



Covenant School of Nursing and Allied Health

Consumer Catalog

COVENANT SCHOOL OF NURSING AND ALLIED HEALTH

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This Catalog is for informational purposes and does not create a contract, nor does it constitute a guarantee of continued enrollment. Covenant School of Allied Health continuously attempts to improve each program and reserves the right to modify admission criteria, course content, and policies as deemed necessary.

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Welcome to Covenant School of Nursing and Allied Health

Welcome!

Thank you for your interest in our school. Our team of dedicated faculty and staff is committed to the successful education of the future healthcare workforce.

We are committed to providing a challenging and satisfying educational environment for you. Lifelong learning is important to all of us at Covenant School of Nursing and Allied Health.

We hope to welcome you to our campus soon as an incoming student.

Warm regards,

Alicia Anger, MSN, RN
Dean, Professional Nursing Program

Lori Oswalt, MSRT (R) (MR)
Director, Radiologic Technology Program

Gradene Enos, BSN, RN,
Dean, Surgical Technology Program

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Section 1: Covenant Health

Covenant Health Mission, Vision, Values and Direction

Mission:

To extend Christian ministry by caring for the whole person—body, mind, and spirit—and by working with others to improve health and quality of life in our communities.

Vision:

We bring people together to provide compassionate care, promote health improvement and create healthy communities

Values:

Dignity:

We respect each person as an inherently valuable member of the human community and as a unique expression of life

Excellence:

We foster personal and professional development, accountability, innovation, teamwork and commitment to quality of life

Service:

We bring together people who recognize that every interaction is a unique opportunity to serve one another, the community and society

Justice:

We advocate for systems and structures that are attuned to the needs of the vulnerable and disadvantaged and that promote a sense of community among all persons

Direction:

Our covenant is to be one of the premier Texas healthcare systems by 2015, known for our Christian Service, Clinical Excellence and commitment to Healthy Communities.

Christian Service:

We will create sacred encounters through compassion, caring, dignity and connection.

Clinical Excellence:

Covenant will be recognized as a leader in clinical quality and culture of safety.

Healthy Communities:

We will improve the health of people through wellness and disease management.

Covenant School of Nursing and Allied Health

Organization

Covenant School of Nursing and Allied Health (CSNAH) is organized under Covenant Health. Covenant Health is a private, not-for-profit healthcare agency accredited by The Joint Commission and is a member of St. Joseph Health of Orange County, California. Covenant Health has facilities to care for medical, surgical, obstetrical, pediatric, emergency, and geriatric patients.

Covenant Health

Covenant Health is the largest health institution in the West Texas and Eastern New Mexico region. It serves a 62-county area with a population of more than 1.2 million people, with more than 50 percent of the patients coming from outside of Lubbock County.

Covenant Health consists of 4 cornerstone facilities, plus a network of 14 leased and managed community hospitals, including Covenant Hospital Levelland and Covenant Hospital Plainview, 20 Healthcare Centers and Family Healthcare Centers. The cornerstone facilities are located in Lubbock, Texas: Covenant Medical Center (CMC), Covenant Medical Center-Lakeside (CML), Covenant Children's Hospital (CCH) and the Covenant Specialty Hospital (CSH)—that house a number of specialty treatment centers including:

- Covenant Heart and Vascular Institute
- Covenant NeuroScience Institute
- Owens-White Outpatient Rehabilitation Center
- Joe Arrington Cancer Research and Treatment Center
- Covenant Women's Hospital
- Covenant Children's Hospital

Background

Covenant Health is a member of St. Joseph Health, one of the most successful not-for-profit health systems in the United States. It was founded in 1998 through the merger of two of Lubbock's most venerable health care facilities, St. Mary of the Plains Hospital and Lubbock Methodist Hospital System.

St. Mary Hospital was founded in 1937 as the 10-bed Plains Hospital and Clinic, becoming St. Mary of the Plains Hospital in 1939, when the Sisters of St. Joseph of Orange, California, purchased the facility. Today, St. Mary of the Plains Hospital is known as Covenant Medical Center-Lakeside.

The facility now known as Covenant Medical Center began as the 25-bed Lubbock Sanitarium in 1918. The facility became known as Lubbock General Hospital in 1941, then Lubbock Memorial Hospital in 1945. In 1954, it became Methodist Hospital.

Corporate Officers:

Richard Parks, President/CEO Covenant Health System
Walt Cathey, CEO Covenant Lubbock
John Grigson, CFO
Karen Baggerly, CNO, Vice-President of Nursing

Board of Directors:

Richard Parks, President/CEO
John Hamilton, Vice Chair
Ted Thames, MD, Chairman

Section 2: Availability of Institutional and Financial Aid Information

Notice of Availability of Institutional and Financial Aid Information

Student applicants may view accreditation, eligibility, and certification documents upon request. Accreditation and state license information may be viewed in the CSNAH individual program administration offices. Department of Education eligibility and certification letters may be viewed upon request to the Dean/Directors of CSNAH. The information included within this publication available to students and the general public via on-line or by requesting a printed version of this information. To request a paper copy of this information, please refer to the Contact Information in the chart below.

Covenant School of Nursing and Allied Health
 OPE ID: 00661200
 1919 Frankford Ave.
 Lubbock, Tx. 79407
<http://cson.covenanthealth.org/>

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

Covenant School of Nursing and Allied Health has designated individuals to assist prospective and enrolled students in obtaining the institutional or financial aid information required to be disclosed.

