granted to an institution by an agency recognized by the United States Department of Education and is focused on the educational process and student learning outcomes including placement, retention and licensure pass rates. Nationally accredited institutions predominantly offer career and/or technical programs with a strong emphasis on preparing students for careers and future success in their fields of study.

Sumner College is a nationally accredited institution and credits granted from our college will most likely not transfer to a regionally accredited institution unless the college has a pre-determined articulation or transfer credit agreement. The programs at Sumner College are designed to prepare students for a specific professional objective and are not intended to be a transfer program. The transfer of Sumner College credits to other schools is always at the discretion of the receiving school, generally dependent on comparability of curricula and may depend on comparability of accreditation. Sumner College cannot guarantee the transferability of credits and students intending to transfer to another institution should always check with that school.

TRANSCRIPTS

Students can request a copy of their official transcript for a charge of \$10.00; unofficial transcripts are available at no charge. Please go to our website: <http://www.sumnercollege.edu/transcript-request/> and complete the request form. To submit your completed request form, contact the college registrar via email at registrar@sumnercollege.edu with the form attached.

ARTICULATION AGREEMENTS:

The college has secured the following articulation agreements for graduates of the Associate Degree in Nursing Program wishing to continue their academic journey to obtain a BSN. The following schools offer RN to BSN programs in which the college has secured an agreement, or programs in which a student may be eligible to transfer specific courses RN to BSN.

- Provo College
- Walden University
- Keiser University
- American Sentinel University
- Grand Canyon University
- Western Governors University

Course by Course Evaluation:

- University of Portland
- Walla Walla University

Letter of Understanding:

- Linfield College

FINANCIAL AID PROGRAMS

The Financial Aid offices at all campuses are open to students during business hours. Students are strongly encouraged to schedule an appointment with this office if they have any questions regarding financial aid. The financial aid office assists students in determining individual student eligibility for the different programs available to them. This office will assist in all paperwork necessary to apply for the various programs offered to students. To receive financial assistance, students must maintain satisfactory academic progress toward completion of their enrolled program (please see satisfactory academic progress in this catalog for additional information).

The student must return all required paperwork to the financial aid office in order to be eligible for funding. If the financial aid office needs to meet with a student, it is the responsibility of the student to follow up and meet with the office. Every student who receives a student loan is required to complete entrance and exit counseling and attend counseling sessions. If a student misses a scheduled session, it is the student's responsibility to schedule a time to make up this session.

Sumner College has the following financial aid programs available for those who qualify: Pell Grants, Supplemental Education Opportunity Grants, FSEOG, Stafford Loans, subsidized and unsubsidized, PLUS loans, and VA Educational Benefits.

The college is eligible for VA benefits for the Associate Degree in Nursing, Practical Nursing, and Medical Assisting Programs.

Any veteran receiving GI Bill benefits while attending Sumner College is required to obtain transcripts from all previously attended schools and submit them to the college for review of prior credit. The Veteran and the Veterans Administration will be notified of any reduction of tuition.

SUMNER COLLEGE PRIVATE LOAN PROGRAM:

Sumner College offers a private loan program for students that are denied approval from a lending institution that offers educational loans. Students are required to submit a letter from that institution reflecting the denial to be eligible for application. Students must complete a consumer credit application for the financial aid department to determine their interest rate. The Sumner College Private Loan is serviced by First Associates. The Sumner College loan is intended only to cover the balance of cost due to the school not covered by federal aid. Cost of living expenses will not be included in this loan. The maximum the school can cover in this loan is \$4,087 for the Medical Assisting program, \$12,000 for the Practical Nursing program, and \$15,000 for the Associate Degree in Nursing program. Repayment will begin within one month of starting the program.

SUMNER COLLEGE PRIVATE LOAN PROGRAM INFORMATION:

- The loan must be repaid even if the program isn't completed, unable to obtain employment, or otherwise dissatisfied with the education or other services received
- Repayment of the loan includes accrued interest and fees
- Repayment will begin within one month of starting the program
- The interest rate for this loan will be fixed between 5% - 9.5% dependent upon the credit score
- First Associates and Sumner College, must be notified in writing, if there is a change in name, telephone number, address, graduation date, or if withdrawn from school
- If the loan is not repaid, it will be reported to a National Credit Bureau and have a negative effect on the borrower's credit rating
- If applicable, the borrower will have to pay additional costs, including but not limited to: collection costs, fees, legal and court costs
- This is NOT a federal loan
- A borrower is not eligible for this loan if they are not eligible for the federal educational loans, such as the Federal Direct Stafford Loans
- A dependent student, as defined by the Free Application for Federal Student Aid (FAFSA) instructions, will advised ask their parents to apply for a Federal Parent Loan for Undergraduate Students (PLUS) loan
- **If the agreed upon payments are not made or become delinquent, the student could be withdrawn from school**
- The borrower must read the promissory notes and disclosure statement for this and every loan and that the terms and conditions of this loan might differ from the terms and conditions of any additional loans offered in the future
- The school may require a borrower to take a financial literacy program as a condition of receiving this loan
- If approved for this loan, it was based on the data submitted by borrower and borrower may be required to provide additional documentation to support that data
- There is no prepayment penalty on this loan
- Sumner College loans may be sold to a third party, a related party or to the school. As long as the borrower continues to meet the requirements of the loan, the borrower benefits applicable to the loan will remain effective
- Sumner College Loans are not eligible for deferment or forbearance

Student information regarding these programs is available in the Financial Aid office. The college has a Director of Financial Aid to assist in selecting the right financial program and to help with completing applications.

STUDENT FILES & ACADEMIC RECORDS

Individual student academic records are kept by the school and furnished to the student upon request. No file is open for inspection by any other individual without the express written consent of the student, except as may be necessary for the maintenance of the file by administrative personnel or if required by law. Files are kept indefinitely; all files are kept electronically and backed-up daily.

NON-DISCRIMINATION STATEMENT

Sumner College does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, sexual orientation, marital status, religion, age, disability, citizenship or veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. The school does not discriminate against a student with a disability who requests a reasonable accommodation in any of its activities, programs, admission policies, academics, advertising, placement or any other services, activities or functions of the college. Sumner College endeavors at all times to be in full compliance with Title IX and the Educational Amendment Act of 1972. Discrimination in any form will not be tolerated by Sumner College, whether by students, staff or faculty and is cause for dismissal. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries

The College President coordinates and oversees all complaints about matters related to these activities, as well as sexual discrimination and the sexual harassment policy of the college. The decision of the College President is final in these matters. Sumner College affirms its commitment to provide meaningful opportunities and access to facilities, programs and services in an effort to comply with all federal and state laws including: Title VI of the Civil Rights Act of 1964 as amended; the Americans with Disabilities Act of 1990 and the Oregon Human Rights Act of 2005.

STUDENTS WITH DISABILITIES POLICY

It is the policy of Sumner College, to abide by Section 504 of the Rehabilitation Act of 1973 and its implementing regulation at 34 Code of Federal Regulations C.F.R., Part 104. Section 504 prohibits discrimination on the basis of disability in programs and activities operated by recipients of federal financial assistance. Covered entities must accommodate students with reasonable academic adjustments and auxiliary aids and services that are necessary to afford an individual with a disability an equal opportunity to participate in its programs. Sumner College is not required to make academic adjustments and/or provide auxiliary aids and services that would result in a fundamental alteration of its programs or impose an undue burden.

ABILITY TO BENEFIT

Sumner College does not admit ability to benefit students and uses no such tests, equivalency, or advanced placement process. Sumner College only admits students who are graduates of, and have a diploma from, an accredited high school or who have passed a state recognized GED testing program.

CHALLENGE CREDIT/CREDIT FOR NON-COLLEGIATE WORK

Sumner College does not recognize any advance placement or non-collegiate learning credits as a substitute for transfer credits, nor does the college allow students to challenge courses for credit, or award credit for non-collegiate work.

“I found out about Sumner College through a friend who went through the program. After talking to the staff I felt like the program was perfect for me.”

- Judy W. LPN

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ACADEMIC PROGRAMS



ASSOCIATE DEGREE IN NURSING PROGRAM



Median Starting Salary: \$32.08

100% ABHES Program Retention

(7/1/17 - 6/30/18 reporting period)

* Based on employment verifications submitted by employees

PROGRAM OVERVIEW

The Associate Degree in Nursing Program at Sumner College consists of 128 credits and 1770 clock hours of instruction. As a member of the healthcare team, nursing students receive classroom, laboratory, simulation, clinical, preceptor and practicum experience at a number of local and regional facilities. Students learn to work within the nursing process of assessing, diagnosing, planning, implementing and evaluating. These students learn how to think critically, make accurate healthcare related decisions, provide safe patient care, and become patient advocates.

In addition to passing all courses in this program, students must pass the final comprehensive predictor exam with a 75% or higher to be eligible for graduation. Graduates of this program are awarded an Associate Degree in Nursing (ADN). Once students have graduated from this program of study, they must pass the NCLEX exam to become licensed as a Registered Nurse.

Here are a few places our graduates are working:

- Oregon State Hospital
- Kaiser Permanente
- Cedar Hills Hospital
- The Oregon Clinic
- Salem Hospital
- Fresenius Medical
- The Portland Clinic
- Friendship Center
- The Children's Clinic
- Aveanna Healthcare
- The Vancouver Clinic
- Laurelhurst Village
- Prestige
- Providence
- Avamere
- Asante Hospital
- Holgate Community
- Tillamook Hospital
- OHSU
- Frontier Rehab
- Columbia Asthma & Allergy
- Western State Hospital
- Vibra Specialty Hospital
- Women's Healthcare Associates

Classroom size is limited to a ratio of 24 students per lecture session and 12 students per skill labs session.

Program Objectives

- Understand and be knowledgeable of the standards and scope of practice of the Registered Nurse, as defined by the Oregon State Board of Nursing
- Integrate nursing concepts, theory, and research into daily nursing practice
- Demonstrate safe, effective, and caring interventions with a diverse client population across the life span
- Demonstrate an evidence-based care provider, who can demonstrate the competency of individual nursing care to meet a valued expectation
- Demonstrate nursing professionalism through appropriate and effective verbal and nonverbal communication responsibility, accountability, compassion, caring, integrity, diversity, and excellence
- Use the OMEGA-7 elements as a tool for critical thinking and for utilizing the nursing process
- Be responsible for professional development in lifelong learning

Facilities & Equipment

The college utilizes the latest technology and advances to prepare students to serve as nursing professionals in the healthcare industry. Simulation and skills labs offer hands-on learning opportunities that utilize technology-based interactive computerized mannequins focusing on adult health and pediatrics. Students are exposed to evidence-based practice in real-life healthcare situations that encourage student participation and the development of critical thinking in a safe and controlled environment.

"I felt fully supported by the Sumner staff and made friendships for life"

- Sara K. RN Graduate



ASSOCIATE DEGREE IN NURSING PROGRAM

Length of Program: 90 Weeks, 9 Terms

Total Credits: 128.0

Associate of Applied Science Degree

Location: Cascade Station

Instructional Delivery: Residential

COURSE NUMBER	COURSE TITLE	QUARTER CREDITS
BIO 131	Anatomy & Physiology I.....	4.0
BIO 132	Anatomy & Physiology II.....	4.0
BIO 133	Anatomy & Physiology III.....	4.0
MED 101	Medical Terminology.....	2.0
NCL 160	NCLEX Prep I.....	2.0
NCL 170	NCLEX Prep II.....	3.0
NCL 180	NCLEX Prep III.....	2.0
NCL 250	NCLEX Prep IV.....	2.0
NCL 260	NCLEX Prep V.....	2.0
NCL 270	NCLEX Prep VI.....	3.0
NUA 120	IV Therapy Fundamentals.....	2.5
NUR 105	RN Nursing Fundamentals I.....	5.5
NUR 106	RN Nursing Fundamentals II.....	5.0
NUR 107	RN Nursing Fundamentals III.....	5.0
NUR 108	RN Nursing Fundamentals IV.....	4.5
NUR 116	RN Clinical Nursing I.....	2.0
NUR 117	RN Clinical Nursing II.....	2.0
NUR 118	RN Clinical Nursing III.....	2.0
NUR 191	Legal & Professional Issues.....	2.0
NUR 201	Adult Health Nursing I.....	6.0
NUR 210	Adult Health Nursing II.....	4.5
NUR 211	RN Clinical Nursing IV.....	2.0
NUR 212	RN Clinical Nursing V.....	1.5
NUR 213	RN Clinical Nursing VI.....	2.0
NUR 220	Adult Health Nursing III.....	4.5
NUR 221	Maternal Newborn Nursing.....	5.0
NUR 222	Pediatric Nursing.....	2.5
NUR 232	Mental Health Nursing.....	4.0
NUR 233	Geriatric Nursing.....	2.5
NUR 280	RN Practicum.....	4.0
NUR 291	Leadership and Management.....	2.0
PHA 101	Introduction to Pharmacology.....	3.0
PHA 102	Pharmacology.....	2.0

GENERAL EDUCATION COURSES

ENG 102	English Composition.....	4.0
ENG 115	Expository Writing.....	4.0
ENG 116	English & Writing.....	4.0
PSY 101	Psychology I.....	4.0
PSY 201	Human Growth & Development.....	4.0
SOC 110	Sociology.....	4.0

Total 128.0

PRACTICAL NURSING PROGRAM



Median Starting Salary: **\$24.54**

(7/1/2017 - 6/31/2018 ABHES reporting period)

* Based on employment verifications submitted by employees

PROGRAM OVERVIEW

The Practical Nursing Program at Sumner College is 50 academic weeks in length and includes 75.5 credit hours 1125 clock hours of instruction, combined nursing and general education courses.

Students receive classroom instruction, laboratory practice, and clinical experience in medical, surgical, pediatric, adult, geriatric and community practice settings. Students work as members of the healthcare team under the supervision of qualified practical nurse faculty. Graduates of the program may apply to the Oregon State Board of Nursing (OSBN) to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Once licensed, the graduate may be employed as a Licensed Practical Nurse (LPN).

In addition to passing all courses in this program, students must pass the final comprehensive predictor exam with a 75% or higher to be eligible for graduation. Graduates of the program are awarded a diploma. Once students have graduated from this program of study, they must pass the NCLEX-PN state exam to become licensed as a Practical Nurse.

Here are a few places our graduates are working:

- Avamere
- Prestige
- HCR Manor Care Salmon Creek
- Kaiser Permanente
- Naphcare
- Columbia Asthma & Allergy
- Frontier Rehab
- Marquis
- Mirabella
- Friendship Center
- Americana Health & Rehab
- Aveanna Healthcare
- Care Center East
- CSL Plasma
- Holgate Community
- Maxim Healthcare
- Western State Hospital
- Brookdale Hillside Senior Center
- OHSU
- Laurelhurst Village
- Women's Healthcare Association
- Vibra
- Cascade Inn
- The Hampton Inn

Classroom size is limited to a ratio of 24 students per lecture session and 12 students per skill labs session.

Program Objectives

- Adhere to standards of practice for legal, ethical, and regulatory parameters of the licensed practical nurse
- Integrate concepts, theory, and research from the physical and social sciences and nursing as a basis for professional nursing practice
- Effective and professional communication with clients and the health care team
- Safe and caring interventions provided for a diverse client population across the lifespan
- Integrate Florence Nightingale's elements (OMEGA-7) as an organizing framework for critical thinking in approaching health care and the nursing process
- Maintain personal and professional development through lifelong learning

"I am grateful for Sumner College allowing me to complete my Practical Nursing Program. I had a wonderful experience"

-Judy W. LPN Graduate.



PRACTICAL NURSING PROGRAM

Length of Program: 50 Weeks, 5 Terms

TOTAL CREDITS: 75.5

Diploma Program

Location: Cascade Campus

Instructional Delivery: Residential

COURSE NUMBER	COURSE TITLE	QUARTER CREDITS
BIO 131	Anatomy & Physiology I.....	4.0
BIO 132	Anatomy & Physiology II.....	4.0
BIO 133	Anatomy & Physiology III.....	4.0
MED 101	Medical Terminology.....	2.0
PHA 101	Intro to Pharmacology.....	3.0
PHA 102	Pharmacology.....	2.0
NUR 101	Nursing Fundamentals I.....	5.5
NUR 102	Nursing Fundamentals II.....	5.5
NUR 103	Nursing Fundamentals III.....	5.5
NUR 104	Nursing Fundamentals IV.....	5.0
NUR 112	Clinical Nursing I.....	2.0
NUR 113	Clinical Nursing II.....	2.0
NUR 114	Clinical Nursing III.....	2.0
NUA 115	Alternative Therapies.....	2.0
NUR 124	Maternal/Newborn/Pediatrics.....	2.0
NCL 130	NCLEX Preparation I.....	2.0
NCL 140	NCLEX Preparation II.....	3.0
NCL 150	NCLEX Predictor Testing.....	3.0
NUR 180	PN Practicum.....	7.0
NUR 190	Nursing Leadership.....	2.0

GENERAL EDUCATION COURSES

ENG 102	English Composition.....	4.0
PSY 101	Psychology I.....	4.0

TOTAL CREDITS 75.5

FACILITIES & EQUIPMENT

The college utilizes the latest technology and advances to prepare students to serve as nursing professionals in the healthcare industry. Simulation and skills labs offer hands-on learning opportunities that utilize technology-based interactive computerized mannequins focusing on adult health and pediatrics. Students are exposed to evidence-based practice in real-life healthcare situations that encourage student participation and the development of critical thinking in a safe and controlled environment.