Program	Institutional Information	Financial Aid
School of Nursing	Business Office Coordinator 1919 Frankford Ave. Lubbock, TX 79407 (P) 806.725.8901 (F) 806.793.0720 (E) HERRERATN1@covhs.org	Financial Aid Officer 1919 Frankford Ave. Lubbock, TX 79407 (P) 806.725.8903 (F) 806.793.0720 (E) shendrix@covhs.org
School of Radiography	Lori Oswalt 2002 West Loop 289, Suite #120 Lubbock, TX 79407 (P) 806.725.8966 (F) 806.797.4350 (E) loswalt@covhs.org	
School of Surgical Technology	Chris Kelley 3615 19 th ST. Lubbock, TX 79410 (P) 806.725.4307 (F) 806.723.7771 (E) mkelley@covhs.org	

Section 3: Student Financial Assistance

Basic Student Financial Aid Information

Covenant School of Nursing & Allied Health (CSNAH) offers a quality education at a surprisingly affordable cost. However, many qualified students will need financial assistance in the form of Federal Aid in order to attend any of our programs. The objective of the student financial aid program at CSNAH is to provide assistance to students who, without such assistance, would not be able to pursue higher education.

Need-based and Non-need based Financial Assistance

Financial assistance at CSNAH includes Federal Pell Grant, William D. Ford Federal Direct Loan (subsidized and unsubsidized), William D. Ford Federal Direct Loan for Parents (PLUS) for dependent students, Federal Supplemental Educational Grant (FSEOG), Veteran's benefits and various scholarships. Assistance is awarded on the basis of documented financial need to eligible students who are making satisfactory academic progress toward a diploma. Need is defined as the difference between the anticipated Cost of Attendance (COA) at CSNAH and the Estimated Family Contribution decided by the Free Application for Federal Student Aid (FAFSA). No student or prospective student shall be excluded from participation in or denied the benefits of any financial aid program at CSNAH on the grounds of race, color, national origin, religion, or sex. Awards from financial aid programs funded by the federal government are administered according to the laws and guidelines governing those programs.

Title IV, HEA Programs Available at CSNAH

Federal Pell Grant

A Federal Pell Grant, unlike a loan, does not have to be repaid by the student to the Federal Government unless you withdraw from school prior to the planned program completion date. Federal Pell Grants are awarded to undergraduate students who have not earned a bachelor's or a professional degree. You are not eligible to receive a Federal Pell Grant if you are incarcerated in a federal or state penal institution or are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or non-forcible sexual offense. Federal Pell Grants are the foundation of federal student financial assistance to which aid from other federal and nonfederal sources might be added. Unlike loans, grants are not repaid unless, for example, you withdraw from school prior to the planned program completion date. All federal grants are awarded to students with financial need. The amount of your Federal Pell Grant depends on your cost of attendance, expected family contribution, enrollment status (full or part time) and whether you attend for a full academic year or less. For more information regarding Federal Pell Grants go to <http://studentaid.ed.gov/types/grants-scholarships/pell>

The U.S. Department of Education has two Federal Student Loan Programs

William D. Ford Federal Direct Loan Program:

This Direct loan program is the largest federal student loan program. Under this program, the U.S. Department of Education is your lender. There are three types of Direct Loan Programs available to CSNAH:

- Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need to help cover school expenses. The U.S. Department of Education pays the interest while the student is in school at least part-time and for the first six months after the student leaves.
- Direct Unsubsidized Loans are loans made to eligible undergraduate, graduate and professional students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan. The U.S. Department does not pay interest on subsidized loans. A student is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it's paid in full. The interest rate can be paid while attending school, during a period of deferment or forbearance or it can be accrued and the interest added to the principle amount of the loan.
- Direct PLUS Loans are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. The terms and conditions of this type of loan include a requirement that the applicant not have an adverse credit history, a repayment period that begins on the date of the last disbursement of the loan and a fixed interest rate of 6.41 percent.
- For more information regarding Direct Federal Loan Programs visit <http://studentaid.ed.gov/types/loans>

Federal Supplemental Educational Opportunity Grant:

The Federal Supplemental Educational Opportunity Grant, more commonly known by its acronym FSEOG, is a federal assistance grant reserved for college students with the greatest need for financial aid to attend school. To be eligible for this grant, applicants must meet all of the following criteria:

- Be a United States citizen or eligible non-citizen
- Not have a bachelors degree
- Not be in default of any federal student loan
- Not have a Federal Pell Grant overpayment
- Must fill out a Free Application for Federal Student Aid (FAFSA)
- The maximum FSEOG a student can receive is \$4000/year and the amount applicants are eligible for is at the discretion of CSNAH financial aid officer. For more information regarding Federal Supplemental Educational Opportunity Grants visit <http://studentaid.ed.gov/types/grants-scholarships/fseog>

Why Should I Take out Federal Student Loans Instead of a Private Loan?

Federal student loans are an investment in your future. You should not be afraid to take out federal student loans, but you should be smart about it. Federal student loans offer many benefits compared to other options you may consider when paying for college:

- The interest rate on Federal student loans is almost always lower than that on private loans—and much lower than that on a credit card!
- You do not need a credit check or a cosigner to get most federal student loans.

- You do not have to begin repaying your federal student loans until after you leave school or drop below half time.
- If you demonstrate financial need, you can qualify to have the government pay your interest while you are in school.
- Federal student loans offer flexible repayment plans and options to postpone your loan payments if you are having trouble making payments.
- If you work in certain jobs, you may be eligible to have a portion of your federal student loans forgiven if you meet certain conditions.

Veterans Benefits/Other Funding Sources

Selected programs of study at Covenant School of Nursing and Allied Health are approved by the Texas Veterans Commission for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. Determinations for Texas Veteran's Commission (TVC) funds are made directly through the Texas Veteran's Commission. Additional funding may be obtained for eligible candidates through many different programs including; Texas Workforce Commission, Department of Assistive and Rehabilitative Services (DARS), and Private Scholarship funds. The determinations for these funds are made through the respective organizations. Covenant School of Nursing and Allied Health does not participate in the Hazelwood Act.

Please contact the Financial Aid Officer at 806-725-8903 or email shendrix@covhs.org for more information and to start the process of requesting your VA Benefits.

Additional Links with Financial Aid Information

- U.S. Department of Education (www.ed.gov)
- Student Aid on the Web (www.studentaid.ed.gov)
- College for Texans (<http://www.collegefortexans.com>)
- Texas Guarantee Student Loan Corporation (<http://www.tgslc.org>)
- National Student Loan Data System (www.nsls.ed.gov)

Various Scholarships

Scholarships are a great way to help finance your education at Covenant School of Nursing. These programs give you funding that you don't have to pay back after completing school.

Covenant School of Nursing (CSON) offers scholarships to the majority of our current students. To be considered, the student must be in good standing and submit an application with all necessary documentation. The student will also be evaluated on their academic ability and clinical skills. Scholarship applications are posted to our current students thru our learning management system (Edvance360) from the Financial Aid Office.

Many other organizations offer grant and scholarship programs to nursing students. We encourage you to research grant and scholarship information on your own using reference

books at the library or by accessing the Internet. For example, use a scholarship search engine like Fast Web. (<http://www.fastweb.com>)

Be sure to not overlook associations that you or your family have with churches, civic groups or employers. We urge you to use caution when utilizing a scholarship search firm that charges a fee. You are likely to be equally successful searching on your own.

Terms and Conditions for Title IV, HEA Loans

General Eligibility

Most students are eligible to receive Title IV, HEA financial aid from the federal government to help pay for college or career school. Your age, race, or field of study will not affect your eligibility for federal student aid. While your income is taken into consideration, it does not automatically prevent you from getting federal student aid. To be eligible for federal student aid the student will need to:

- Demonstrate a financial need
- Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
- Be a U.S. citizen or eligible noncitizen
- Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
- Maintain satisfactory academic progress (SAP) while you are attending college or a career school.
- Sign certifying statements on the FAFSA stating that:
 - you are not in default on a federal student loan
 - do not owe a refund on a federal grant
- Sign the required statement that you will use federal student aid only for educational purposes
- Be enrolled at least half-time to be eligible for Direct Loan Program funds
- Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25). Men exempted from the requirement to register include:
 - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
 - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
 - Males born before 1960;

In addition, you must meet one of the following:

- Be a U.S. CITIZEN or U.S. NATIONAL. You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
- Have a GREEN CARD. You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
- Have an ARRIVAL-DEPARTURE RECORD. You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
 - Refugee
 - Asylum Granted
 - Cuban-Haitian Entrant (Status Pending)
 - Conditional Entrant (valid only if issued before April 1, 1980)
 - Parolee
- Have BATTERED IMMIGRANT STATUS. You are designated as a "battered immigrant-qualified alien" if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.
- Have a T-VISA. You are eligible if you have a T-visa or a parent with a T-1 visa.

Note: All students not born in the United States must provide a proof of permanent residency prior to being considered for admission to CSNAH.

Drug-Related Convictions

A student convicted of the sale or possession of illegal drugs may have federal student aid eligibility suspended if the offense occurred while the student was receiving federal student aid. An affected student can regain eligibility early by successfully completing an approved drug rehabilitation program or by passing two unannounced drug tests conducted by an approved drug rehabilitation program.

Conviction for Possession or Sale of Illegal Drugs

- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. CSNAH is not required to confirm this unless there is evidence of conflicting information. The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 year from date of conviction
2nd Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period
- A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
 - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
 - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
 - Be administered or recognized by federal, state or local government agency or court.
 - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Civil Commitment for Sexual Offenses

A student subject to an involuntary civil commitment after completing a period of incarceration for a forcible or non-forcible sexual offense is ineligible to receive a Federal Pell Grant.

The U.S. Department of Education's office of Federal Student Aid provides more than \$150 billion every year in grants, federal loans and work-study funds to students attending college or career schools. Visit www.studentaid.gov today to learn how to pay for your higher education.

How is Financial Need Determined?

A student must demonstrate financial need to be eligible for most federal student aid. At its simplest level, a student's financial need is the difference between the students' cost of attendance and the Expected Family contribution (EFC).

Need Analysis

The process of analyzing a student's financial need, known as need analysis, focuses on determining how much the family reasonably can be expected to contribute toward the student's education. An applicant's need is calculated by collecting information about the family's income, assets, and living expenses.

Calculating the EFC

For an EFC calculation, a student must complete and file the FAFSA. The fastest and easiest way to do so is to apply online at www.fafsa.gov . Unlike college admissions applications, the FAFSA is sent to a U. S. Department of Education processing center. The student's information is entered into a computer system, which then calculates the student's official EFC. For a detailed breakdown of the EFC formula, go to the FAFSA section of www.StudentAid.gov/resources .

Cost of Attendance

Once the school knows the student's EFC, the next step is to subtract it from the student's cost of attendance. The result is the student's financial need.

Cost of Attendance can include tuition and fees, books and supplies, equipment, living expenses and other educational costs such as transportation costs.

Financial Aid Package

Using all available federal and nonfederal aid, the financial aid officer will construct a financial aid package that comes as close as possible to meeting the student's financial need. The financial aid package is presented to the student in an electronic award letter. The student may accept or decline any of the financial aid offered.

The annual maximum awards for different types of federal funding can be found at www.StudentAid.gov/resources.

How Much Federal Pell Grant Funding can a Student Get?

To determine the amount of a student's Federal Pell Grant, the Financial Aid Officer consults a table that indicates Pell awards based on the COA, EFC and other factors. The lower the EFC, the higher the grant award is.

How Much Federal Campus-based Aid (FSEOG) and Subsidized Loan Money can a Student Get?

When awarding campus-based aid or subsidized loans, the Financial Aid Officer will consider other aid available to the student in addition to the EFC to determine need.

How Much Money can a Student Get in Direct Unsubsidized Loans?

Whatever the student receives in Direct Subsidized Loan funds will be subtracted from the maximum amount for the Direct Unsubsidized loan so that the student will not receive more than the maximum amount allowed of the Direct Loans combined.