*"I feel Sumner College has prepared me to be a successful RN.
I would recommend this program to anyone."*

-Allison E. RN Graduate

MEDICAL ASSISTING PROGRAM



PROGRAM OVERVIEW

Medical Assistants play a vital role in the healthcare field by working collaboratively with members of a health care team in doctors' offices, medical clinics, hospitals, and specialty practices. This 30 week program is designed to provide students with the administrative and clinical skills necessary to deliver safe, quality care in ambulatory settings. Our program provides classroom instruction and practicum experience that prepares students for a successful career as a Certified Medical Assistant.

Program Objectives

The objective of the Medical Assistant program is to prepare students to become qualified, professional, confident Medical Assistants through support and guidance by equipping them with the knowledge, skills, and competencies necessary to perform the clinical and administrative duties of a medical assistant.

- Be knowledgeable of the standards and practice of the Medical Assistant
- Be versatile medical assistants who perform a wide range of roles in the medical office setting
- Be prepared to deliver high quality administrative and clinical functions
- Be prepared to become reliable team members who work closely with physicians, nurse practitioners, and other team members
- Be prepared in infection control procedures and OSHA training
- Be prepared to become nationally credentialed healthcare practitioners who will be viewed by doctors as vital partners in providing medical care
- Will demonstrate professional behaviors and attitudes consistent with the delivery of safe, ethical, legal and compassionate care
- Be prepared to provide strong oral, verbal and interpersonal communication skills in the healthcare environment. Will understand and comply with federal; state; and local health laws and regulations as they relate to health care settings.

Tasks Performed by Medical Assistants

- Record patients' medical history, vital statistics, or information such as test results in medical records
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean
- Perform and assist with routine patient procedures and care as they relate to a medical setting
- Show patients to examination rooms and prepare them for the physician
- Prepare and administer medications as directed by a physician
- Prepare and administer medications or injections as directed by a physician
- Collect blood, tissue, or other laboratory specimens, log the specimens, and prepare them for testing
- Authorize drug refills and provide prescription information to pharmacies
- Explain treatment procedures, medications, diets, or physicians' instructions to patients
- Clean and sterilize instruments and dispose of contaminated supplies
- Perform routine laboratory tests and sample analysis

"I realized I wanted to make a difference in people's lives."

-Emily S. Sumner Graduate



MEDICAL ASSISTING PROGRAM

Length of Program: 30 Weeks, 3 Terms

TOTAL CREDITS: 46.0

Certificate: Diploma

Location: Cascade Station

Instructional Delivery: Residential

COURSE NUMBER	COURSE TITLE	CLOCK HOURS	QUARTER CREDITS
MA 100	Clinical Theory and Application.....	90	6.0
MA 101	Clinical Principles and Application.....	90	6.0
MA 115	Medical Office Management.....	30	3.0
MA 120	Pharmacology for Medical Assistant.....	30	3.0
MA 130	Human Anatomy & Physiology	40	4.0
MA 200	MA Externship	240	8.0
MED 101	Medical Terminology	20	2.0
ENG 102	English Composition.....	40	4.0
HUM 100	Global Populations.....	30	3.0
PRD 120	Professionalism	30	3.0
PSY 101	Psychology I.....	40	4.0
		TOTAL HOURS	TOTAL CREDITS
		680	46.0

Upon completion of the program, graduates will be prepared to sit for the CMA (AAMA) Certification Exam. Only graduates of medical assisting programs accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES) are eligible to take the (AAMA) Certification Examination.

FACILITIES & EQUIPMENT

The college utilizes the latest technology and advances to prepare students to serve as medical assistant professionals in the healthcare industry. Simulation and skills labs offer hands-on learning opportunities. Students are exposed to evidence-based practice in real-life healthcare situations that encourage student participation and the development of critical thinking in a safe and controlled environment.

*“This is just the beginning of my career.
I have always felt passionate about caring for people.”*

-Anna C. RN Graduate



COURSE DESCRIPTIONS

BIO 131 Anatomy and Physiology I

Prerequisites: None

Credits: 4.0 / Course Hours: 40

The class covers the organization of the body, chemistry, cell biology, body tissues, and disease, and the integumentary, skeletal, muscular and digestive systems. Major diseases are included, with an emphasis on conditions common in long term care. Students will master the fundamentals of the structure, function, and diseases of the human body.

BIO 132 Anatomy and Physiology II

Prerequisites: BIO 131

Credits: 4.0 / Course Hours: 40

The class covers nutrition and fluids, and the endocrine, urinary, respiratory, and cardiovascular systems, as well as the common disorders of those systems. Students will master the fundamentals of the structure, function, and diseases of the human body.

BIO 133 Anatomy and Physiology III

Prerequisites: BIO 132

Credits: 4.0 / Course Hours: 40

The class covers the lymphatic, nervous, sensory, and reproductive systems with a supplemental unit on pain. It also covers development and birth, and genetic disease. Students will master the fundamentals of the structure, function, and diseases of the human body.

HUM 100 Global Populations

Prerequisite: None

Credits: 3.0 / Clock Hours: 30 / Outside Clock Hours: 15

This course covers topics related to cultural diversity and inequality in healthcare, including cultural and historical perspectives, ethical and legal dilemmas, gender and sexual orientation issues, and managing a culturally diverse workplace. Students will learn to deliver equitable care effectively and influence health strategy, practice, and policy using various soft management techniques such as case management and people management.

"I chose Sumner College because of the small class size and hours"

-Rachel S. LPN Graduate

ENG 102 English Composition

Prerequisite: None

Credits: 4.0 / Course / Clock Hours: 40 / (MA) Outside Clock Hours: 20

This course is an overview of the fundamental principles of American English as it applies to composition. This class introduces students to critical thinking, reading, and writing at the college level. Organization, use of details, sentence structure, and correct grammar are also stressed.

ENG 115 Expository Writing

Prerequisite: None

Credits: 4.0 / Course Hours: 40

This course explores expository writing including the development and revision of paragraphs and essays using various rhetorical strategies. The student will read and discuss selected essays, short stories, and poems. The student will be introduced to writing about literature and introduced to the incorporation and documentation of material from primary sources.

ENG 116 English and Writing

Prerequisite: None

Credits: 4.0 / Course Hours: 40

This course allows students to develop their writing skills and to explore the various styles of English writing. The student will read and discuss various examples of writing and literature in order to develop their own writing styles and abilities. The proper use of English grammar will be emphasized and the student will write about instructor selected topics in order to explore those various styles of English writing.

MA 100 Clinical Theory & Application

Prerequisite: None

Credits: 6.0 / Clock Hours: 90 / Outside Clock Hours: 30

The course covers the fundamental concepts for becoming a highly skilled, professional medical assistant in the healthcare field. An introduction to the principles and application of patient centered care is the focal point of this course, in order to gain a better understanding of a medical assistant's role in a healthcare setting. Topics include primary clinical tasks and procedures performed by medical assistants such as, infection control and asepsis, professional communication with patients, vital signs, assisting with physical examination of patients, specialized tests and procedures, and performing echocardiograms.

MA 101 Clinical Principles and Application

Prerequisite: None

Credits: 6.0 / Clock Hours: 90 / Outside Clock Hours: 30

The course covers the core clinical principles that are part of the foundation of a medical assistant's role in the healthcare field. A focus on client and patient centered treatment is at the forefront of this course. Concepts and application are covered on advanced clinical procedures and how to perform a variety of clinical tasks while creating a collaborative relationship with the physician and maintaining strong interpersonal communication are the focal point of this course. Topics include assisting with the clinical laboratory, performing analysis of urine and blood, administering non-parenteral and parenteral medications, performing phlebotomy, listing immunization requirements for children and adults, medical emergencies in the medical office, and coaching with nutrition.

MA 115 Medical Office Management

Prerequisite: None

Credits: 3.0 / Clock Hours: 30 / Outside Clock Hours: 15

In this course, students will learn how to be successful medical assistants in a medical office environment. The course includes: an overview of the healthcare industry, patient relations and communication, medical practice management, professional workplace behavior, payment methods including health insurance and government payments, methods of obtaining, storing and transferring patient health information, laws and regulations that govern medical practices, health information confidentiality, contracts and professional licensing issues are also discussed. Students acquire skills in a medical office software package and perform documentation in simulated electronic health records.

MA 120 Pharmacology for Medical Assistants

Prerequisite: None

Credits: 3.0 / Clock Hours: 30 / Outside Clock Hours: 15

The course covers essential information about pharmacology. Students will learn mathematical concepts needed to accurately calculate dosages of medications and apply pharmacology principles for proper administration of medications. It includes mathematics and dosage, metric system conversions, drug sources, drug forms, drug classifications, immunizing agents, effects of medications on body systems, prescriptions, and the Physician's Desk Reference (PDR).

MA 130 Human Anatomy and Physiology

Prerequisite: None

Credits: 4.0 / Clock Hours: 40 / Outside Clock Hours: 20

The course provides the foundations for an understanding of the human body. It encompasses anatomy and physiology. Students will learn the structure and function of the cells, tissues, organs, and systems of the human body. The following systems will be covered: cardiovascular, circulatory, respiratory, digestive, nervous, sensory, skeletal, muscular, urinary, reproductive, blood, lymphatic, immune, endocrine and integumentary.

MA 200 Externship

Prerequisite: Completion of all courses, except PRD 120

Credits: 8.0 / Clock Hours: 240 / Outside Clock Hours: 40

Upon successful completion of all required Medical Assisting (MA) program courses, labs and clinical nursing, the student has the opportunity to integrate and apply the content of the MA curriculum. The course prepares students to work in a medical office assisting physicians and office personnel by performing assigned duties in both administrative and clinical procedures. The work experience is supported by instructor site visits and facility reviews. Students participate in an on-the-job experience in an affiliated healthcare facility. Students are evaluated for technical proficiency and professionalism by the supervisor using criteria established by the coordinator in conjunction with the healthcare facility standards of performance.

MED 101 Medical Terminology

Prerequisite: None

Credits: 2.0 / Clock/Course Hours: 20 / (MA) Outside Clock Hours: 10

The focus of this course is to study the construction of medical vocabulary from Latin and Greek roots, prefixes, and suffixes with a body system approach and using introductory descriptions of anatomy, physiology, and pathology. This course is designed to provide the students with a basic understanding of medical terms.

NCL 130 NCLEX-PN Preparation I

Prerequisites: NUR 102, Co-requisite: NUR 103

Credits: 2.0 / Course Hours: 20

This course provides content to assist the candidate in preparation for the national practical nurse licensure examination. The National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN) is a computerized test developed by the National Council of State Boards of Nursing (NCSBN). This test is used to regulate the licensing of practical and vocational nurses in each of its member states. Completion of all assigned tests; test taking strategies; correct answers/rationales and participation in collaborative testing will be required.

NCL 140 NCLEX-PN Preparation II

Prerequisites: NCL 130, NUR 103

Credits: 3.0 / Course Hours: 30

This course provides content to assist the candidate in preparation for the national practical nurse licensure examination. The National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN) is a computerized test developed by the National Council of States Boards of Nursing (NCSBN). This test is used to regulate the licensing of practical and vocational nurses in each of its member states. Completion of all assigned tests; discussion of rationales and participation in collaborative testing is required.

NCL 150 NCLEX-PN Preparation III

Prerequisites: All program courses excluding NUR 180 and NUR 190

Credits: 3.0 / Course Hours: 30

This course provides content to assist the candidate in preparation for the national practical nurse licensure examination. The National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN) is a computerized test developed by the National Council of State Boards of Nursing (NCSBN). This test is used to regulate the licensing of practical and vocational nurses in each of its member states. Completion of all assigned tests, comprehensive tests, NCSBN's Learning Extension Review; discussion of rationales and participation in collaborative testing is required.

NCL NCL 160 NCLEX-RN PREP I

Prerequisites: None

Credits: 2.0 / Course Hours: 20

This course provides content to assist the candidate in preparation for the national registered nurse licensure examination. The National Council Licensure Examination for Registered Nurses (NCLEX-RN) is a computerized test developed by the National Council of State Boards of Nursing (NCSBN). This test is used to regulate the licensing of registered nurses in each of its member states. Content of this course includes a comprehensive review of nursing content areas specifically related to the test plan for the NCSBN NCLEX-RN. Completion of all assigned tests; online pre-test and post-test questions; discussion of rationales and participation in collaborative testing for each unit is required.

NCL 170 NCLEX-RN PREP II

Prerequisites: NUR 108

Credits: 3.0 / Course Hours: 30

This course provides content to assist the candidate in preparation for the national registered nurse licensure examination. The National Council Licensure Examination for Registered Nurses (NCLEX-RN) is a computerized test developed by the National Council of State Boards of Nursing (NCSBN). This test is used to regulate the licensing of registered nurses in each of its member states. Content of this course includes a comprehensive review of nursing content areas specifically related to the test plan for the NCSBN NCLEX-RN. Completion of all assigned tests; online pre-test and post-test questions; discussion of rationales and participation in collaborative testing for each unit is required.

NCL 180 NCLEX-RN PREP III

Prerequisites: NCL 170

Credits: 2.0 / Course Hours: 20

This course provides content to assist the candidate in preparation for the national registered nurse licensure examination. The National Council Licensure Examination for Registered Nurses (NCLEX-RN) is a computerized test developed by the National Council of State Boards of Nursing (NCSBN). This test is used to regulate the licensing of registered nurses in each of its member states. Content of this course includes a comprehensive review of nursing content areas specifically related to the test plan for the NCSBN NCLEX-RN. Completion of all assigned tests; online pre-test and post-test questions; discussion of rationales and participation in collaborative testing for each unit is required. Content of this course includes a comprehensive review of nursing content areas specifically related to the test plan for the NCSBN NCLEX-RN. Completion of all assigned tests; online pre-test and post-test questions; discussion of rationales and participation in collaborative testing for each unit is required.

NCL 250 NCLEX-RN PREP IV

Prerequisites: NCL 180

Credits: 2.0 / Course Hours: 20

This course provides content to assist the student in preparation for the National Registered Nurse Licensure Examination (NCLEX). The National Council Licensure Examination for Registered Nurses (NCLEX-RN) is a computerized test developed by the National Council of States Boards of Nursing. Students are introduced to the Assessment Technologies Institute (ATI) Assessment and Review program. This program provides many pre-made practice tests, which cover a broad range of nursing topics. The student will be able to receive direct feedback for each answer, including key words in the stem of each item, rationales, and optional scoring.

NCL 260 NCLEX-RN PREP V

Prerequisites: NCL 250

Credits: 2.0 / Course Hours: 20

This course is a continuation in a series of the Assessment Technologies Institute (ATI) Assessment and Review Program, which provides content to assist the student in preparation for the National Registered Nurse Licensure Examination (NCLEX). The National Council Licensure Examination for Registered Nurses (NCLEX-RN) is a computerized test developed by the National Council of States Boards of Nursing. This program provides many pre-made practice tests, which cover a broad range of nursing topics. The student will be able to receive direct feedback for each answer, including key words in the stem of each item, rationales, and optional scoring.

NCL 270 NCLEX-RN PREP VI

Prerequisites: NCL 260

Credits: 3.0 / Course Hours: 30

This course provides content to continue to assist the candidate in preparation for the national registered nurse licensure examination. The National Council Licensure Examination for Registered Nurses (NCLEX-RN) is a computerized test developed by the National Council of States Boards of Nursing. Students are introduced to the ATI Assessment and Review program. This course includes proctored testing.

NUA 115 Alternative Therapies

Prerequisite: None

Credits: 2.0 / Course Hours: 20

This course guides the nursing student in the art and science of holistic nursing and healing through complementary and alternative therapies for adults, as well as children and adolescents. Content of this course includes health care practices of other cultures; the scientific basis for use of therapies, and information about research and practice guidelines related to complementary therapies.

NUA 120 IV Therapy Fundamentals

Prerequisite: None

Credits: 2.5 / Course Hours: 35

This course provides practical nursing concepts for intravenous (IV) therapy, including entry-level skills such as IV preparation, monitoring and maintenance, IV initiation and discontinuation. The essentials of "OMEGA-7" provide the conceptual framework for critical thinking in approaching health and the nursing process. The lab application will provide practice of the IV skills and procedures.

NUR 101 Nursing Fundamentals I

Prerequisite: None

Credits: 5.5 / Course Hours: 85

This course introduces the role of the practical nurse, the nature of nursing, personal and environmental health, including transcultural healthcare. The conceptual framework (OMEGA-7) for developing critical thinking to approach health is integrated throughout the course. The course content includes: nursing heritage, healthcare delivery system, legal and ethical aspects of nursing, basic human needs, personal hygiene, the integumentary system and skin care, infection control, the nursing process, body mechanics, health and wellness, and community and transcultural health care. This course provides the basis upon which all other nursing courses are built. The lab application content includes: asepsis, hygiene, skin care, vital signs, safety, data collection, physical examination, and documentation.

NUR 102 Nursing Fundamentals II

Prerequisite: NUR 101

Credits: 5.5 / Course Hours: 85

This course is a continuation of nursing fundamentals and the nursing process with emphasis on the theory and skills for practical nursing in the care of adults and patients with digestive, endocrine, urinary, and body fluid disorders. The course instruction is 2 hours twice a week and content includes pharmacological principles and safe medication administration, development throughout the life cycle from birth to the aging adult, community and transcultural health care, nutrition, surgical asepsis, therapeutic communication, and related disorders. The essentials of "OMEGA-7" provide the conceptual framework for critical thinking in approaching health and the nursing process. The lab content includes diet therapy, blood glucose testing, urinary catheterization, pharmacology review, medication administration, reporting, and documentation.

NUR 103 Nursing Fundamentals III

Prerequisite: NUR 102, NUR 112, Co-requisite: NUR 113

Credits: 5.5 / Course Hours: 85

This course is a continuation of the study of the nursing process with an emphasis on the theory and skills for practical nursing in the care of adult patients with cardiovascular, hematologic, immune, and respiratory disorders. The course instruction is 4 hours each week. Course content includes: respiratory care, emergency preparedness, emergency care and first aid, allergies, sensory and nervous system disorders, pain management, cancer and human immunodeficiency virus. The essentials of "OMEGA-7" provide the conceptual framework for critical thinking in approaching health and the nursing process. The lab application content includes: specimen collection, respiratory care and oxygenation, blood products, medical/surgical procedures, emergency care, cardiac rhythm interpretation, IV therapy techniques and IV supplies, case scenarios, communication and documentation.

NUR 104 Nursing Fundamentals IV

Prerequisite: NUR 103, NUR 113, Co-Requisite: NUR 114

Credits: 5.0 / Course Hours: 70

This course is a continuation of the study of the nursing process with an emphasis on the theory and skills for practical nursing in the care of adult male and female reproductive disorders, psychiatric nursing, emergency care, wound care, gerontology, hospice and end-of-life care, extended care, home care, rehabilitation and ambulatory care, substance abuse, pre and post-operative care and pain management, and blood and lymphatic system disorders. The essentials of "OMEGA-7" provide the conceptual framework for critical thinking in approaching health and the nursing process. The lab application is two hours twice a week and content includes: wound care, wound irrigation, IV therapy dressing changes and drip rate calculations, cardiac rhythm interpretation, heparin administration calculations, case scenarios, documentation, electronic health records.

NUR 105 RN Nursing Fundamentals I

Prerequisite: None; Co-Requisite: None

Credits: 5.5 / Course Hours: 85

This course introduces the student to the history of nursing, definitions and aims of nursing, nursing as a professional discipline, educational preparation for nursing practice, professional nursing organizations, guidelines for nursing practice, and current trends in nursing. This course provides the basis upon which all other nursing courses are built. This course introduces the concepts of and factors affecting cultural diversity; health and illness; health of the individual, family, and community; theory, research, and evidence based practice; values, ethics, and advocacy; and legal implications of nursing. As an action basic to nursing care, this course content includes asepsis and infection control. As promotion of healthy physiologic responses, this course content includes hygiene practices and activity. The conceptual framework "OMEGA-7" for developing critical thinking to approach health is integrated throughout the course. The lab application content includes: nursing professionalism, hand washing, personal protective equipment (PPE), activity and body mechanics, giving a bed bath, making a bed, giving a back massage, and providing oral care.

NUR 106 RN Nursing Fundamentals II

Prerequisite: NUR 105; Co-Requisite: NUR116

Credits: 5.0 / Course Hours: 70

This course is a continuation of nursing fundamentals with emphasis on theory, the nursing process, critical thinking, clinical reasoning, and reflective practice throughout the nursing process. The essentials of "OMEGA-7" provide the conceptual framework for critical thinking in approaching health and the nursing process. As actions basic to nursing care, this course content includes vital signs, health history, health assessment, and medication administration. As promoting healthy physiologic responses, this course content includes skin integrity and wound care. The lab application content includes vital signs, health history, physical assessment, care plans, skin assessment and care, wound assessment and care, dosage calculations, and medication administration.

NUR 107 RN Nursing Fundamentals III

Prerequisites: NUR 106, PHA 102; Co-Requisite: NUR 117

Credits: 5.0 / Course Hours: 70

This course builds upon NUR 106 with additional theory of nursing practice and skills. This course provides an introduction to promoting health across the life span, especially developmental concepts, conception through young adult, and the aging adult. As actions basic to nursing care, this course content includes safety, security, and emergency preparedness; and complementary and alternative therapies. As promoting healthy physiologic responses, this course content includes rest and sleep, comfort, nutrition, urinary elimination, and bowel elimination. As promoting healthy psychosocial responses, this course content includes an overview of self-concept. The essentials of "OMEGA-7" provide the conceptual framework for critical thinking in approaching health and the nursing process. The lab application content includes a skills performance review; medication administration, medication dosage calculation; extremity restraint application; nasogastric tube insertion, tube removal, and maintenance; tube feeding; capillary blood glucose testing (CBG); bladder scanning; use of bedpan and urinal; external condom catheter; male and female urinary catheter insertion, removal, maintenance; intermittent and continuous closed bladder irrigation; ileal conduit stoma care; hemodialysis access and peritoneal dialysis catheter care; enema use; and ostomy appliance care.

NUR 108 RN Nursing Fundamentals IV

Prerequisites: NUR 107; NUR 117; Co-Requisite: NUR 118

Credits: 4.5 / Course Hours: 55

This course is a continuation of the Nursing Fundamentals series. This course furthers the study of the nursing process with an emphasis on theory and skills. The essentials of OMEGA-7 provide the conceptual framework for critical thinking in approaching health and the nursing process. As roles basic to nursing care, this course content includes nurse leader and manager. As actions basic to nursing care, this course content includes perioperative nursing. As promoting healthy physiologic responses, this course content includes oxygenation and fluid, electrolyte, and acid-base balance. As promoting healthy psychosocial responses, this course content includes stress and adaptation, sensory functioning, sexuality, spirituality loss, grief and dying. The lab application content includes an overall skills performance review; medication administration math; stress relief and relaxation; pre-operative, perioperative, and post-operative care; blood transfusion administration; oxygen therapy, suctioning of airways, tracheostomy care and maintenance; chest tube systems, maintenance, and care; respiratory failure and code

NUR 112 Clinical Nursing I

Prerequisites: NUR 101; Co-Requisite: NUR 102

Credits: 2.0 / Course Hours: 60

This clinical course supports NUR 101 and NUR 102 (Nursing Fundamentals I and Fundamentals II) and teaches practical nursing skills, procedures, communication, data collection, documentation, and medication administration applied in the care of diverse clients across the lifespan with musculoskeletal, integumentary, digestive, endocrine and urinary system disorders. Students will participate in supervised clinical experience in an extended care setting. The essentials of "OMEGA-7" provide the conceptual framework for critical thinking in approaching health and the nursing process. On-site clinical instruction, supervision, evaluation and placement will be the responsibility of the qualified college nursing faculty.

NUR 113 Clinical Nursing II

Prerequisites: NUR 102; Co-Requisite: NUR 103

Credits: 2.0 / Course Hours: 60

This clinical course supports Nursing Fundamentals I, II, and III and teaches practical nursing skills, procedures, communication, data collection, documentation, and medication administration applied in the care of diverse clients across the lifespan with cardiovascular, hematologic, immune, respiratory, sensory and nervous system disorders. Students will participate in supervised clinical experience in an extended care setting. The essentials of "OMEGA-7" provide the conceptual framework for critical thinking in approaching health and the nursing process. On-site clinical instruction, supervision, evaluation and placement will be the responsibility of the qualified college nursing faculty.

NUR 114 Clinical Nursing III

Prerequisites: NUR 101, NUR 102, NUR 103; Co-Requisite: NUR 104

Credits: 2.0 / Course Hours: 60

This clinical course supports NUR 104 and teaches practical nursing skills, procedures, communication, data collection, documentation, and medication administration applied in the care of diverse clients across the lifespan with psychiatric concerns, male and female reproductive disorders, wound care, geriatrics, hospice and end-of-life, substance abuse, pre and post-operative care, pain management and blood and lymphatic system disorders. The essentials of "OMEGA-7" provide the conceptual framework for critical thinking in approaching health and the nursing process. On-site clinical instruction, supervision, evaluation and placement will be the responsibility of qualified nursing faculty.

"I enjoyed Sumner College because of all of the positive interactions I had throughout"

NUR 116 RN Clinical Nursing I

Prerequisites: NUR 105, Co-Requisite: NUR 106

Credits: 2.0 / Course Hours: 60

This clinical course introduces the novice nurse to the clinical setting; supports NUR 106; and teaches the nursing skills and procedures for: infection control, vital signs, health and physical assessment, safe medication administration, skin and wound care, cultural, and spiritual aspects of care; and related disorders. Students will participate in supervised pre-clinical simulated experiences and remediation in a formal patient care setting. The clinical objectives are based on the American Nurses Association (ANA) clinical standards for nursing practice, the Quality and Safe Education for Nurses (QSEN) competency standards for nursing, and the Oregon State Board of Nursing (OSBN) Division 45 Standards and Scope of Practice for the Registered Nurse. The essentials of OMEGA-7 provide the conceptual framework for critical thinking in approaching healthcare and the nursing process. On-site clinical instruction, supervision, evaluation, and placement will be the responsibility of the qualified college nursing faculty. To pass, each student must show satisfactory evaluation in all expected behaviors of the CORE elements as per clinical practicum objectives. Failure to meet the objectives identified in the clinical course will result in failure of the course.

NUR 117 RN Clinical Nursing II

Prerequisites: NUR 106; NUR 116 Co-Requisite: NUR 107

Credits: 2.0 / Course Hours: 60

This clinical course further introduces the novice nurse to the clinical setting; supports NUR 107; teaches/reinforces the nursing skills and procedures for: therapeutic communication, infection control, vital signs, health and physical assessment, safe medication administration, skin and wound care, cultural and spiritual aspects of care, nutrition, urinary and bowel systems, universal code system; and related disorders. Students will participate in supervised pre-clinical simulated experiences and remediation in a formal patient care setting. The essentials of "OMEGA-7" provide the conceptual framework for critical thinking in approaching healthcare and the nursing process. On-site clinical instruction, supervision, evaluation, and placement will be the responsibility of the qualified college nursing faculty.

NUR 118 RN Clinical Nursing III

Prerequisites: NUR 107; NUR 117 Co-Requisite: NUR 108

Credits: 2.0 / Course Hours: 60

This clinical course further introduces the advanced learner nursing student to the clinical setting; supports NUR 108; teaches and reinforces the nursing skills and procedures for: therapeutic communication, infection control, vital signs, health and physical assessment, safe medication administration, skin and wound care, cultural and spiritual aspects of care, nutrition, urinary and bowel systems, universal code system; preoperative and postoperative care, oxygenation, fluid and electrolyte balance, and related disorders. Students will participate in supervised pre-clinical simulated experiences and remediation in a formal patient care setting. The essentials of "OMEGA-7" provide the conceptual framework for critical thinking in approaching healthcare and the nursing process. On-site clinical instruction, supervision, evaluation, and placement will be the responsibility of the qualified college nursing faculty.



NUR 124 Maternal / Newborn / Pediatrics

Prerequisites: NUR 101, 102, 103, 112, 113 Co-Requisite: NUR 104, NUR 114

Credits: 2.0 / Course Hours: 20

This course is a continuation of the study of the nursing process with an emphasis on the theory and skills for practical nursing in the care of maternal, newborn and pediatric patients with normal and abnormal prenatal, antepartum, labor, and postpartum needs. This includes care of the newborn through adolescence. The course instruction is 2 hours in the classroom each week. The essentials of "OMEGA-7" provide the conceptual framework for critical thinking in approaching health and the nursing process.

NUR 180 PN Practicum

Prerequisites: Completion of all courses excluding NUR 190

Credits: 7.0 / Course Hours: 210

Upon successful completion of all required practical nursing (PN) program courses, labs and clinical nursing, the student has the opportunity to integrate and apply the content of the PN curriculum. The student is assigned in hospitals, long-term care, correction facilities and other community health agencies under the oversight of a quality nurse faculty. Direct contact with the student is maintained through site visits to the agency by the program's clinical coordinator, and meeting with the student and the preceptor. The student is required to complete written assignments and all course evaluations and other requirements for successful completion of NUR 180. The essentials of "OMEGA-7" provide the conceptual framework for critical thinking and for the integration and evaluation of health and the nursing process. Successful completion of NUR 180 and the PN Practicum is required for graduation.

NUR 190 Nursing Leadership

Prerequisites: Completion of all courses excluding NUR 180

Credits: 2.0 / Course Hours: 20

This course is designed to introduce the practical nurse student to the basic principles of leadership and management in a variety of work place settings. Emphasis is placed on interpersonal skills and techniques relevant to organizing patient care, teamwork, time management, assigning tasks to other personnel, and seeking opportunities for lifelong education in the nursing profession. Active participation and application of critical thinking are utilized through questions, discussion, and self-assessments to provide the student with practical and efficient aids to learning. The student will also acquire problem solving skills, discover learning strategies, tips on taking the NCLEX-PN, guidance on the job search, and an in-depth discussion on the distinction between supervision, delegation, and assignment of tasks.

NUR 191 Legal and Professional Issues

Prerequisites: NUR 108

Credits: 2.0 / Course Hours: 20

The course discusses the intersection of evidence-based nursing practice with legal and professional issues. Encompassing the recent expansion of nursing practice in the present century, the course provides important information on the laws that govern nursing practice, standards of care, patient rights, living wills and advance directives. On-the-job legal risks are covered, as well as nurses' off duty legal rights, and aspects of legal/medical documentation. Ethics, the law, and nursing practice are examined concerning moral dilemmas and decision-making in the nursing profession.

NUR 201 Adult Health Nursing I

Prerequisites: NUR 108; Co-Requisite: NCL 170

Credits: 6.0 / Course Hours: 40

This clinical course further introduces the novice nurse to the clinical setting; supports NUR 107; teaches/reinforces the nursing skills and procedures for: therapeutic communication, infection control, vital signs, health and physical assessment, safe medication administration, skin and wound care, cultural and spiritual aspects of care, nutrition, urinary and bowel systems, universal code system; and related disorders. Students will participate in supervised pre-clinical simulated experiences and remediation in a formal patient care setting. The essentials of "OMEGA-7" provide the conceptual framework for critical thinking in approaching healthcare and the nursing process. On-site clinical instruction, supervision, evaluation, and placement will be the responsibility of the qualified college nursing faculty.

NUR 210 Adult Health Nursing II

Prerequisites: NUR 201; Co-Requisite: NUR 211

Credits: 4.5 / Course Hours: 55

This course is the second in a consecutive series of adult health/medical surgical nursing, which further introduces the student to nursing assessment and management with problems related to altered sensory; problems of oxygenation: transport; problems of oxygenation: perfusion; problems of ingestion, digestion, absorption, and elimination; and nursing care in specialized settings, including shock. The conceptual framework (OMEGA-7) for developing critical thinking to approach health is integrated throughout the course. The lab application content includes: nursing professionalism; dosage calculations; electronic medical record (EMR) documentation; health history and physical assessment; thorough nursing assessment and management of the visual and auditory systems and problems, integumentary system and problems, burns, respiratory system and problems, hematologic system and problems, cardiovascular system and problems, gastrointestinal system and problems, and shock (SIRS, MODS).

NUR 211 RN Clinical Nursing IV

Prerequisites: NUR 201; Co-Requisite: NUR 210

Credits: 2.0 / Course Hours: 60

This clinical course supports NUR 201 and NUR 210 and teaches RN nursing skills and procedures related to adult health nursing. The essentials of "OMEGA-7" provide the conceptual framework for critical thinking in approaching health and the nursing process. On-site clinical instruction, supervision, evaluation and placement will be the responsibility of the qualified nursing instructor. ATI testing is required on subjects related to term courses.