Because Direct Unsubsidized Loans are not need based, the Financial Aid Officer will apply the following principles to determine a student's eligibility:

- The amount of the loan may not exceed the difference between the student's COA and all other aid the student is receiving, including aid from private and other nonfederal sources.
- The school must consider the student's eligibility for other aid before determining a loan amount.

How to Apply for Federal Student Aid

The student who completes the FAFSA and whose social security number, name and date of birth are confirmed will be offered an opportunity to create a personal identification number (PIN). A PIN is used to:

- Sign the FAFSA electronically
- Access to applicant's information to view processing results, make corrections or renew a FAFSA
- Access to online information about federal student aid the student has received

Applications for federal aid programs are made by completing a Free Application for Federal Student Aid (FAFSA). Completing and submitting the FAFSA is free and easier than ever and it gives you access to the largest source of financial aid to pay for college or career school. You will need to use the CSNAH School Code #014107 when completing your FAFSA. The FAFSA can be located online at the following address: <http://www.fafsa.ed.gov> . If you have any difficulty accessing or understanding the FAFSA, you may make an appointment with the Financial Aid Officer for assistance.

What to Expect After Applying

- The FAFSA data is transmitted to the Federal Student Aid's Central Processing System (CPS) to determine EFC and ensure there are no discrepancies of the entered data.
- Within 72 hours of receiving a completed application, CSNAH will have access to an electronic report form called an Institutional Student Information Record (ISIR).
- The student will receive an output document called a Student Aid Report (SAR). If a student receives a rejected SAR, the form will specify information the applicant must provide before the CPS can determine eligibility.
- Financial Aid Officer will send accepted students a Student Data Form to complete prior to packaging of the aid.
- Students who are requesting Stafford Direct Loans will be required to complete Entrance Counseling and a Master Promissory Note (MPN) prior to awarding a Direct Loan. Entrance Counseling and the MPN can be accessed at www.studentloans.gov .
- At this point, the Financial Aid Officer will construct a financial aid package that the student may accept, change or decline.
- The Financial Aid Officer will request a drawdown of funds to be credited to the students account.
- FAFSA Verification: Every year a number of students who are eligible for financial aid are randomly selected for verification by the U.S. Department of Education by the FAFSA Central Processing System (CPS). If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Financial Aid Officer) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement and what their verification code (V1-V6) was so they can complete the required verification requirement. If after review by the Financial Aid Officer, there are any changes to the financial aid package the student will be notified in writing.

How and When Financial Aid can be Disbursed

Financial aid is awarded for the academic year. The financial aid award is required to be split equally between two parts of the academic year. Financial aid is paid to a student's account when the following conditions are met:

- The student is determined to be eligible and is awarded.

- Loan funds have been received from the lender.
- The student has achieved the appropriate number of hours.
- The student is determined to be maintaining Satisfactory Academic Progress.
- The disbursement date for the term has been reached.

When all conditions have been met, credit balances are issued by check to the student through the Business Office. Funds continue to be released throughout the term to student accounts as students are awarded and as funds arrive from various sources.

Currently, CSNAH has three programs that are eligible for Title IV, HEA funding:

School of Nursing

Payment Period	Clock Hours	Weeks	Note:
1	452	16	Students must meet their clock hour, weeks of instruction, attendance and grade point average requirements in order to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to determine eligibility
2	904	32	
3	1356	48	
4	1808	64	

School of Radiography

Payment Period	Clock Hours	Weeks	Note:
1	558	19	Students must meet their clock hour, weeks of instruction, attendance and grade point average requirements in order to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to determine eligibility
2	1116	38	
3	1674	57	
4	2229	75	

School of Surgical Technology

Payment Period	Clock Hours	Weeks	Note:
1	700	23	Students must meet their clock hour, weeks of instruction, attendance and grade point average requirements in order to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to determine eligibility
2	1450	21	

***If a student is not meeting the SAP requirements, their Title IV, HEA funding could be in jeopardy which could result in a loss of Title IV, HEA funding.**

Rights and Responsibilities of Students Receiving Federal Student Aid

Students receiving financial aid have the right to ask the school:

- The name of its accrediting and licensing agency
- About its programs, its instructional, laboratory, its physical facilities, and its faculty
- What the cost of attending is and the institutions policies concerning, Refunds and Return to Title IV to students who withdraw (drop out)
- What financial assistance is available at CSNAH; including information on all federal, state, local, private and institutional financial aid programs
- How it determines a student's eligibility and need for financial aid
- How much of your financial need, as determined by the school, has been met
- To explain each type and amount of assistance in your financial aid package
- What the interest rate is on any student loan you have, the total amount you must repay, when a student must start repaying
- What is a deferment of repayment or forbearance for certain defined periods. How to find out if you qualify and what steps you must take to request a Title IV, HEA loan deferment or forbearance
- How they provide written information on student's loan obligations and information on your rights and responsibilities as a borrower
- Whom you must contact to have your aid package reevaluated, if you believe a mistake has been made or if your enrollment or financial circumstances have changed
- How the school determines whether you are making satisfactory academic progress (SAP) and what happens if you fail to maintain SAP
- How failing to maintain SAP affects your title IV,HEA eligibility and funding
- What special facilities and services are available to students with disabilities and how to request a reasonable accommodation

It is the Student's Responsibility to:

- Review and consider all the information about the programs offered by the Institution before you enroll.
- Pay special attention to the application process for Federal Student Financial Aid, complete the FAFSA accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent you from receiving Title IV, HEA funding timely.
- Know and comply with all deadlines for applying and reapplying for aid. A student must reapply each year for the next Title IV, HEA award year. Speak with your schools Financial Planner for addition information and guidance.
- Provide all enrollment and verification documentations, corrections, and/or new information requested by either the financial aid officer or the agency timely to which you submitted the application.
- Notify the school of any information that has changed since you initially applied.