NUR 212 RN Clinical Nursing V

Prerequisites: NUR 211; Co-Requisite: NUR 220

Credits: 1.5 / Course Hours: 45

This clinical course supports NUR 220 and teaches the Registered Nurse nursing skills and procedures related to adult health nursing. The essentials of "OMEGA-7" provide the conceptual framework for critical thinking in approaching health and the nursing process. On-site clinical instruction, supervision, evaluation and placement will be the responsibility of the qualified nursing instructor. ATI testing may be required on subjects related to term courses.

NUR 213 RN Clinical Nursing VI

Prerequisites: NUR 211, NUR 212; Co-Requisites: NUR 232, NUR 233

Credits: 2.0 / Course Hours: 60

This clinical course supports NUR 232 and teaches the RN nursing skills and procedures related to mental health nursing care. The essentials of "OMEGA-7" provide the conceptual framework for critical thinking in approaching health and the nursing process. The clinical objectives are based on the American Nurses Association (ANA) clinical standards for nursing practice, the Quality and Safe Education for Nurses (QSEN) competency standards for nursing, and the Oregon State Board of Nursing (OSBN) Division 45 Standards and Scope of Practice for the Registered Nurse. Clinical performance and evaluation is based on clinical practicum objectives and expected behavior outcomes that include CORE elements of the individual course objective that must be satisfactorily met (passing grade) to progress towards course and program objectives. The student is expected to demonstrate competencies in each course by meeting the CORE elements and expected behaviors specified in the course objectives. Students are expected to progress in performance as they advance through each course and the program. To pass, each student must show satisfactory evaluation in all expected behaviors of the CORE elements as per clinical practicum objectives. Failure to meet the objectives identified in the clinical course will result in failure of the course. Onsite clinical instruction, supervision, evaluation and placement will be the responsibility of the qualified nursing instructor. ATI testing is required on subjects related to term courses.

NUR 220 Adult Health Nursing III

Prerequisite: NUR 210; Co-Requisites: NCL 250, NUR 212

Credits: 4.5 / Course Hours: 55

This course is the third and final in a consecutive series of adult health/medical surgical nursing, which further introduces the student to nursing assessment and management of problems with urinary function; problems related to regulatory and reproductive mechanisms; problems related to movement and coordination; and nursing care in specialized settings. The conceptual framework (OMEGA-7) for developing critical thinking to approach health is integrated throughout the course. The lab application content includes: nursing professionalism; dosage calculations; electronic medical record (EMR) documentation; health history and physical assessment; thorough nursing assessment and management of the urinary system and problems, the endocrine system and problems, the reproductive system and problems, the nervous system and problems, the musculoskeletal system and problems, the critical care arena, emergency, terrorism, and disaster nursing.

NUR 221 Maternal Newborn Nursing

Prerequisite: NUR 201

Credits: 5.0 / Course Hours: 70

The student will gain an understanding of the maternity and new born health care needs. The course will include community-based maternal health care, special reproductive issues, physiologic and psychological adaptation of the woman during pregnancy, role of the nurse in prenatal care and assessment, labor and the concept of pain management, postpartum and newborn care and at risk child bearing.

NUR 222 Pediatric Nursing

Prerequisite: NUR 221

Credits: 2.5 / Course Hours: 35

The student will gain an understanding of the foundation of pediatric nursing care including physical assessments, special procedures and treatments, chronic illness, and caring for children and their families. Also included in this course is a review of nursing care of the child with health disorders of the major body systems.

NUR 232 Mental Health Nursing

Prerequisite: NUR 220; Co-Requisite: NCL 260, NUR 213

Credits: 4.0 / Course Hours: 40

The student will gain an understanding of the prevalence of mental illness issues and psychiatric disorders, as well as disparities in access to mental health care and treatment. Topics covered in this course are mental health assessment, special issues related to psychiatric and mental health nursing, components of the nurse-client relationship and special treatment modalities.

NUR 233 Geriatric Nursing

Prerequisite: NUR 220

Credits: 2.5 / Course Hours: 25

This course is designed to instruct gerontological nursing to the student nurse. The student will gain an understanding of applying wellness to the care of the older adult, applying theories that are pertinent, comprehending geriatric assessment and assessment of the major body systems. An overview of psychological and physiological and cognitive functions will be discussed.

NUR 280 ADN Practicum

Prerequisites: Completion of all courses excluding: NUR 291 & NCL 270

Credits: 4.0 / Course Hours: 120

Upon successful completion of all required registered nursing (RN) program courses, labs and clinical nursing, the student has the opportunity to integrate and apply the content of the curriculum. The student is assigned in hospitals, long-term care, clinics, correctional facilities and other community health agencies under the oversight of qualified nurse faculty. Direct contact with the student is maintained through site visits to the agency by the program's clinical coordinator, and meeting with the student and the preceptor. The student is required to complete written assignments and all course evaluations and other requirements for successful completion of NUR 280. The essentials of "OMEGA-7" provide the conceptual framework for critical thinking and for the integration and evaluation of health and the nursing process. Successful completion of NUR 280 is required for graduation.

NUR 291 Leadership and Management

Prerequisite: NUR 191

Credits: 2.0 / Course Hours: 20

The course provides the student symbiotic elements of leadership and management, with emphasis on problem solving and critical thinking. Other topics for this course are legal and ethical issues in nursing, operational planning, time management, understanding power and organizing patient care. The student develops team building, staffing needs, delegation, conflict managing, appraising and managing problem employee skills.

PHA 101 Introductory Clinical Pharmacology

Prerequisite: None

Credits: 3.0 / Course Hours: 30

This course is the first of a two-term series that covers clinical pharmacology and the integration of pharmacological principles into nursing practice. It includes the general principles of drug therapy and specifics of each drug classification, including their uses, mechanisms of action, contraindications, precautions, interactions and adverse effects. This course focuses on drugs affecting the immune system; central, peripheral and autonomic nervous systems; gastrointestinal system and includes chemotherapeutic agents. Nursing processes include assessment, monitoring, managing adverse effects, and patient education, with an emphasis on developing the clinical judgement necessary for patient care and safety.

PHA 102 Pharmacology

Prerequisite: PHA 101

Credits: 2.0 / Course Hours: 20

This course is the second of a two-term series that covers clinical pharmacology and the integration of pharmacological principles into nursing practice. It includes the specifics of each drug classification, including their uses, mechanisms of action, contraindications, precautions, interactions and adverse effects. This course focuses on drugs affecting the endocrine system; renal system; cardiovascular system; respiratory system and reproductive system. Nursing processes include assessment, monitoring, managing adverse effects, and patient education, with an emphasis on developing the clinical judgment necessary for patient care and safety.

PRD 120 Professionalism

Prerequisite: None

Credits: 3.0 / Clock Hours: 30 / Outside Clock Hours: 15

This course is provided to help students better prepare for their transition from college into the workplace and career. The course will provide a discussion of what it means to be a professional and how to act professionally. It will include discussion on appropriate behaviors in the workplace and medical setting, including HIPAA, patient confidentiality, conflict resolution, and ethical issues. The course will cover topics such as: career exploration, job search strategies, leadership and community development, as well as preparation and review for the CMA (AAMA) certification.

“The student services department has been fantastic with resume assistance and job placement”

- Rebecca H. LPN Graduate

PSY 101 Psychology I

Prerequisite: None

Credits: 4.0 / Course / Clock Hours: 40 / (MA) Outside Clock Hours: 20

This course explores the fundamentals of the psychological research methodology in the context of human development, memory, consciousness, motivations, emotions, personality, and mental disorders. Basic theories of therapy will be addressed to assist student understanding of human behavior and cognitive processes.

PSY 201 Human Growth and Development

Prerequisites: None

Credits: 4.0 / Course Hours: 40

Students receive instruction in the basic principles, stages, concepts and theory of human growth and development. The student will examine human emotional, psychological, intellectual and social development throughout the lifespan. Particular emphasis is placed on the application of these studies to professional healthcare activities and education.

SOC 110 Sociology I

Prerequisites: None

Credits: 4.0 / Course Hours: 40

An introduction to the sociological perspective and to the study of sociology as a scientific discipline. Sociology 110 will examine human social behavior, focusing on individuals and groups as well as the study of social factors including status, role, race, class, sex, and age. This course will also focus on societal structure, stratification, institutions, groups, and organizations by cultural processes such as socialization and group interaction.



Education with Integrity

"I tried getting into a RN program for 10 years prior to starting at Sumner College. I am now a RN working at Coffee Creek Corrections. The instructors were awesome."

- David D. RN Graduate

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COLLEGE

INFORMATION & STUDENT RESOURCES





LIBRARY SERVICES

The LIRN collection provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from Gale, Cengage, ProQuest, EBSCO, eLibrary, Books 24x7, and more, covering topics for General Education, Business, and Medical programs. The LIRN library is available to all enrolled students at Sumner College. Students will be given a user name and password to access the database while they are enrolled at the college.

Sumner College makes every effort to provide students with an atmosphere conducive to learning. A student library is available for all current students to use for educational purposes. Students may check out books, with the exception of reference texts, for two weeks. Any lost or damaged books will be charged to the student based on the current market price of the book. Wireless and high speed internet are available in the library.

REFUND AND CREDIT POLICY

In the event that a student terminates attendance prior to the completion date, the student may be entitled to a refund of unused tuition. This policy shall apply to all withdrawals for any reason, by either party. The percentage of the student's program completion will be based on the unit of measurement (enrollment period) of that program as registered with the State of Oregon and as set forth in this catalog. Any refund will be calculated on the basis of the published class schedule, using the last date of attendance as the termination date. An applicant may cancel their enrollment at any time before the commencement of their training by giving written notice to the college; and all monies paid by applicant will be refunded if notice of cancellation is received within five business days after signing the Enrollment Agreement. An applicant requesting cancellation subsequent to five business days after signing the Enrollment Agreement but prior to beginning classes shall be entitled to a refund of all tuition monies paid to the college and the application fee if cancellation of enrollment occurs within 5 business days. Supplies purchased through Sumner College are nonrefundable.

Nonrefundable fees that are charged after the first day a student attends class are the application fee, the registration fee, and the lab fees. Lab fees are prorated based on the point in which the student drops. The graduation fee is nonrefundable if it is charged in the first academic year. If training is terminated by the student or Sumner College for any reason after entering classes, unless the college has discontinued the program of instruction, the student is financially obligated to the college according to the following formula:

Please refer to following page for the formula.

"I hope to make my mother proud and keep the legacy alive by being a nurse and giving back"

-Rachel S. LPN Graduate

BOOKSTORE

Sumner College has determined an estimated cost of books for each program based on the market value of the textbooks. The college makes every attempt to ensure reasonable book costs to the student while continuing to utilize the most current edition of all texts. ISBN numbers are provided for those student who wish to purchase their textbooks independently. ISBN numbers can be found on our website: www.sumnercollege.edu under the Booklists section at the bottom of our homepage.

TUITION AND FINANCIAL INFORMATION

Associate Degree in Nursing Program

Application Fee.....	\$200
Program Tuition.....	\$46,720
Books and Supplies.....	\$5,075
Graduation Fee.....	\$40

Practical Nursing Program

Application Fee.....	\$50
Registration Fee.....	\$100
Program Tuition.....	\$27,180
Books Lab Fees and Supplies.....	\$3,365
Graduation Fee.....	\$40

Medical Assisting Program

Application Fee.....	\$50
Registration Fee.....	\$50
Program Tuition.....	\$11,270
Books and Supplies.....	\$1,600
Graduation Fee.....	\$40

NCLEX REIMBURSEMENT PROGRAM

Graduates of the Practical Nursing and Associate Degree in Nursing program will be reimbursed for the costs to take the NCLEX if they sit for the exam within 45 days after the term ends. Reimbursement costs include the state application fee (any state), the costs of fingerprinting, and the Pearson Vue exam fee. Reimbursement checks will be sent within 10 business days after the date in which the exam was completed.

STATE OF OREGON CANCELLATION AND REFUND POLICY

(a) Tuition shall be charged by the credit hour or by fixed rate for instruction during an academic semester, quarter, or shorter term. No student is obligated for tuition charged for a term that had not commenced when the student withdrew or a term that was truncated by cessation of school services.

(b) Except as noted below in this section, fees not included in tuition shall not exceed five percent of full-time tuition for any term in which separate fees are charged. One-time application or admission fees may exceed 5 percent of first-term tuition but shall not exceed \$200. Lab or equipment fees related to the actual necessary operational costs of specific courses may exceed 5 percent of tuition provided that the fees are made known to students prior to enrollment in the course. Nominal fees for late payments, course withdrawals and the like are acceptable.

(c) After classes begin for a term, a student who withdraws from a course is eligible for a partial refund through the middle week of the term. Refunds shall be based on unused instructional time and shall be prorated on a weekly basis for schools using a semester, quarter or nontraditional calendar. Without specific office approval, refund rates shall not be differentiated on the criteria of a student's source of income or loan repayment obligations except as otherwise required by law.

(d) Any fees for credit transferred, for credit attempted or earned by examination or portfolio must be based on the cost of service actually provided, ordinarily less than the cost of regular instruction. The mere award of credit does not justify a fee.

(e) Academic policies shall not artificially prolong the enrollment of a failing student with the effect of increasing financial obligation.

(f) Separation from the school for reason of discipline or other administrative action shall not cause forfeiture of ordinary refund amounts.

If the student completes this amount of training:	The school may keep this amount of the tuition cost:
One week or up to 10% whichever is less	10%
Two weeks or up to 20% whichever is less	20%
Three weeks or up to 30% whichever is less	30%
Four weeks or up to 40% whichever is less	40%
More than 50%	100%

STATE OF WASHINGTON CANCELLATION AND REFUND POLICY

1) The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is cancelled by the school.

2) The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.

3) The school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record system.

4) If training is terminated after the student enters classes, the school may retain the registration fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following table:

5) When calculating refunds, the official date of a student's termination is the last day of recorded attendance:

(a) When the school receives notice of the student's intention to discontinue the training program; or,

(b) When the student is terminated for a violation of a published school policy which provides for termination; or,

(c) When a student, without notice, fails to attend classes for thirty calendar days.

6) All refunds must be paid within 30 calendar days of the student's official termination date.

If the student completes this amount of training:	The school may keep this amount of the tuition cost:
One week or up to 10% whichever is less	10%
More than one or 10% whichever is less but less than 25%	25%
25% through 49%	50%
More than 50%	100%



FEDERAL RETURN OF FUNDS POLICY

The Financial Aid office calculates federal financial aid eligibility for students who withdraw, drop out, or are dismissed prior to completion of 60% of the term. The calculation for credit hour programs is based on the percentage of aid earned using the following formula: Percentage earned is equal to number of days completed up to the withdrawal date divided by the total days in the term. The calculation for clock hour programs is based on the percentage of aid earned using the following formula: Aid to be returned is equal to 100% minus the percentage earned times the amount of aid disbursed to institutional charges. When less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned is determined by subtracting the earned amount from the amount actually disbursed. Sumner College will distribute the unearned aid back to the Title IV federal programs as specified by the Higher Education Act. The order of Return of Funds by the School are as follows if needed:

- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Direct PLUS (Parent) Loan
- Pell Grant
- FSEOG

The student is responsible for paying the amount owed to the Title IV programs, and any amount due to Sumner College. The student must immediately contact the business office to make payment arrangements. Withdrawal date is defined as the actual date the student initiated the institution's withdrawal process, or the last date of recorded student attendance. Students who miss more than 10 consecutive school days are automatically withdrawn from the program. Please see the Financial Aid office for additional information or questions regard the State of Oregon Cancellation and Refund Policy or the Federal Return of Funds Policy.

FERPA

Notification of Rights under FERPA for Postsecondary Institutions The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a post-secondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Sumner College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school 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 school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's 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.

3. The right to provide written consent before the colleges discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Sumner College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee.

A school official also may include a volunteer or contractor outside of Sumner College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Sumner College. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Sumner College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
SW Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student. To other school officials, including teachers, within Sumner College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(l)(i)(B)(J)-(a)(l)(i)(B)(2) are met. (§99.31(a)(l)) The student's enrollment or transfer subject to the requirements of §99.34. (§99.31(a)(2)) To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs.

Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.(a)(10)) Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13)) To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))



ADVANCE STANDING

Sumner College does not recognize any advance placement or non-collegiate learning credits as a substitute for transfer credits.

ACADEMIC YEAR

An academic year is three (3) academic quarters. An academic quarter is any quarter that the student attended in any program at the school during which the student attempted any course that is included in their program. This will be counted for purposes of determining the students applicable academic year.

COURSE NUMBERING SYSTEM

Sumner College uses a standard or conventional college course number system to denote the progressive development of knowledge levels and difficulty as our student progress through their program of study and learning. 100 level courses designate freshman year equivalent levels of study and learning while 200 level courses designate sophomore year equivalent levels of study and learning.

Within that general course numbering Sumner uses the progressive sequencing of the numbers to denote logical program progression. For example, ENG 102 is English Composition, the entry level English composition course, ENG 115 is Expository Writing, a more advanced composition course, and ENG 116 is English and Writing, the most advanced of the three English composition classes. In the nursing program classes, BIO 131 is Anatomy and Physiology I, BIO 132 is Anatomy and Physiology II, BIO 133 is Anatomy and Physiology III, NUR 221 is Maternal Newborn Nursing, NUR 222 is Pediatric Nursing, and NUR 232 is Mental Health Nursing with the course numbering indicating the more advanced nature of these courses.

CREDIT HOUR CONVERSION

Credit for the education programs at Sumner College is calculated on the basis of quarter credit hours. The credit hour allocations at Sumner College follow Oregon State guidelines as defined in OAR 583-030-0015, approximately 30 hours of student work to earn 1 quarter credit. For each 1 quarter credit hour earned, the student will spend a minimum of 10 hours in the classroom, with an additional 20 hours minimum of equivalent laboratory activity, assigned homework, or some other closely related activity such as outside projects.

CFR CREDIT HOUR DEFINITION 34 CFR 660.2

Credit hour: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is 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. 34 CFR 668.8

(k) *Undergraduate educational program in credit hours.* (1) Except as provided in paragraph (k)(2) of this section, if an institution offers an undergraduate educational program in credit hours, the institution must use the formula contained in paragraph (l) of this section to determine whether that program satisfies the requirements contained in paragraph (c)(3) or (d) of this section, and the number of credit hours in that educational program for purposes of the title IV, HEA programs, unless—

(i) The program is at least two academic years in length and provides an associate degree, a bachelor's degree, a professional degree, or an equivalent degree as determined by the Secretary; or (ii) Each course within the program is acceptable for full credit toward that institution's associate degree, bachelor's degree, professional degree, or equivalent degree as determined by the Secretary provided that—

(A) The institution's degree requires at least two academic years of study; and

(B) The institution demonstrates that students enroll in, and graduate from, the degree program.

(2) A program is considered to be a clock-hour program for purposes of the title IV, HEA programs if—

(i) Except as provided in paragraph (k)(3) of this section, a program is required to measure student progress in clock hours when—

(A) Receiving Federal or State approval or licensure to offer the program; or

(B) Completing clock hours is a requirement for graduates to apply for licensure or the authorization to practice the occupation that the student is intending to pursue;

(ii) The credit hours awarded for the program are not in compliance with the definition of a credit hour in 34 CFR 600.2; or:

(iii) The institution does not provide the clock hours that are the basis for the credit hours awarded for the program or each course in the program and, except as provided in §668.4(e), requires attendance in the clock hours that are the basis for the credit hours awarded.

The requirements of paragraph (k)(2)(i) of this section do not apply to a program if there is a State or Federal approval or: licensure requirement that a limited component of the program must include a practicum, internship, or clinical experience component of the program that must include a minimum number of clock hours.

(l) Formula. (1) Except as provided in paragraph (l)(2) of this section, for purposes of determining whether a program described in paragraph (k) of this section satisfies the (i) A semester hour must include at least 37.5 clock hours of instruction; requirements contained in paragraph (c)(3) or (d) of this section, and of determining the number of credit hours in that educational program with regard to the title IV, HEA programs—

(ii) A trimester hour must include at least 37.5 clock hours of instruction; and:

(iii) A quarter hour must include at least 25 clock hours of instruction.

CREDIT POLICY

The allocation of credit for Sumner College course work is based on the quarter system. Classroom instructional hours are typically 50 minutes each with a 10 minute break.

Classes typically meet four hours each week for a period of ten weeks. Homework is assigned and graded each week. Students are expected to spend approximately two hours of time outside of class on homework for every one hour of classroom lecture. The course syllabus details the specific credit requirements, including homework and the grading system for each course of instruction.

The award of Sumner College credit is in compliance with the requirements of the State of Oregon and adheres to the United States Code of Federal Regulations (CFR) Sections 34 CFR 600.2 and 34 CFR 668.8. The regulations are available on line at ecfr.gpoaccess.gov and are also available on campus along with the Sumner College policy and procedure relating to the award of credit upon request from the Dean of Students.

Students are advised to consider their time availability when committing to any program of instruction based on the total number of hours their studies will require each week. A full-time student is one who is taking twelve or more credits during each ten week term.

Sumner College Credit Requires:

- One lecture credit is based on 10 hours of classroom instruction and 40 hours of assigned homework.
- One lab hour of credit is based on 20 hours of supervised work.
- As required by the Oregon State Board of Nursing (OSBN), one nursing program lab hour of credit is based on 30 hours of supervised work.

CREDIT HOUR DEVELOPMENT PROCEDURE

Consistent with Sumner College policy on the award of credit, the requirements of the State of Oregon and the United States Code of Federal Regulations (CFR) Sections 34 CFR 600.2 and 34 CFR 668.8, the following procedure is established in order to ensure that a fair and reasonable standard of assessment is applied to curriculum development and to the award of college credit for all coursework undertaken at this institution.

RATIONALE FOR CURRICULUM DEVELOPMENT

Sumner College curriculum is developed based upon identified and verified occupational needs. The articulated need may be identified by any number of sources including:

- Inquiry and requests by potential, past, and present students
- Sumner College faculty and administration
- Sumner College professional advisory boards
- Media and other public sources

Verification would consist of more detailed research into the request and background, including an examination of all available data. State and Federal job market projections and United States Department of Labor occupational studies would be examined as would any additional sources of information the school might be able to develop. Professional contacts and information from within the particular industry of the suggested position would be strongly solicited and heavily relied upon in determining the need for a particular program.

The basic rationale is that there is a professional training need Sumner College can fill in order to help become employable and productive members of our community. It is the overarching intent of Sumner College to ensure that our students are not only employable in terms of the professional training we provide, but that our graduates actually obtain employment.

PROCESS FOR CURRICULUM DEVELOPMENT

Once a program decision is made, extensive research is pursued into what training is actually required in order for a person to be both employable and successful in the occupational specialty. This research involves close involvement with many of the same contacts and source material as was employed in the initial determination phase. The United States Department of Labor along with other federal and state job specific information is accessed in order to see exactly what is required in terms of job skills in any given occupation. The professionals actually working in this field, their employers and representative are contacted to ensure that curriculum is developed that will meet the needs of the profession.

If licensure is required, those standards and requirements are extensively reviewed, the licensure authority contacted, and all of the development work progresses in close cooperation with that licensure authority or board. Beyond these critical steps and data gathering, the Sumner College process is for our faculty to continue their input by working closely with the Department Chair of the selected professional area on the program design and the curriculum development. Syllabi are developed in close cooperation between the Department Chair, faculty members and college administration with consultation, review and input from outside professional sources including any program advisory board. Additionally, all programs are compared with public and other private colleges in the area to ensure consistency and the comparative strength of our programs.

SCHEDULING OF CLASSES

Sumner College schedules all classes programmatically and in sequential, back to back, cohort blocks of instruction. This scheduling method allows all students to move through their training in the most expeditious, consistent, and cohesive manner possible. Using this modality, students have a specific program start date and a specific program end date. In this way, students are able to minimize their time in school, reduce overall costs, do career, and life planning.

By maximizing their use of time and other scarce resources, students are able to enter the workforce, not only well prepared, but far sooner than through a traditional training delivery program.

SCHOLARSHIP PROGRAM

Sumner College offers institutional scholarships. Sumner College recognizes current students who are inspired and motivated to earn a diploma or degree at Sumner College in the following programs;

- Associate Degree in Nursing
- Practical Nursing
- Medical Assisting

To be eligible for the Sumner College Scholarship, students must be attending a program of study at Sumner College. The scholarship award may be up to \$1,000.00 and will be applied to tuition and fees for the 1st academic year (or additional academic years for those who re-apply) at Sumner College's discretion. Please note the following additional criteria:

- No cash payment will be awarded for the recipient of the scholarship and no portion of the grant will be refunded to the student
- The scholarship will only be awarded to tuition and fees
- Students must be attending Sumner College full time with unmet financial need (if using federal funding) and have completed their first term of study at Sumner College to be eligible to apply for the scholarship
- Students must be in good standing (attendance, GPA, SAP and classroom participation) with Sumner College
- The scholarship recipient must have a valid ISIR on file with Sumner College for the applicable award year and have all available federal and state financial aid applied to their tuition and have a remaining unmet financial aid balance for their tuition, unless the student is paying cash
- The scholarship award will be applied to the last term of each academic year only; however, students may re-apply for the Sumner College Scholarship for consideration towards additional academic years
- Applications for the Sumner College Scholarship are available online at sumnercollege.edu/sumner-scholarships/?.
- Up to five recipients will be selected each academic year.

- In addition to completing this application all applicants are required to submit a 500-1000 word typed essay explaining how the Sumner College Scholarship will help them achieve their academic goals.
- The deadline for submitting a completed application is no later than the end of the fourth week of the student's second term.
- Completed applications must be emailed at scholarships@sumnercollege.edu.
- The scholarship recipient will be notified within 30 days after the respective deadline for submission.

GRADING PROCEDURES

STUDENT GRADES

Grades are submitted to the registrar by the instructors at the college. The instructors have 10 business days to submit their grades to the registrar at the end of the term. Grades will be available for viewing on the Student Portal.

Academic Grade Scale / Grade Point Equivalent:		
94 - 100	A	4.0
90 - 93	A-	3.7
87 - 89	B+	3.3
84 - 86	B	3.0
80 - 83	B-	2.7
77 - 79	C+	2.3
74 - 76	C	2.0
70 - 73	C-	1.7
67 - 69	D+	1.3
64 - 66	D	1.0
60 - 63	D-	0.7
59 - Below	F	0.0
Incomplete	I	0.0
Withdraw	W	0.0
Transfer	T	0.0

DROPPING A COURSE

Students who drop a course prior to 60% of the total class hours scheduled being taught will receive a 'W' on their transcript. Students who drop a course after this point will be graded out of the course and a final grade will be listed on their transcript. This final grade will be calculated into their GPA and CGPA.

SATISFACTORY ACADEMIC PROGRESS (SAP)

STANDARD OF ACADEMIC PROGRESS

To assist students in accomplishing their academic goals, the college reviews the academic progress of all students each term. Satisfactory Academic Progress (SAP) is defined as achieving a term grade point average (GPA) of 2.00 or better and a cumulative grade point average (CGPA) of 2.0 or better.

THE PURPOSE OF THE STANDARD

To assist each student in accomplishing his/her educational goal and to ensure that all students conform to and meet the minimum standards of academic achievement by:

- Alerting the student and the college to academic difficulties or deficiencies
- Provide an opportunity for the college to be of assistance to the student in setting and achieving academic goals
- Assisting the student in utilizing the facilities and personnel of the college
- Creating an atmosphere in which the student may be successful in his/her pursuit of an education

Satisfactory academic progress is measured for all students by GPA, CGPA, and by progress toward program completion. Satisfactory academic progress is defined for all students as achieving a cumulative grade point average (CGPA) of 2.00 or better. GPA and CGPA are calculated on a weighted 4.0 scale. This policy specifies a maximum time frame not to exceed 150% of the normal program length as defined by Sumner College for each of its programs. Regardless of any academic progress factors, all programs of study must be completed within a maximum time frame of 150% of the normal time that program would ordinarily require. Progress toward completion is measured by dividing the number of credits successfully earned by the number of credits attempted. The minimum successful completion rate is 66%. Students failing to meet the requirements set forth by the SAP policy will be placed on Academic Probation. Any student who meets the requirements of SAP but does not complete the program within the maximum allotted time frame will not be given a diploma, but may receive a course completion certificate.

PROGRAM PROGRESSION

In the event a student fails (F) a course, the student will not be allowed to progress to the following term until the student passes the course in which they failed. The student is allowed to retake any course one time in an attempt to improve the grade for the course in which they failed. If the outcome of the second attempt results in another failing grade (F), the student will be withdrawn from the program and the college. *Please see Nursing Program Academic Progression for NUR passing grade definitions.*

NURSING PROGRAM ACADEMIC PROGRESSION

Nursing students must earn a minimum of a 'C-' in all NUR core classes to be eligible to progress in the program. Nursing core classes include all academic courses with a NUR prefix. If a student earns a grade lower than a 'C-' in a NUR course, the student is required to retake the course in the next rotation in which it is scheduled. If a student is unable to earn a minimum of a 'C-' after the second attempt, the student is withdrawn from the program.

ACADEMIC REVIEW

At the end of each term, the college reviews the grade point average (GPA) of all enrolled students. If a student's term GPA or CGPA falls below 2.00, that student is immediately notified of their academic status, referred to the Department Chair for academic assisting and placed on academic probation. Students on academic probation retain eligibility for financial aid.

MINIMUM ACADEMIC REQUIREMENTS & EVALUATION POINTS

Students must also achieve a minimum of the following cumulative grade point average (CGPA) at the specified program evaluation points in order to remain enrolled as a regular student and to continue to receive financial aid:

- At 25% of the maximum program time frame, students must achieve a CGPA of 2.0 and successfully complete 55% of all credits attempted.
- At 50% of the maximum time frame, students must achieve a CGPA of 2.0 and successfully complete 60% of all credits attempted.
- At 75% of the maximum time frame, students must have a CGPA of 2.0 and successfully complete 70% of all credits attempted.
- At 100% of the maximum time frame (or graduation, whichever comes first), students must have completed all of the program requirements with a CGPA of 2.0 or higher **are placed in an extended enrollment status. Probation is not permitted at this point.**

Any student who does not meet the above mentioned requirements will be placed on academic probation. Failure to comply with academic probation remediation requirements will lead to academic suspension and ultimately dismissal.

ACADEMIC PROBATION & SUSPENSION STATUS

A student in probationary status at Sumner College must attain a GPA and CGPA of 2.0 or above in the next term. If a student attains a GPA and CGPA of 2.0 or above, they are released from academic probation. A student who is unable to attain a GPA and CGPA of 2.0 in the following term is placed on academic suspension. A student placed on academic suspension may not re-enroll at Sumner College for at least one academic year with the exception of extenuating circumstances. The decision to

allow a student to return from academic suspension will be made by the College president in consultation with the Dean of Students and that student's Department Chair. Any student allowed to enroll upon returning from academic suspension must maintain a GPA above 2.0 in all subsequent terms of their program. A student unable to meet this standard upon returning from academic suspension will be academically dismissed from the college and will be ineligible for re-entry.

GRADE APPEALS

Students have the right to protection from inaccurate academic evaluation. Any students wishing to appeal a final grade due to improper evaluation may appeal the grade using the Grievance Procedure set forth by the college. Only final grades may be appealed and this policy does not apply to any specific assignment, test, quiz, or portion of the course. Any students wishing to appeal a final grade due to improper evaluation must meet with the instructor within seven (7) days after their final grade is issued.

The student should first discuss the course grade fully with the instructor of the course. If the matter cannot be resolved by consultation with the instructor, the student should use the departmental grade appeal procedure. Only final grades may be appealed. This policy does not apply to a specific assignment, quiz, test, or portion of the course. If the matter is not resolved at the instructor level, an appeal can be made to the Dean of Students, in accordance with the school's or College's appeals process.

The decision of the Dean of Students will be communicated to the student, the instructor and the Department Chair. If the matter is not resolved within the school or College, the student may appeal to the President. This appeal must be made within 10 consecutive calendar days after notification of the decision of the Dean of Students. The President shall review the full record of the case and appeal documents. At this level, the President may appoint an ad hoc academic appeals committee to review the record and provide advice on the matter. The decision of the President is final and will be communicated to the student, the instructor, the Department Chair and the Dean of Students.

ACADEMIC PROBATION

At any evaluation point, if a student does not meet the minimum standards for academic achievement, the student will be placed on probation until the next evaluation point. At the next evaluation point, if a student meets the minimum standards for academic achievement, the student will no longer be on probation. While on probation, if a student meets the minimum standards for academic achievement, the student will no longer be on probation. While on probation, if a student does not meet the minimum standards for academic achievement at the next evaluation point, the student will be dismissed unless there are mitigating circumstances. If there are mitigating circumstances which demonstrably affect the student's academic achievement, the student may continue

on probation for the next term. At the time which it will be determined that the mitigating circumstances have been resolved and did, in fact, affect the student's academic achievement and significant improvement has been achieved. Students on probation may still be eligible to receive Title IV funds or any other agency funding depending on the situation.

Re-establishing Satisfactory Progress

A student may reestablish satisfactory academic progress prior to the next review point by completing the missing coursework.

APPEALS FOR SUSPENSION

Students placed on academic suspension have no right of appeal. Students placed on suspension for other than academic reasons may appeal their suspension if they feel there are compelling reasons for reinstatement from suspension.

STEPS TO APPEAL

- Obtain an appeal form from the Dean of Students
- Meet with the Dean of Students to complete the appeal form

Appeal Decisions

The Dean of Students will render one of the following decisions:

Appeal approved: The student is expected to fulfill the expectations outlined on the Academic Appeal form. If the student does not fulfill the appeal expectations, they will be suspended for at least one term without the possibility of appeal.