- Read, understand, and keep copies of all forms you were asked to sign!
- Ensure you understand that you must start making monthly repayment on your student Title IV, HEA loans after your grace period ends, unless you have a deferment or forbearance. Note: When you sign your Master Promissory Note (MPN), you are agreeing to repay your loan.
- You must complete an exit interview at the time you leave the school to determine the net balance of your account with the school as well as the net balance of any student loans.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). Note: If you have student loans, you must notify your lender of these changes also!
- Ensure you understand your school's refund policy.
- Ensure you understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that you may also be responsible for any Return to Title IV (R2T4), HEA funds return by the institution on your behalf.
- Understand that there could be liabilities when errors are made because of inconsistent information, which was provided by you the student. This could result in an over award of Title IV, HEA funding that the student was not eligible for and was advanced to you or credited to your student account.

Note: Financial aid administrators are given the authority (by the Higher Education Act of 1965) to use professional judgment in reviewing requests by students to consider special or extenuating circumstances that are not reflected on the FAFSA or included in the standard Cost of Attendance. A request for professional judgment must be submitted with the proper form(s); documentation required for verification (signed tax return, verification worksheet) and supporting the circumstance(s). Review is done on a case-by-case basis only and the decision by the financial aid administrator is final. Approval of the request does not guarantee additional financial aid eligibility. Circumstances not allowed by Federal regulation to be considered include vacation expenses, tithing, credit card expenses/debt, and standard living expenses such as rent, utilities, and allowances.

Satisfactory Academic Progress

Federal regulations require all schools participating in state and federal financial aid, Title IV, HEA programs to monitor Satisfactory Academic Progress (SAP). These standards are applicable to all students attending this institution. Students enrolled in programs approved by the Accrediting Bureau of Health Education School, Texas Work Force Commission and the U.S. Department of Education must meet formal standards that measure their satisfactory progress toward graduation. The policy is provided to all students prior to the first class session and consistently apply to all applicable students. Additionally, All Evaluations are maintained in the student's respective file.

The new SAP definitions went into effect on July 1, 2011. The school developed standards to determine the academic standings that students are expected to meet and build a means and schedule of measuring the achievement of those Pace and Quantitative standards. If the student has made acceptable Pace and Quantitative progress for that particular payment period, then the school reviews the 150% of the maximum allowable time frame criterion to measure student's SAP.

SAP standards are established by the leadership group at Covenant School of Nursing and Allied Health. The relevant SAP standards are summarized below.

All students must maintain Satisfactory Academic Progress (SAP) according to the following standards in order to continue enrollment. SAP is measured at the end of each payment period, and will be checked prior to the disbursement of Financial Aid dollars.

Academic Requirements

Financial aid recipients are required to be making SAP and passing all components of each program at the time financial aid is disbursed and subsequent payment periods. Each student's status will be monitored at the end of each payment period to ensure compliance with the SAP policy.

Registered Nursing

100-90 (A)	Excellent
80-89 (B)	Good
75-79 (C)	Satisfactory
Below 75 (F)	Unsatisfactory

Radiography

100-94 (A)	Excellent
93-87 (B)	Good
86-80 (C)	Satisfactory
Below 80 (F)	Unsatisfactory

Surgical Technology

100-93 (A)	Excellent
84-92 (B)	Good
83-75 (C)	Satisfactory
Below 75 (F)	Unsatisfactory

Quantitative Requirements

All students are expected to complete the program within 150% of the normal time required of any graduate. See the table below for program completion times. This time frame will be measured in terms of clock hours attempted. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA Policy).

Program Type	Program length	100% completion	150% completion
Registered Nurse program	64 weeks	1808 clock hours	2712 clock hours
Radiography program	81 weeks	2229 clock hours	**
Surgical Technology program	44weeks	1450 clock hours	2175 clock hours

****Radiography students are expected to complete their program within 100% of the normal time. Students that fail to meet minimum requirements and/or fail any course are dismissed from the radiography program without appeal.**

CSNAH Academic Year Definitions

Registered Nurse program: 904 hours and 32 weeks

Radiography program: 1115 hours and 41 weeks

Surgical Technology program: 1450 hours and 44 weeks

For Title IV, HEA payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV,HEA payments.

Evaluation Payment Periods

Student compliance with the policy for Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

Registered Nurse program (1808 clock hours), a student will be evaluated at the increments in which the student is scheduled to reach 452/16, 904/32, 1356/48, and 1808/64 (clock hours/weeks of instruction).

Radiography program (2229 clock hours), a student will be evaluated at the increments at which the student is scheduled to reach 558/19, 1116/38, 1674/57, and 2229/75 (clock hours/weeks of instruction).

Surgical Technology program (1450 clock hours), a student will be evaluated at the increments at which the student is scheduled to reach 700/21, and 1450/44 (clock hours/weeks of instruction).

Financial Aid Warning

CSNAH evaluates Satisfactory Academic Progress at the end of each payment period. In the event a student falls below a “C” or is not completing the required clock hours to keep pace with the requirements for graduation within the minimum 150% timeframe the student will be dismissed from the program. If the student is reaccepted back into the program the student will be placed on Financial Aid Warning for one payment period and will be required to repeat the coursework and follow an individualized academic improvement plan.

A student who is placed on Financial Aid Warning can continue to receive Title IV, HEA Aid for the next payment period. The status will be conferred automatically without the student appealing their Satisfactory Academic progress status. If SAP is not met at the end of the Financial Aid Warning Period, the student will lose Title IV, HEA eligibility; and will be dismissed from the program with no appeal.