Appeal denied: The student is suspended for one term and must complete a re-entry plan with the Dean of Students and their Department Chair before they will be allowed to enroll for the following term.

All students will retain a right to request an additional review by the College President. The decisions of the College President are final.

ATTENDANCE POLICY

Students who miss more than 20% of the total hours of any course will be automatically withdrawn from that course. Example: A 40 hour course is offered 4 hours per week; a student cannot miss more than 8 hours of the course or they will be withdrawn. If a student is withdrawn from a course due to attendance, they are allowed to retake the course one time. If a student is withdrawn from a course for attendance or fails a course on the second attempt, they are withdrawn from the program. If a student is withdrawn from the school based on attendance they must reapply to the school.

Re-admittance to the program will be decided on a case by case basis and determined by the Department Chair, Dean of Students, and the College President.

TARDINESS

Sumner College expects students to attend all scheduled classes and arrive to class on time. If a student arrives 15 minutes after the scheduled start time for any class offered on campus, the student will be recorded as tardy for the class. Additionally, if a student leaves up to 15 minutes before the instructor dismisses class, a tardy will be recorded for that student. Three (3) incidents of tardiness will result in the equivalent of one class absence.

CONDUCT POLICY

Satisfactory attendance and participation are necessary for the successful completion of any program of study. We feel that there is a direct correlation between attendance and success. Students are expected to attend classes regularly and to conduct themselves in a manner which is conducive to learning and is not disruptive to other students. We expect that students will adhere to our strict non-discrimination policy and will actively embrace potential differences in the student body population during their studies at Sumner College. To ensure compliance, and maintain a healthy, nurturing, learning environment for all, Sumner College maintains an evaluation program. A Student whose conduct and/or attendance is unsatisfactory may be:

- Given a warning
- Placed on probation
- Suspended from the school for a period of time
- Withdrawn from the Academic Program

REFRESHER COURSES

Graduates are eligible to return to Sumner College to retake or audit courses previously taken, based on space and availability within 3 years of their graduation date.

WITHDRAWAL

Should circumstances arise making it necessary for a student to leave Sumner College prior to graduation, the student will need to adhere to the following procedures:

- 1.) Set an appointment for an exit interview with the Department Chair.
- 2.) Set up an appointment for an exit interview with the Financial Aid Director if the student has received any loan funds during the enrollment. It is a federal requirement that all students who have received student loans while attending school must participate in an EXIT INTERVIEW with the Financial Aid office before they graduate or withdraw from school. Students will be given information about their loans, including the amounts borrowed, repayment terms, and debt management materials. The refund policy will be reviewed, and all students will be asked to sign a formal notice of withdrawal.

RE-ENTRY POLICY

If the student should wish to reenter Sumner College at a later date, that student must meet the requirements as follows:

- 1.) Pay off all overdue balances
- 2.) Pay the current re-entry fee
- 3.) Be enrolled on academic probation for one term
- 4.) Student must have been out of school for at least one term in order to be eligible for re-entry; and
- 5.) Demonstrate his/her desire and ability to satisfactorily complete the program

Please note that re-entry is at the discretion of the Department Chair and is subject to review. The administration reserves the right to take individual circumstances into consideration during any termination, appeal, and re-entry processes.

TERMINATION

Sumner College reserves the right to require withdrawal at any time of any student whose attitude or conduct is not in accordance with the ideals and standards of the college and the student conduct policy. Sumner does not wish to terminate any student, but such action may be necessary in cases where the following problems are not resolved: unsatisfactory attendance, poor conduct or attitude, unsatisfactory progress, dishonesty in any academic pursuit, destruction or theft of student or school property, or disrespectful behavior toward staff or other students.

Any student that is physically abusive or threatens physical abuse to an instructor, staff member and/or student will automatically be terminated without recourse.

Any student that exhibits poor conduct or attitude will first be warned by the instructor or Department Chair for this inappropriate behavior. If the student again exhibits poor conduct or attitude, the instructor may request that the student leave the campus immediately. If the student fails to leave when asked by the instructor, this will be grounds for termination. Any student that has been asked to leave the campus and complies, but again exhibits poor conduct or poor attitude upon his/her return, must then meet with the Department Chair to assess the situation. The Department Chair will have authority to allow the student to return to class or may refer the student to the Dean of Students for consultation. The purpose of this consultation will be to assist the student in making the necessary changes to be in compliance with Sumner College standards.

If it is determined during this conference that the student may continue enrollment at the college, the student must exhibit significant improvement or the student will be terminated.

Sumner College, in keeping with the local, state and federal laws, prohibits the possession, use, or distribution of drugs or alcohol by students, faculty, or staff while on school property or when involved in any school-sponsored activity.

If the student feels he/she has been unjustifiably terminated, the student may request an appeal in writing within one week of the termination. If the student should wish to re-enter the college at a later date, he/she must meet the requirements of the re-entry policy. Students who do not maintain satisfactory academic progress must follow the guidelines set forth in the college catalog. Students who do not maintain satisfactory attendance will be counseled by the Department Chair to determine whether the student should continue enrollment in the college.

In any one of these cases, an advisory conference with the College President and the student will be held, and at that time it will be determined whether extenuating circumstances need to be considered. The purpose of this conference will be to assist the student in making the necessary changes which will be in compliance with the college's standards. It is the policy of the college that any student may be terminated following this initial conference if significant improvement has not been evidenced. For a definition of satisfactory attendance, see "Attendance and Conduct Policy" elsewhere in this catalog. The administration reserves the right to take individual circumstances into consideration during termination, appeal, and the re-entry process.

APPEALS

Should a student disagree with the determination that he/she is not making satisfactory academic progress the student may file an appeal about that determination with the Dean of Students, and College President if necessary.



Educating Students Since 1974

ADDITIONAL TERMINATION POLICY FOR THE PRACTICAL NURSING PROGRAM

If a student exhibits unprofessional or unethical behavior, the Department Chair will evaluate the issues and determine a course of action that could include a written warning, disciplinary action, or termination. Repeated behaviors may cause termination from the program. Any student that is unprofessional or judged unsafe to practice in the clinical setting may also be terminated from the program. Termination from the program will require a recommendation from the Department Chair to the Dean of Students as in all student termination matters. Final discretion rests with the College President.

DISMISSAL & REINSTATEMENT

A student that has been dismissed due to not making **Satisfactory Academic Progress (SAP)** will not be allowed to return for at least one year. Before a student will be reinstated, the student must demonstrate his/her desire and ability to satisfactorily complete the program. Upon return, the student will be on probation for that term and must meet all satisfactory academic progress requirements to officially be reinstated.

EXTENDED ENROLLMENT

A student who is no longer in Satisfactory Academic Progress but wishes to continue his/her studies may be placed on a written and signed extended enrollment status. While on extended enrollment status the student will continue to study at their own expense, and will not be eligible for Title IV funds or any other agency funding. The student will remain responsible for payment of tuition and other costs.

While in this extended enrollment status, the student must attempt to correct their academic deficiencies by taking remedial courses, re-taking failed classes, or practicing previously learned skills to reestablish satisfactory academic progress. A student may not continue studies in an extended enrollment status for a period beyond the published maximum time frame and receive the original credential for which he or she enrolled. While on extended enrollment status, the student will be evaluated by the administration to determine the student's ability and desire to satisfactorily complete the program. Once a student has improved his/her CGPA, or successful completion percentage as outlined in the catalog

under "Minimum Academic Requirements", he or she may be reinstated as a regular student and re-establish his/her eligibility for Title IV funds or any other agency funding. Once the student has been reinstated as a regular student, he/she will be placed on Academic Probation for the next academic term. Successful completion of the term while on Academic Probation will result in the student being placed back in good standing with the college.

MITIGATING CIRCUMSTANCES & LEAVE OF ABSENCE

The President may grant a leave of absence and/or waive interim satisfactory standards for mitigating circumstances such as poor health, family crisis, or other significant occurrences outside the control of the student. These circumstances must be documented and it must be demonstrated by the student that the circumstances have had an adverse impact on the student's satisfactory progress in the academic program. The student will not receive credit while on a leave of absence. No waivers will be granted for graduation requirements.

COURSE REPEATS, INCOMPLETES, WITHDRAWALS, TRANSFERS, & GRADUATES ENROLLING IN ADDITIONAL PROGRAMS

Students have the option to retake academic classes and substitute the second grade in the calculation of the student's CGPA and successful course completion rate, if a grade of a C- or lower is earned. However, in no case may the student extend as a regular student beyond one and one-half times the normal program length in order to complete the program.

An "Incomplete" ("I" grade) will be given to any student who does not completely fulfill the requirements of a course. A grade may be substituted for the "I" if the student successfully completes the unfinished work within one academic term. Failure to complete the work required for a course before the end of the next term will result in the letter grade of "F." The grade of "I" will be calculated as credit attempted in the calculation of successful course completion percentage.

If a student takes a failed course more than once both the original credit hours and subsequent repetitions will be calculated as credits attempted in the successful course completion percentage. In calculating the CGPA, only the higher grade for the repeated course will be used. An incomplete grade, leave of absence and withdrawal will also be counted in the calculation

of successful course completion percentage if the student was charged for any portion of the class. Students are allowed to retake a course one time if they earn a 'C-' or lower.

Transfer credits from other institutions will not be used in the calculation of satisfactory academic progress or the Sumner College GPA/CGPA calculation. If a student transfers from another program within the institution, only those courses that apply to the new program will apply to the satisfactory progress calculation. If a student graduates from another program within the institution, only those courses that apply to the new program will apply to the satisfactory progress calculation.

STUDENT CODE OF CONDUCT

Academic Dishonesty

Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to: copying another's work from any source, allowing another to copy one's own work whether during a test or in the submission of an assignment, any attempt to pass off the work, data, or creative efforts of another as one's own and knowingly furnishing false information about one's academic performance to the college. If a student is found to have committed one or more of the acts listed above, the student may receive a failing grade on the assignment or exam in question, or fail the course. At the discretion of the President, Dean of Students, and Department Chair a student in violation of the above conduct policy may be terminated from the college.

WEAPONS POLICY

With the single exception of on-duty law enforcement personnel who may be on the college campus to teach or assist in teaching a class or for some other law enforcement purpose and regardless of any person's status as a concealed weapons permit holder, the possession of firearms and/or other personal weapons is strictly prohibited on the premises of Summer College. No student, staff, or faculty member is permitted to carry or possess such a weapon within the campus facilities. This policy extends to all extern, clinical rotation, practicum, and preceptor sites used by the college in conjunction with a college sponsored educational activity. Violation of this policy will result in the student being expelled from the school and face possible criminal charges.

COPYRIGHT INFRINGEMENT

The unauthorized reproduction or distribution of copyrighted materials is prohibited. This may include but is not limited to Internet file-to-file transfer, student-to-student transfer, photocopies, or undisclosed use of copyrighted material in essays or other works created by a student. Students using copyrighted materials are required to identify the source of the material and its copyright in all school materials.

Copyrighted materials can include music, pictures, books, magazines, and newspapers in all forms, including the date obtained from the Internet. In addition to any civil or criminal liabilities, any unauthorized reproduction or use of copyrighted materials is grounds for disciplinary action, up to and including dismissal from school. Anyone found to have infringed a copyrighted work may be liable for Actual Damages and Profits. A copyright owner is entitled to recover the actual damages suffered by him or her as a result of the infringement and any profits of the infringer that are attributable to the infringement. Statutory damages for copyright infringement range from \$750 up to \$30,000 for each work infringed, and, if willful infringement is proven by the copyright owner, that amount may be increased up to \$150,000 for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights.

SEXUAL HARASSMENT POLICY

Sumner College makes every effort to ensure that all students are in an environment void of all types of harassment. Sexual harassment is a violation of Title IV and any violations will be strictly enforced by the school. The school defines sexual harassment as any form of unwelcome sexual advances, comments, or actions including but not limited to:

- Verbal comments of a sexual nature;
- Physical actions of a sexual nature;
- Telling sexual jokes;
- Making unwelcome sexual advances;
- Making sexual gestures;
- Subjecting someone to unwanted sexual attention;
- Photographs or cartoons in sight on a book or in the office that may offend;
- Emails or websites with content that is offensive or sexual in nature that could offend;
- Attempting to coerce someone into a sexual relationship;
- Punishing or threatening to punish someone for refusal to comply;
- Implying that sexual favors may be a basis for performance evaluation or for grades in a course

The college will not tolerate any such action. Any student or faculty member who believes they are a victim of sexual harassment should immediately contact the Dean of Students or the President of the College. The college will conduct a formal investigation of all allegations and any person or persons that are found guilty of sexual harassment will face disciplinary action up to and including expulsion or dismissal. All information pertaining to any sexual harassment incidents will be confidential.

A violation of this policy may subject the violator to immediate expulsion and/or dismissal from the college, and may also result in the matter being referred to the proper law enforcement authorities for further action.

DRUG & INTOXICANTS POLICY

Sumner College is a drug free environment for students, staff, and faculty. The possession or use of any illegal drugs, intoxicants, or other substances is strictly prohibited. Students, staff and faculty are not to be under the influence of any legal or illegal intoxicant including alcohol or any other medication on the premises of Summer College. The use of alcohol or medical marijuana on the campus or within the college facilities, including all extern, clinical rotation, practicum, and preceptor sites used by the college in conjunction with a college sponsored educational activity is likewise prohibited by this policy regardless of whether a person is deemed to be intoxicated or not. A violation of this policy may subject the violator to immediate expulsion and/or dismissal from the college and may also result in the matter being referred to the proper law enforcement authorities.

INSTITUTIONAL VERIFICATION POLICY & PROCEDURE

What is verification?

The verification process is a process where the institution will require the student/spouse/parent to provide documentation to support the data reported on the FAFSA and printed on the SAR/ISIR. It is anticipated that about 30% of the students will be selected for verification by the United States Department of Education (USDE) via its contractor (CPS) or by the institution's Financial Aid Office (FAO).

How do I know that my application has been selected?

The verification flag will have a value of "Y," and next to the EFC will be an asterisk referring to a comment in the student section of the SAR that tells applicants they will be asked by their school to provide documentation. For 2016-2017, verification tracking flags will place the student in one of five verification tracking groups, which will be explained later.

The institution must verify any information in which there is a reason to believe it is incorrect on any application. Students with these applications are considered to be selected for verification by your school even though you may not be verifying the same data as for CPS-selected applications.

The institution, at its discretion, may require a student to verify any FAFSA information and to provide any reasonable documentation in accordance with consistently applied school policies.

Regardless whether the application was selected by CPS or by the institution, all other verification requirements, such as deadlines and allowable tolerances and interim disbursement rules, apply equally to all students who are being verified.

What items need to be verified?

Once the student is placed in a group, each group contains different items that need to be verified.

VERIFICATION OF TRACKING GROUPS V1-V5

Students who are selected for verification will be placed in one of the five following groups, V1, V2, V3, V4. The group determines which FAFSA information must be verified for the student. The data to be verified would correspond to the data reported by the student, the student's spouse and/or, if applicable, the parent whos data was also included in the FAFSA.

ITEMS TO VERIFY PER GROUP ASSIGNED

Verification tracking groups the data to be reviewed will correspond to the data required in each of the following groups:

V1 Standard Verification Group. Tracking flag V1

V2 Reserved

V3 Reserved

V4 Custom Verification Group. Tracking flag V4

V5 Aggregate Verification Group. Tracking flag V5



Items to Verify 2018-2019 Tracking Groups

Tax Filers:	V1	V3	V4	V5
adjusted gross income	X			X
U.S. income tax paid	X			X
untaxed portions of IRA distributions	X			X
untaxed portions of pensions	X			X
IRA deductions & payments	X			X
tax-exempt interest income	X			X
education credits	X			X
household size	X			X
number in college	X			X
Supplemental Nutrition Assistance Program (SNAP) Benefits			X	X
child support paid		X	X	X
Students who are not tax filers must verify the following:				
income earned from work	X			X
household size	X			X
number in college	X			X
high school completion status			X	X
identify/statement of educational purpose			X	X
Certification & Signature	X	X	X	X

The FAO may require documentation of reported FAFSA information of the parents of a dependent student if any of the following apply:

- Both of the parents are mentally incapacitated.
- They are residing in a country other than the United States and can't be contacted by normal means.
- They can't be located because the student does not have and cannot get their contact information.

The FAO may require documentation of reported FAFSA information given concerning the spouse of a dependent student if any of the following apply:

- The spouse has died.
- He/she is mentally incapacitated.
- He/she is residing in a country other than the United States and cannot be contacted by normal means. The spouse cannot be located because the student does not have and cannot get the spouse's contact

Who can be excluded from the verification process?

- Death of the student.
- Not an aid recipient.
- The applicant is eligible to receive only unsubsidized student financial assistance.

What documentation is needed?

Documenting Family Income and Tax Paid

The department encourages students and parents to use the FAFSA/IRS Data Retrieval Tool (IRS DRT). For the retrieved data to be acceptable documentation of tax data, it is necessary that neither students nor parents change the data after it is transferred from the IRS. If the data was changed or if your FAO has a reason to believe the data transferred is incorrect, the student will need to provide other documentation as explained below. The IRS request field(s) on the ISIR will have a value of "02" when the data is unchanged.

If students cannot or will not use IRS Data Retrieval, either at initial FAFSA filing or through the FOTW correction process, they must document AGI, taxes paid, and untaxed income by providing an IRS tax return transcript for the student and spouse or parents, as applicable.

Under the following conditions the IRS Data Retrieval is not available in FOTW (FASFA on the web).

All apply to both students and parents unless otherwise noted:

- The person did not indicate on the FAFSA that the tax return has been completed.
- The marriage date is January 2018 or later.
- The first three digits of the SSN are 666.
- The tax return was amended.
- The person filed a Puerto Rican or foreign tax return.
- The person is married and filed the tax return either as head of household or married but filing a separate return.
- Neither married parent entered a valid SSN.
- A non-married parent or both married parents entered all zeroes for the SSN.

Tax Filing Extension

Students and parents who have been granted a tax filing extension need to present a copy of IRS Form 4868, Application for Automatic Extension of Time to File U.S. Individual Income Tax Return. A copy of their W-2 forms must also be provided, or if they are self-employed, a signed statement with the amount of their AGI and their U.S. income taxes paid. The school may request the use of the DRT or a tax transcript to be submitted after the return has been filed, in which case, income information must be re-verified.

Non-Tax Filers

Non-tax filers must receive a W-2 form for each source of employment income. A signed statement must also be obtained providing the sources and amounts of the person's income earned apart from W-2s and certifying that the person has not filed and is not required to file a tax return.

Residents of the Pacific Islands

Residents of the Freely Associated States (the Republic of the Marshall Islands, the Republic of Palau, or the Federated States of Micronesia), must provide a copy of the wage and tax statement from each employer and a signed statement identifying all of the person's income and taxes for the year.

Person from a Foreign Country Not Required to File a Tax Form

Persons from a foreign country who are not required to file a tax return can provide the signed statement certifying their income and taxes paid.

Missing W-2 Forms

If a person who is required to provide a W-2 form cannot do it timely, you may be permitted to submit a signed statement with the amount of the income earned from work, the source of that income, and the reason the W-2 form is not available in time.

Persons Filing Foreign Taxes

When a person filed a non-U.S. tax return, obtaining an IRS tax return transcript is not possible. In those cases, instead of the transcript, you may accept a copy of the tax return, which must be signed by one of the filers of a joint return, and the circumstances must be documented. They must use the income and tax information that most closely corresponds to the information on the IRS tax return, and convert the appropriate monetary amounts into U.S. dollars.

Electronic Signatures

On the few occasions that a tax return was used to complete verification, your school can accept an electronic copy of the return that has been electronically signed provided your school's process for accepting such signatures complies with the Electronic Signatures in Global and National Commerce (ESIGN) Act.

A signature on Form 8879, the IRS e-file Signature Authorization, is not an acceptable substitute for a signature on the tax return.

Tax Preparers

For persons who have a tax professional prepare their return, instead of a copy of the return with the filer's signature, your FAO may accept one that has the name and Preparer Tax Identification Number (PTIN) of the preparer or has his SSN or EIN and has been signed, stamped, typed, or printed with his name and address. Note that the IRS requires paid preparers to have a PTIN.

When a Tax Return Transcript is Unavailable

When the tax filer requests an IRS tax return transcript and is unsuccessful, a person can use a signed copy of the 2018 tax return (Form 1040, 1040A, or 1040EZ) for verification. A person must also provide your school with one of the following: (see next page)

- If a person tried to get the transcript using the paper Form 4506-T or 4506T-EZ, a copy of the response (which a person must sign) mailed to her informing him/her that the IRS could not provide the transcript; or
- If a person tried to get the transcript using the Internet, a signed copy of a screen print from the official IRS webpage showing a message that the transcript request was unsuccessful.

Because the IRS does not send written confirmation of the failure of a transcript request using the telephone, there is no documentation alternative for that method. Affected tax filers must request a tax return transcript using either the online or paper method and, if unsuccessful, provide your school with the above noted documentation. In addition to the documentation already specified, the tax filer must also provide your school with a completed and signed IRS Form 4506-T or 4506T-EZ that includes on line 5 the name, address, and telephone number of your school as the third party to whom the IRS is to mail the tax return transcript. If your school has no reasonable doubt about the accuracy of the information on the copy of the tax return, your school should proceed with verification and simply place the 4506 form in the student's file rather than sending it to the IRS. However, if your school has a reason to believe that the information on the tax return may not be accurate, your school must, before verification can be completed, send the Form 4506-T or 4506T-EZ to the IRS and wait for the return of the transcript or confirmation from the IRS that a transcript is not available for that tax filer.

Request a Tax Transcript

There are a few ways to request a tax transcript: online at www.irs.gov, by calling 1-800-908-9946, or by mailing or faxing the paper Form 4506T-EZ, which can be printed out from the IRS website on www.ifap.ed.gov for specific instructions.

Filing an Amended Return

Students or parents who file an amended return cannot use the IRS DRT, and if they amend the return after using the DRT to fill out the FAFSA, the FAO cannot rely on that data. Instead, you will need to use information from these documents to complete verification:

1. a signed copy of the IRS Form 1040X that was filed and
2. a signed copy of the original tax return that was filed, a tax return transcript (which does not have to be signed), or any IRS transcript (such as a return transcript for taxpayer or RTFTP) that includes all the income and tax information required to be verified: AGI, income tax paid, education credits, etc.

Household Size

To document the household size, the student needs to provide a signed statement and, if dependent, at least one parent that gives the name, age, and relationship to the student of each person in the household. You don't have to verify household size in the following situations:

- For a dependent student, the household size reported is three for married parents or two for a single, divorced, separated, or widowed parent.
- For an independent student, the household size reported is two if he is married or one if he is single, divorced, separated, or widowed.



Number of Members Household Attending College

If there are multiple members of a student's household in college, this must be verified by a statement signed by the student (and, if he/she is a dependent, at least one parent). This state must provide the name and age of each member of the household who is enrolled at least part-time in an eligible college (excludes the parents of dependent students) and the name of each college. This statement can also be used to document household size. Completion of the Financial Aid Department's verification can satisfy both items. The school may request a statement from the reported schools that the named person/s will attend there on at least a part-time basis. This statement will not be necessary if the person/s has/have not yet registered, is/are attending less than part-time, or will be attending the same school requesting the statement. To ensure that the reported school/s is/are Title IV eligible, a Federal School Code may be requested.

High School Completion

Students must provide one of the following documents that indicate their High School completion status at the beginning of the 2018-2019 year:

- A copy of a High School diploma.
- A copy of a final, official High School transcript that shows the date when the diploma was awarded.
- A copy of a General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- A copy of a secondary school completion credential for homeschool (other than a High School diploma or its recognized equivalent) if state law requires homeschooled students to obtain that credential.
- A transcript or the equivalent, signed by the parent or guardian of a homeschooled student that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

Students who are unable to get one of the documents listed above must contact the financial aid office.

Identity & Statement of Educational Purpose

Students should appear in person at the school and present a valid, government-issued photo identification (ID) such as a passport or a driver's license or other state-issued ID. Your school must maintain an annotated copy of that ID that includes the date it was received and the name of the person your school authorized to receive it. Students must also sign a statement of educational purpose that certifies who they are and that the federal student aid they may receive will only be used for educational purposes and for the cost of attending the school for the 2016-2017 year. A student who is unable to appear at the school must sign and submit the statement of educational purpose, and he/she must submit a copy of his/her ID with the statement signed by a notary public confirming that the student appeared before her and presented the ID confirming his/her identity.

Updating Information

Generally, a student cannot update information that was correct as of the date the application was signed. After the FAFSA is signed, only certain items can be updated under the conditions given below.

1. All applicants whose dependency status changes must update that status and the associated FAFSA information throughout the award year except when the update is caused by a change in the student's marital status.
2. All applicants selected by the Department or a school for verification of household size or number in college must update those numbers to be correct as of the date of verification unless the update is due to a change in the student's marital status. At your school's discretion your school may update under either 1 or 2 even when the update is due to a change in the student's marital status if you deem it necessary to address an inequity or to reflect more accurately the applicant's ability to pay.

Verification Forms and Documentation

Be sure that the institutional verification document is signed, that all required sections are completed, and that the relevant tax or alternative documents are attached.

Timing of Signatures

Any required signatures, such as signatures on worksheets or on copies of tax returns, must be collected at the time of verification – they cannot be collected after the verification deadline for that award year.



Interim Disbursements

If the student is selected for verification on the original ISIR, Interim Disbursements ARE NOT allowed prior to the completion of the verification process. If selected on subsequent ISIR, the student will not be eligible for additional aid until the verification process is completed. NOTE: In the 12-13 Handbook, the Department allows disbursements prior to verification, however, many times a verification stays incomplete, therefore the funds disbursed would become a liability to the institution.

How to Submit Corrections and Updates

Corrections and updates can be submitted by the student on the SAR or the Web or by the school using FAA Access to CPS Online or the Electronic Data Exchange (EDE). Using FAFSA on the Web (FOTW).

Any student who has a PIN – regardless of how he originally applied – may correct any of his own data by using FAFSA on the Web at www.fafsa.gov. If dependent students need to change parental data, a parent must either sign electronically with her own FSA ID or print out and sign a signature page.

Deadlines and Failure to Submit Documentation

Students selected for verification—whether by your school or by the Department—need to submit the documentation by the 60th day after student’s last day of recorded attendance or by the Department’s deadline which is expected to be September 26, 2016, whichever is earlier.

EFC Changes and Changes on Title IV Awards

Students making changes to their data as a result of the verification process that resulted in a change to the EFC or a change to the Title IV awards would be notified by the school via a revised award letter. The method used by the institution to deliver the first award letter will be used for subsequent notifications.

Failure to Submit Documentation

From the time the student is selected for verification by the Department of Education or by the school, the student that fails to complete the verification process will lose his/her eligibility for Title IV funds. If the student received aid prior to being selected, that aid remains as an eligible disbursement. Once selected on a subsequent ISIR, all future disbursements will depend on the completion of the verification process, referring students to the Office of Inspector General (OIG).

The institution has an obligation to refer certain cases where the institution believed that intentional fraud seems to have taken place to the Office of the Inspector General (OIG). Those cases would be followed up by OIG as appropriate.

GRADUATION REQUIREMENTS

Students must complete all coursework with a ‘D-’ or higher and finish all courses within the maximum time frame of their program to be graduate from Sumner College.

If a student earns a failing grade (F) in any course required for graduation, the student is required to retake the course and is not allowed to progress in the program until a passing grade is earned in the course. If a student earns a failing grade (F) in any course, they are allowed to repeat the course one time. If the second attempt to pass the course results in a failing grade (F), the student is withdrawn from the program.

Additionally, students must maintain satisfactory progress. Sumner College requires additional graduation requirements by program as follows:

Associate Degree in Nursing Program Practical Nursing Program

- The student must successfully complete all courses in the program including all clinical and preceptorship hours with a minimum ‘C’ GPA of 2.0
- Maintain satisfactory progress
- Be a member in good standing in the program
- Pass a comprehensive predictor test with a score of 75% or higher

The Comprehensive Predictor Exam will be administered during week 10 in the final term of the program. Students must complete the comprehensive predictor test with a 75% or higher to be eligible for program completion. If a student is unable to achieve a 75% or higher on the first Comprehensive Predictor Exam, the student is eligible to retake the Comprehensive Predictor Exam after meeting the following requirements:

Less than 75%	Remediation Requirements	Outcome
First Attempt	Study Plan (2 weeks)	Retake Test
Second Attempt	Study Plan (3 weeks & complete and pass NCSBN Review course meetin the 75% or greater benchmark)	Retake Test
Third Attempt	Study Plan (3 weeks & NCLEX Review Course)	Retake Test
Fourth Attempt	Withdrawn from program	

Dates of additional attempts are scheduled by the college. If a student is absent from a scheduled Retake testing date, the student will receive a failing grade (F) for that attempt. A student who is unable to achieve a 75% or higher on the comprehensive predictor on the fourth attempt will be withdrawn from the program.

GRIEVANCE PROCEDURES

STEP 1: Grievant should verbally present his/her grievance before the Dean of Students at Sumner College for resolution within 30 days of occurrence. If the grievance is not resolved, then grievant will receive a copy of the Grievance form and should proceed to Step No. 2.

STEP 2: Grievant may submit a completed grievance form requesting a hearing before a Grievance Committee. The hearing will outline his/her grievance and what steps have been taken to resolve the problem. This must be completed within 45 days of meeting with the Dean of Students.

STEP 3: Within 15 days of a request for hearing, a hearing date and time will be scheduled with written notification to all parties involved as well as a copy of the grievant's completed grievance form.

STEP 4: At the grievance hearing, the grievant will present his/her complaint to the Grievance Committee, then the Grievance Committee will ask questions of the grievant if necessary. If any additional parties are involved, their connection will be presented before the Grievance Committee. A record will be made of the grievance hearing by a Court Reporter and a transcript will be provided at the expense of the one requesting the transcript.

STEP 5: Within 30 days from the date of the hearing, a written Findings of Facts and Order will be provided to all parties. If the Findings of Facts and Order is not satisfactory to the grievant, he/she may seek legal counsel for resolution or other legal means that grievant may wish to pursue. Copies of all grievance materials will be sent to and reviewed by the Accrediting Bureau of Health Education Schools and the Accrediting Council for Independent Colleges and Schools.

CASCADE STATION CAMPUS

8338 NE Alderwood Road Suite 100
Portland, OR 97220

Ph: 503.972.6230 Fax: 503.972.0781

CASCADE ANNEX CAMPUS

7535 NE Ambassador Place Road Suite L
Portland, OR 97220

Ph: 971.371.7312

Any complaints may also be addressed to the Office of Degree Authorization (ODA) at the following address and/or phone number:

Office of Degree Authorization (ODA)

Higher Education Coordinating Commission
775 Court Street NE Salem, OR 97301
(800) 452-8807 www.osac.state.or.us/oda

Complaints filed on behalf of or by a student against the college must be postmarked within one year of the student's last date of attendance.

The college is accredited by the Accrediting Board of Health Education Schools (ABHES) and the Accrediting Council for Independent Colleges and Schools (ACICS).

Any questions or complaints may be addressed to the following addresses and/or phone numbers:

Accrediting Board for Health Education Schools (ABHES)

7777 Leesburg Pike, Suite 314 N.

Falls Church, VA 22043

Telephone: 703.917.9503 FAX: 703.917.4109

The Accrediting Board for Health Education Schools (ABHES) is a national accrediting agency recognized by the United States Department of Education.

Accrediting Council for Independent Colleges & Schools (ACICS)

750 First Street NE Suite 980

Washington, DC 20002-4223

Telephone: 202.336.6780 FAX: 202.842.2593

The Accrediting Council for Independent Colleges and Schools (ACICS) is a national accrediting agency recognized by the United States Department of Education and the Council for Higher Education Accreditation (CHEA).