Appeal Process

Covenant Schools of Nursing and Surgical Technology will dismiss a student that has failed a course with the option to reapply or appeal. If the student is reaccepted into the program, the student is eligible for Title IV, HEA funds to repeat that payment period only. Upon a second failure the student is dismissed without appeal. (School of Radiography does not readmit a student after failure)

Academic Improvement Plan

All students that fail a course and that are readmitted into the program will be required to meet the expectations of a personalized Academic Improvement Plan and will be placed on Financial Aid Warning. Please refer to each program of study for specific academic improvement plans.

Failure to agree and/or comply with the requirements will result in the student being ineligible to be awarded financial aid.

Financial Aid Probation

Covenant School of Nursing and Allied Health does not have Financial Aid Probation for Title IV, HEA programs.

Returning Student from Leave of Absence or Withdrawal

All students, who have withdrawn and received readmission or taken a leave of absence and have returned to the program, will be required to adhere to the current Satisfactory Academic Progress policy at the time of re-entry. However, the student will also return in the same SAP status that they had when they left. Example: if the student was not making SAP and was on a warning, they would return in the same status.

Noncredit and Remedial Courses

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

School Terms for Loans

The school's primary responsibilities in the loan application process are to ensure the completeness and accuracy of the MPN based on information it has available.

For all Federal Direct Loan Program applications, the school must:

- Confirm the student and parent meet the definition of eligible borrower, student's independency status for PLUS, check student's financial aid history, document the student's COA, EFC and estimated Financial Aid in the student's file.
- Determine the student's enrollment status and SAP.
- Review NSLDS information on ISIR to ensure the student is not in default on any FSA loan and does not owe a refund.
- Ensure the amount of the loan in combination with other aid will not exceed the student's financial need or the annual or aggregate loan limit.

For all Federal Direct Stafford Loans, the school must also:

- Determine the student's Pell grant eligibility and if eligible include the grant in the student's aid package.
- For an Unsubsidized Stafford loan, first determine the student's eligibility for a Subsidized Stafford loan
- Prorate Stafford loans for programs of study that are shorter than an academic year and for programs in which the remaining period of study is less than an academic year in length
- Ensure that the loan disbursement dates meet the cash management and disbursement requirements for Stafford loans.

Sample Loan Repayment Schedule

You have a choice of several repayment plans that are designed to meet your needs. The amount you pay and the length of time to repay your loans will vary depending on the repayment plan you choose. The student's loan servicer will determine eligibility for the repayment plans the borrower qualifies to participate in. Below is an example of an estimated standard repayment plan:

Average loan balance for a 2 year Private, Not-for-Profit Institution	\$13,356
Average Interest Rate	3.9%
Repayment period	10 years
Single	Single
Adjusted Growth Income	\$40,000/year
Family Size	1
Standard 120 months repayment plan	\$135/month Total: \$16,151

To get an early look at which plans you may be eligible for and see estimates for how much you would pay monthly and overall, use the Department of Education [Repayment Estimator](#).

Necessity for Repaying Loans

Remember, federal student loans are real loans, just like car loans and mortgages. You must repay a student loan even if your financial circumstances become difficult. Payments will be made to your loan servicer. Each servicer has its own payment process so check with your

servicer if you aren't sure how or when to make a payment. You are responsible for staying in touch with your servicer and making your payments, even if you do not receive a bill.

The U.S. Department of Education uses several loan servicers to handle the billing and other services on loans. [Learn about loan servicers](#) and how to determine who your loan servicer is.

Deferment and Forbearance

Deferment and forbearance offer a way for you to temporarily postpone or lower your loan payments while you're back in school, in the military, experiencing financial hardship or in certain other situations. [Find out more about deferment and forbearance](#).

Understanding Default

Never ignore delinquency or default notices from your loan servicer. If you don't make your monthly loan payment, you will become delinquent on your student loan and risk going into default. Contact your servicer immediately if you are having trouble making payments or won't be able to pay on time. [Learn about federal student loan default](#): find out what may happen if you default, what steps to take to keep your loan from going into default and what your options are for getting out of default.

To get all the information you need to manage repayment of student loans go to <http://studentaid.ed.gov/repay-loans>.

Study Abroad

CSNAH does not participate in any programs which are approved for study abroad.

Terms and Conditions of Employment: Part of Financial Aid Package

CSNAH does not employ any students who are currently receiving financial aid and are attending the schools programs.

Exit Counseling for Student Borrowers

When a student ceases enrollment, CSNAH Financial Aid Officer will direct the student to the following link (<http://nslds.ed.gov>) to complete the exit counseling process. A copy of the confirmation of completion must be given to the Financial Aid Officer prior to leaving.

National Student Loan Data System

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program and other Department of Education programs. NSLDS Student Access provides a centralized integrated view of Title IV, HEA loans and grants so that recipients of Title IV funds can access and inquire about their funds. The website is located at www.nslds.ed.gov.

Additional Title IV, HEA Funding Information

Contact

U.S. Department of Education
Direct Loan Servicing Center
P.O. Box 4609
Utica, NY 13504-4609
1(800)848-0979
www.dl.ed.gov

Section 4: General Institutional Information

Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student. For more information please view the website at the link below or click to open the 34 CFR part 99.

General FERPA Guide:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

FERPA Regulations by the Code of Federal Regulations (CFR):

<http://www2.ed.gov/policy/gen/guid/fpco/pdf/ferparegs.pdf>

CSNAH Definition and Terms

Student: A student is a person who has been admitted and is registered when classes are in session, regardless of the person's age.

School Official: someone employed by CSNAH in an administrative, supervisory, academic, research, internship, volunteer or support staff position; or a person employed by or under contract to the School to perform a special task, such as an attorney, auditor or collection agency.

Legitimate Educational Interest: An individual must demonstrate a need to know by those officials of an institution who act in the student's educational interest, including faculty, administration, student employees, clerical and professional employees, and other persons who manage student records information. Any school official who needs information about a student

in the course of performing instructional, supervisory, advisory, or administrative duties for CSNAH has a legitimate educational interest.

Education Record: Any record maintained by CSNAH that is personally identifiable to a student in any way except in a few very specifically defined circumstances. These specific circumstances are included within this section of the handbook or in §99.31 of the FERPA regulations.

Directory Information: Directory information is considered to be public information unless you request that it be kept confidential. Directory Information includes:

- Name
- Address
- Phone Number
- Email Address
- Date of Birth
- Dates of Attendance

Access and Amendment to Education Records

Access to Education Records

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. A school is required to provide an eligible student with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the student from obtaining access to the records. A case in point would be a situation in which the student does not live within commuting distance of the school.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to an eligible student's request. Accordingly, a school is not required to provide an eligible student with updates on his or her progress in a course (including grade reports) or in school unless such information already exists in the form of an education record.

Amendment of Education Records

Under FERPA, an eligible student has the right to request that inaccurate or misleading information in his or her education records be amended. While a school is not required to amend education records in accordance with an eligible student's request, the school is required to consider the request. If the school decides not to amend a record in accordance with an eligible student's request, the school must inform the student of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the eligible student has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the eligible student's record for as long as the record is maintained.

However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about an eligible student. FERPA was intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement

determinations. Thus, while FERPA affords eligible students the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade or an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to an eligible student's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

Disclosure of Education Records

Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. However, there are a number of exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records. Under these exceptions, schools are permitted to disclose personally identifiable information from education records without consent, though they are not required to do so. Following is general information regarding some of these exceptions.

Exceptions

One of the exceptions to the prior written consent requirement in FERPA allows school officials within the school to obtain access to personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interest" in the information.

FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is in connection with financial aid for which the student has applied, or which the student has received, if the information is necessary for such purposes as to: determine the eligibility for the aid; determine the amount of the aid; determine the conditions for the aid; and/or enforce the terms and conditions of the aid. With respect to this exception, the term "financial aid" means payment of funds provided to an individual (or payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at a school.

Postsecondary institutions may also disclose personally identifiable information from education records, without consent, to appropriate parties, including parents of an eligible student, in connection with a health or safety emergency. Under this provision, colleges and universities may notify parents when there is a health or safety emergency involving their son or daughter, even if the parents do not claim the student as a dependent.

FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a student at a postsecondary institution regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance. The school may non-consensually disclose information under this exception if the school determines that the student has committed a disciplinary violation with respect to that use or possession and the student is under 21 years of age at the time of the disclosure to the parent.

Another exception permits a school to non-consensually disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. A school may disclose directory information without consent if it has given public notice of the types of information it has designated as directory information, the eligible student's right to restrict the disclosure of such information, and the

period of time within which an eligible student has to notify the school that he or she does not want any or all of those types of information designated as directory information.

There are several other exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records, some of which are briefly mentioned below. Under certain conditions (specified in the FERPA regulations), a school may non-consensually disclose personally identifiable information from education records:

- to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for 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;
- to organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;
- to comply with a judicial order or a lawfully issued subpoena;
- to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and
- to any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school's rules or policies. The disclosure of the final results only includes: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.

As stated above, conditions specified in the FERPA regulations at 34 CFR § 99.31 have to be met before a school may non-consensually disclose personally identifiable information from education records in connection with any of the exceptions mentioned above.

Law Enforcement Units and Law Enforcement Unit Records

A "law enforcement unit" means any individual, office, department, division or other component of a school, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by the school to: enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any law against any individual or organization; or to maintain the physical security and safety of the school. The law enforcement unit does not lose its status as a law enforcement unit if it also performs other, non-law enforcement functions for the school, including investigation of incidents or conduct that constitutes or leads to a disciplinary proceeding against a student.

"Law enforcement unit records" (i.e., records created by the law enforcement unit, created for a law enforcement purpose, and maintained by the law enforcement unit) are not "education records" subject to the privacy protections of FERPA. As such, the law enforcement unit may refuse to provide an eligible student with an opportunity to inspect and review law enforcement unit records, and it may disclose law enforcement unit records to third parties without the eligible

student's prior written consent. However, education records, or personally identifiable information from education records, which the school shares with the law enforcement unit do not lose their protected status as education records because they are shared with the law enforcement unit.

Annual Notification of Rights under FERPA

CSNAH complies with the Family Educational Rights and Privacy Act (FERPA) to afford 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 postsecondary institution.) These rights include:

- The right to inspect and review the student's education records within 45 days after the day the [Name of postsecondary institution ("School")] 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.
- The right to request the amendment of the student's education records that the student believes is 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.
- The right to provide written consent before the university 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 CSNAH 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 CSNAH 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 CSNAH.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by CSNAH 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

Directory Information

Directory information is considered to be public information unless you request that it be kept confidential. Students may opt to not include their information with the Directory Info on the Letter of Agreement signed at orientation. Directory Information includes:

Name
 Address
 Phone Number
 Email Address
 Date of Birth
 Dates of Attendance

Students may request to change his/her status through the Business Office Coordinator at 806-725-8901 (must present a copy of your new Social Security Card).

***Note: Neither the School of Radiography nor the School of Surgical Technology post directory information.**

Disclosure of Information without Student 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 CSNAH 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)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to 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 parties, including parents, in connection with a health or safety emergency, subject to §99.36. (§99.31(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))

Complaints of Alleged Failures to Comply with FERPA

Complaint Regarding Access

If an eligible student believes that a school has failed to comply with his or her request for access to education records, the student may complete a FERPA complaint form and should include the following specific information: the date of the request for access to the education records; the name of the school official to whom the request was made (a dated copy of any

written request to the school should be provided, if possible); the response of the school official, if any; and the specific nature of the information requested.

Complaint Regarding Amendment

If an eligible student believes that a school has failed to comply with his or her request for amendment of inaccurate information in education records or failed to offer the student an opportunity for a hearing on the matter, the student may complete a FERPA complaint form and should include the following specific information: the date of the request for amendment of the education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; the specific nature of the inaccurate information for which amendment was requested; and evidence provided to the school to support the assertion that such information is inaccurate.