Washington Workforce Board

Workforce Board, 128 - 10th Ave. SW, Box 43105,
Olympia, Washington 98504

Web: wtb.wa.gov Phone: 360.709.4600

E-Mail Address: workforce@wtb.wa.gov

This school is licensed under Chapter 28C.10 RCW. Nothing in this policy prevents the student from contacting the Workforce Board at: 360.709.4600 at anytime with a concern or complaint.
workforce@wtb.wa.gov

Practical Nursing (PN) Program Disclosure 2018	
Program Name:	Practical Nursing
Occupational Name:	Licensed Practical Nursing (LPN)
Program Level:	01 - Undergraduate Certificate
Program Length:	13 Months
U.S. Department of Labor O*Net Standard Occupational Classification Codes and Links to Occupational Profiles	http://www.onetonline.org/link/summary/29-2061.00
ABHES Cascade Campus Job Placement Rate: ABHES Parkway Campus Job Placement Rate: ACICS Job Placement Rate: (7/1/2017 - 6/30/2018)	79% This data includes all graduates of the program as reported. 78% This data includes all graduates of the program as reported. 66% This data includes all graduates of the program as reported.
ABHES Cascade Campus Retention Rate: ABHES Parkway Campus Retention Rate: ACICS Retention Rate: (7/1/2017 - 6/30/2018)	93% This data includes all graduates of the program as reported. 82% This data includes all graduates of the program as reported. 90% This data includes all graduates of the program as reported.
ABHES Credentialing: (7/1/2017 - 6/30/2018)	93% and 91%-This data includes all graduates of the program as reported. Cascade and Parkway
Total Cost of Program: (7/1/2017 - 6/30/2018)	Application Fee: \$50.00 Registration: \$100.00 Books, Lab Fees and Supplies: \$3,365.00 Graduation Fee: \$40.00 Tuition: \$27,180.00
Programmatic and Institutional Accrediting Bodies	ABHES: Accrediting Bureau of Health Education Schools ACICS: Accrediting Council for Independent Colleges and Schools OSBN: Oregon State Board of Nursing
Transfer of Credit and Transfer Articulation Agreements with other Institutions	Articulated Course by Course Agreements: Walla Walla University University of Portland
Average time students take to graduate by program, and at whole school level (7/1/2017 - 6/30/2018)	On-Time Graduation Rate: 100% Average Time to Complete: 52 weeks
On-Time Graduation Rate: (7/1/2017 - 6/30/2018)	100%
Graduation Rate: (7/1/2017 - 6/30/2018)	99% Rate.
Median Borrowing: (federal and private loans) amount, and median annual loan payments of students (7/01/2017 - 6/30/2018)	Federal Loans: \$16,500.00 Private Loans: \$0.00 Institutional Debt: \$0.00
Loan Default Rate	3 Year Default Rate: 5.3% As reported by the Department of Education for the Institution. Programmatic rates are not reported. This data covers all borrowers who entered repayment in 2015 and defaulted in 2015, 2016, or 2017
Median Starting Salary for graduates (7/1/2017 - 6/30/2018)	Median salary: \$24.54 per hour This average starting salary of Sumner graduates is for the reflected reporting year. This information has been verified by the employer through documented employment verifications. Not all employers provide salary information.
Gainful Employment results as outlined under U.S. Department of Education accountability metrics	No Gainful Employment Results available

Associate Degree in Nursing (ADN) Program Disclosure 2018	
Program Name:	Associate Degree in Nursing (ADN)
Occupational Name:	Registered Nursing (RN)
Program Level:	02 - Associates Degree
Program Length:	24 Months
U.S. Department of Labor O*Net Standard Occupational Classification Codes and Links to Occupational Profiles	http://www.onetonline.org/link/summary/29-1141.00
ABHES Job Placement Rate: (7/1/2017 - 6/30/2018) ACICS Job Placement Rate: (7/1/2017 - 6/30/2018)	97% Placement: This data includes all graduates of the program as reported. 84% Placement: This data includes all graduates of the program as reported.
ABHES Retention Rate: (7/1/2017 - 6/30/2018) ACICS Retention Rate: (7/1/2017 - 6/30/2018)	100% This data includes all graduates of the program as reported. 100% This data includes all graduates of the program as reported.
ABHES Credentialing: (7/1/2017 - 6/30/2018)	100% This data includes all graduates of the program as reported.
Total Cost of Program: (7/1/2017 - 6/30/2018)	Application Fee: \$200.00 Books and Supplies: \$5,075.00 Graduation Fee: \$40.00 Tuition: \$46,720.00
Programmatic and Institutional Accrediting Bodies	ABHES: Accrediting Bureau of Health Education Schools ACICS: Accrediting Council for Independent Colleges and Schools OSBN: Oregon State Board of Nursing ODA: Office of Degree Authorization
Transfer of Credit and Transfer Articulation Agreements with other Institutions	Articulation Agreements: American Sentinel University Chamberlain College Grand Canyon University Kaplan University Keiser University Provo College Walden University Western Governors University Additional Articulated Course by Course Agreements: Walla Walla University University of Portland Letter of Understanding: Linfield College
Average time students take to graduate by program, and at whole school level (7/1/2017 - 6/30/2018)	On-Time Graduation Rate: 100% Average Time to Complete: 96 weeks
On-Time Graduation Rate: (7/1/2017 - 6/30/2018)	100%
Graduation Rate: (7/1/2017 - 6/30/2018)	100% Rate.
Median Borrowing: (federal and private loans) amount, and median annual loan payments of students (7/01/2017 - 6/30/2018)	Federal Loans: \$30,500.00 Private Loans: \$6,630.00 Institutional Debt: \$0.00
Loan Default Rate	3 Year Default Rate: 5.3% As reported by the Department of Education for the Institution. Programmatic rates are not reported. This data covers all borrowers who entered repayment in 2015 and defaulted in 2015, 2016, or 2017
Median Starting Salary for graduates (7/1/2017 - 6/30/2018)	Median salary: \$32.08 per hour This average starting salary of Sumner graduates is for the reflected reporting year. This information has been verified by the employer through documented employment verifications. Not all employers provide salary information.
Gainful Employment results as outlined under U.S. Department of Education accountability metrics	No Gainful Employment Results available

Medical Assisting (MA) Program Disclosure 2018

Program Name:	Medical Assisting	
Occupational Name:	Medical Assistant (MA)	
Program Level:	01 - Undergraduate Certificate	
Program Length:	7.5 Months	
U.S. Department of Labor O*Net Standard Occupational Classification Codes and Links to Occupational Profiles	https://www.onetonline.org/link/summary/31-9092.00	
Job Placement Rate: (7/1/2017 - 6/30/2018)	N/A (Not Applicable)	
Retention Rate: (7/1/2017 - 6/30/2018)	N/A (Not Applicable)	
Total Cost of Program: (7/1/2017 - 6/30/2018)	Application Fee: \$50.00 Registration: \$50.00 Books, Lab Fees and Supplies: \$ 1,600.00 Graduation Fee: \$40 Tuition: \$11,270.00	Total Cost: \$12, 960
Programmatic and Institutional Accrediting Bodies	ABHES: Accrediting Bureau of Health Education Schools	
Transfer of Credit and Transfer Articulation Agreements with other Institutions	None	
Average time students take to graduate by program, and at whole school level (7/1/2017 - 6/30/2018)	N/A (Not Applicable)	
On-Time Graduation Rate: (7/1/2017 - 6/30/2018)	N/A (Not Applicable)	
Graduation Rate: (7/1/2017 - 6/30/2018)	N/A (Not Applicable)	
Median Borrowing: (federal and private loans) amount, and median annual loan payments of students (7/01/2017 - 6/30/2018)	N/A (Not Applicable)	
Loan Default Rate	3 Year Default Rate: 5.3% As reported by the Department of Education for the Institution. Programmatic rates are not reported. This data covers all borrowers who entered repayment in 2015 and defaulted in 2015, 2016, or 2017	
Median Starting Salary for graduates (7/1/2017 - 6/30/2018)	N/A (Not Applicable)	
Gainful Employment results as outlined under U.S. Department of Education accountability metrics	No Gainful Employment Results available	

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Holidays and Breaks 2019

Return to School - All Programs	January 7, 2019
Martin Luther King Day	January 21, 2019
No Class	February 1, 2019
President's Day	February 18, 2019
Spring Break	April 16-19, 2019
Memorial Day	May 27, 2019
Summer Break	July 2-5, 2019
Labor Day	September 2, 2019
Fall Break	September 16-20
Veteran's Day	November 11, 2019
Thanksgiving Break	November 28-29, 2019
Holiday Break	December 23- January 3, 2020

Holidays and Breaks 2020

Return to School - All Programs	January 6, 2020
Martin Luther King Day	January 20, 2020
President's Day	February 17, 2020
Break	March 4-6, 2020
Break	May 18-22, 2020
Memorial Day	May 25, 2020
Independence Day (Observed)	July 3, 2020
Break	August 5-7, 2020
Labor Day	September 7, 2020
Break	October 20-23, 2020
Veteran's Day	November 11, 2020
Thanksgiving Break	November 26-27, 2020
Holiday Break	December 21- January 1, 2021

Holidays and Breaks 2021

Return to School - All Programs	January 4, 2021
Martin Luther King Day	January 18, 2021
Break	January 21-29, 2021
President's Day	February 15, 2021
Break	April 14-16, 2021
Memorial Day	May 31, 2021
Break	June 29- July 2, 2021
Independence Day (Observed)	July 5, 2021
Labor Day	September 6, 2021
Break	September 15-17, 2021
Veteran's Day	November 11, 2021
Thanksgiving Break	November 25-26, 2021
Break	December 2-3, 2021
Holiday Break	December 23, 2021- January 3, 2022



Practical Nursing Program

Cohort 33	Start Date	Term End Date
Term 1	03/19/2018	05/25/2018
Term 2	05/29/2018	08/13/2018
Term 3	08/14/2018	10/29/2018
Term 4	11/05/2018	01/31/2019
Term 5	02/04/2019	04/15/2019

Cohort 34	Start Date	Term End Date
Term 1	05/29/2018	08/13/2018
Term 2	08/14/2018	10/29/2018
Term 3	11/05/2018	01/31/2019
Term 4	02/04/2019	04/15/2019
Term 5	04/22/2019	07/01/2019

Cohort 35	Start Date	Term End Date
Term 1	08/14/2018	10/29/2018
Term 2	11/05/2018	01/31/2019
Term 3	02/04/2019	04/15/2019
Term 4	04/22/2019	07/01/2019
Term 5	07/08/2019	09/16/2019

Cohort 36	Start Date	Term End Date
Term 1	11/05/2018	01/31/2019
Term 2	02/04/2019	04/15/2019
Term 3	04/22/2019	07/01/2019
Term 4	07/08/2019	09/16/2019
Term 5	09/23/2019	12/04/2019

Cohort 37	Start Date	Term End Date
Term 1	02/04/2019	04/15/2019
Term 2	04/22/2019	07/01/2019
Term 3	07/08/2019	09/16/2019
Term 4	09/23/2019	12/04/2019
Term 5	12/09/2019	03/03/2020



Practical Nursing Program

Cohort 38	Start Date	Term End Date
Term 1	04/22/2019	07/01/2019
Term 2	07/08/2019	09/16/2019
Term 3	09/23/2019	12/04/2019
Term 4	12/09/2019	03/03/2020
Term 5	03/09/2020	05/15/2020

Cohort 39	Start Date	Term End Date
Term 1	07/08/2019	09/16/2019
Term 2	09/23/2019	12/04/2019
Term 3	12/09/2019	03/03/2020
Term 4	03/09/2020	05/15/2020
Term 5	05/26/2020	08/04/2020

Cohort 40	Start Date	Term End Date
Term 1	09/23/2019	12/04/2019
Term 2	12/09/2019	03/03/2020
Term 3	03/09/2020	05/15/2020
Term 4	05/26/2020	08/04/2020
Term 5	08/10/2020	10/19/2020

Cohort 41	Start Date	Term End Date
Term 1	12/09/2019	03/03/2020
Term 2	03/09/2020	05/15/2020
Term 3	05/26/2020	08/04/2020
Term 4	08/10/2020	10/19/2020
Term 5	10/26/2020	01/21/2021

Cohort 42	Start Date	Term End Date
Term 1	03/09/2020	05/15/2020
Term 2	05/26/2020	08/04/2020
Term 3	08/10/2020	10/19/2020
Term 4	10/26/2020	01/21/2021
Term 5	02/01/2021	04/12/2021



Associate Degree in Nursing Program

Cohort 7	Start Date	Term End Date
Term 1	02/13/2017	04/24/2017
Term 2	04/25/2017	07/11/2017
Term 3	07/17/2017	09/29/2017
Term 4	10/02/2017	09/29/2017
Term 5	01/02/2018	03/14/2018
Term 6	03/19/2018	05/25/2018
Term 7	05/29/2018	08/13/2018
Term 8	08/14/2018	10/29/2018
Term 9	11/05/2018	01/31/2019

Cohort 8	Start Date	Term End Date
Term 1	07/17/2017	09/29/2017
Term 2	10/02/2017	12/13/2017
Term 3	01/02/2018	03/14/2018
Term 4	03/19/2018	05/25/2018
Term 5	05/29/2018	08/13/2018
Term 6	08/14/2018	10/29/2018
Term 7	11/05/2018	01/31/2019
Term 8	02/04/2019	04/15/2019
Term 9	4/22/2019	07/01/2019

Cohort 9	Start Date	Term End Date
Term 1	10/02/2017	12/13/2017
Term 2	01/02/2018	03/14/2018
Term 3	03/19/2018	05/25/2018
Term 4	05/29/2018	08/13/2018
Term 5	08/14/2018	10/29/2018
Term 6	11/05/2018	01/31/2019
Term 7	02/04/2019	04/15/2019
Term 8	04/22/2019	07/01/2019
Term 9	07/08/2019	09/16/2019



Associate Degree in Nursing Program

Cohort 10	Start Date	Term End Date
Term 1	03/19/2018	05/25/2018
Term 2	05/29/2018	08/13/2018
Term 3	08/14/2018	10/29/2018
Term 4	11/05/2018	01/31/2019
Term 5	02/04/2019	04/15/2019
Term 6	04/22/2019	07/01/2019
Term 7	07/08/2019	09/16/2019
Term 8	09/23/2019	12/04/2019
Term 9	12/09/2019	03/03/2020

Cohort 11	Start Date	Term End Date
Term 1	08/14/2018	10/29/2018
Term 2	11/05/2018	01/31/2019
Term 3	02/04/2019	04/15/2019
Term 4	04/22/2019	07/01/2019
Term 5	07/08/2019	09/16/2019
Term 6	09/23/2019	12/04/2019
Term 7	12/09/2019	03/03/2020
Term 8	03/09/2020	05/15/2020
Term 9	05/26/2020	08/04/2020

Cohort 12	Start Date	Term End Date
Term 1	11/05/2018	01/31/2019
Term 2	02/04/2019	04/15/2019
Term 3	04/22/2019	07/01/2019
Term 4	07/08/2019	09/16/2019
Term 5	09/23/2019	12/04/2019
Term 6	12/09/2019	03/03/2020
Term 7	03/09/2020	05/15/2020
Term 8	05/26/2020	08/04/2020
Term 9	08/10/2020	10/19/2020

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Associate Degree in Nursing Program

Cohort 13	Start Date	Term End Date
Term 1	02/04/2019	04/15/2019
Term 2	04/22/2019	07/01/2019
Term 3	07/08/2019	09/16/2019
Term 4	09/23/2019	12/04/2019
Term 5	12/09/2019	03/03/2020
Term 6	03/09/2020	05/15/2020
Term 7	05/26/2020	08/04/2020
Term 8	08/10/2020	10/19/2020
Term 9	10/26/2020	1/21/2021

Cohort 14	Start Date	Term End Date
Term 1	07/08/2019	09/16/2019
Term 2	09/23/2019	12/04/2019
Term 3	12/09/2019	03/03/2020
Term 4	03/09/2020	05/15/2020
Term 5	05/26/2020	08/04/2020
Term 6	08/10/2020	10/19/2020
Term 7	10/26/2020	1/21/2021
Term 8	02/01/2021	04/12/2021
Term 9	04/19/2021	06/28/2021

Cohort 15	Start Date	Term End Date
Term 1	09/23/2019	12/04/2019
Term 2	12/09/2019	03/03/2020
Term 3	03/09/2020	05/15/2020
Term 4	05/26/2020	08/04/2020
Term 5	08/10/2020	10/19/2020
Term 6	10/26/2020	1/21/2021
Term 7	02/01/2021	04/12/2021
Term 8	04/19/2021	06/28/2021
Term 9	07/06/2021	09/14/2021

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Medical Assisting Program

Cohort 1	Start Date	Term End Date
Term 1	08/14/2018	10/29/2018
Term 2	11/05/2018	01/31/2019
Term 3	02/04/2019	04/15/2019
Cohort 2	Start Date	Term End Date
Term 1	11/05/2018	01/31/2019
Term 2	02/04/2019	04/15/2019
Term 3	04/22/2019	07/01/2019
Cohort 3	Start Date	Term End Date
Term 1	02/04/2019	04/15/2019
Term 2	04/22/2019	07/01/2019
Term 3	07/08/2019	09/16/2019
Cohort 4	Start Date	Term End Date
Term 1	04/22/2019	07/01/2019
Term 2	07/08/2019	09/16/2019
Term 3	09/23/2019	12/04/2019
Cohort 5	Start Date	Term End Date
Term 1	07/08/2019	09/16/2019
Term 2	09/23/2019	12/04/2019
Term 3	12/09/2019	03/03/2020
Cohort 6	Start Date	Term End Date
Term 1	09/23/2019	12/04/2019
Term 2	12/09/2019	03/03/2020
Term 3	03/09/2020	05/15/2020
Cohort 7	Start Date	Term End Date
Term 1	12/09/2019	03/03/2020
Term 2	03/09/2020	05/15/2020
Term 3	05/26/2020	08/04/2020



MISSION STATEMENT

*Sumner College strives to provide quality education and instruction to all students.
We feel it is our responsibility to provide our graduates with the knowledge,
skills and ability needed to become competitive and successful in their chosen field.
We are dedicated to promoting intellectual growth and development for all of our
students in a safe and secure learning environment.*

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