Complaint Regarding Disclosure

If an eligible student believes that a school has improperly disclosed personally identifiable information from his or her education records to a third party, the student may complete a FERPA complaint form and should include the following specific information: the date or approximate date the alleged disclosure occurred or the date the student learned of the disclosure; the name of the school official who made the disclosure, if that is known; the third party to whom the disclosure was made; and the specific nature of the education records disclosed.

This guidance document is designed to provide eligible students with some general information regarding FERPA and their rights, and to address some of the basic questions most frequently asked by eligible students. You can review the FERPA regulations, frequently asked questions, significant opinions of the Office, and other information regarding FERPA at our Website as follows:

www.ed.gov/policy/gen/guid/fpco/index.html

If, after reading this guidance document, you have questions regarding FERPA which are not addressed here, you may write to the Office at the following address:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue
SW Washington, DC 20202-8520

Record Keeping Process and Documents Kept in Student Record and How long Records Kept

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student.

CSNAH is committed to keeping consistent and accurate records on all students, including alumni, current students and withdrawn students, while following Family Educational Rights and

Privacy Act (FERPA). CSNAH is required to establish and maintain, on a current basis, any application for Title IV, Higher Education Act (HEA) program funds and program records that document the following: its eligibility to participate in the Title IV, HEA programs, the eligibility of its education programs for Title IV HEA program funds, its administration of the Title IV, HEA programs in accordance with all applicable requirements, its financial responsibility, information included in any application for Title IV, HEA program funds and its disbursement and delivery of Title IV, HEA program funds. The records that an institution must maintain in order to comply with the provisions of this section include, but are not limited to the following: SAR or ISIR, application data, eligibility data, information regarding receipt of funds, counseling sessions, reports and forms and graduation rates data. CSNAH will cooperate with any independent auditor, the Secretary, the Department of Education's Inspector General, the Comptroller General of the United States, or their authorized representatives, a guaranty agency, and CSNAH's accrediting agencies, in conduct of audits, investigations, program reviews, or other reviews authorized by law.

CSNAH retains financial aid records for five years from the end of the award year. This is in compliance with the Department of Education's requirement of three years from the end of the award year.

For more information regarding FERPA rights:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Model Notification of Rights: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/ps-officials.html>

Consumer Information of College Navigator Website (IPEDS)

The Integrated Postsecondary Education Data System, often abbreviated IPEDS, is the core postsecondary education data collection program for the National Center for Education Statistics, a part of the Institute for Education Sciences within the United States Department of Education. IPEDS consists of nine interrelated survey components that are collected over three collection periods (Fall, Winter, and Spring) each year. The completion of all IPEDS surveys is mandatory for all institutions that participate in or are applicants for participation in any federal financial assistance program authorized by Title IV of the Higher Education Act of 1965.

To assist students in making informed decisions about a school, The U.S. Department of Education is required to post 26 items on the College Navigator website for each institution, including a link to the institution's website that provides "in an easily accessible manner"

- Student activities offered by the institution
- Services offered by the institution for individuals with disabilities
- Career and placement services offered to students during and after enrollment
- Policies of the institution related to transfer of credit from other institutions.

These items can be accessed at www.nces.ed.gov. Select the location you wish to review then select the enrollment to review the diversity of the campus.

Facilities and Services Available to Students with Disabilities

No individual with a disability will be excluded from applying to CSNAH programs of study. CSNAH will exert its best effort to provide any reasonable request for accommodations. Students requesting accommodations or other support services should notify the Dean/Director for the program in which they are applying. Further details regarding physical requirements can be found within the details of each program of study.

Student Body Diversity

Schools must make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories:

- Male
- Female
- Self-identified members of a major racial or ethnic group
- Federal Pell Grant recipients

These items can be accessed at www.nces.ed.gov . Click on “Popular Topics” bar and scroll down to click on IPEDS. Click on “College Navigator”, enter Covenant School of Nursing and Allied Health, click on enrollment to view the selected tabs for information such as diversity, financial aid, general information, etc.

Price of Attendance

The cost of attendance (COA) is an estimate of what it costs the typical student to attend one of the programs at CSNAH. The details for COA are located under each individual program of study offered by CSNAH.

Net Price Calculator

The net price is defined as the cost of attendance minus the average yearly grant and scholarship aid. The calculator provides estimated net price information to current and prospective students and should be based, as much as possible, on their individual circumstances. You can access the Net Price Calculator for CSNAH at <http://cson.covenanthealth.org>

Institutional Refund Policy Requirements

Schools of Nursing and Radiography

Students who officially withdraw voluntarily or at the schools request must complete the official withdrawal procedure. Students may be eligible to receive a refund of tuition. The school retains 5% of the applicable tuition for an administrative fee or \$100.00. The amount of any refund depends upon when the student withdraws; however, students are required to pay a percentage of the total bill for the period of enrollment. The amount of refund due a student will be the amount paid in excess of the percentage amount due. If the student has paid less than the percentage due, the student will be required to pay the school the balance of that amount.

Refund Schedule

Student withdraws after completing:	Refund Due:	CSNAH Retains
Prior to first class day	100%	None
Up to 10%	80%	20%
11 to 15%	70%	30%
16 to 20%	50%	50%
21 to 25%	25%	75%
26%	None	100%

Past due balances will be referred to credit bureaus. Unpaid account balances are subject to collection costs and attorney fees at student's expense.

School of Surgical Technology Refund Policy

The School of Surgical Technology follows the specific requirements set forth by the Texas Workforce Commission for institutional refunds. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.

The effective date of termination for refund purposes will be the earliest of the following:

- The last date of attendance, if the student is terminated from the school
- The date of receipt of written notice from the student
- Ten school days following the last date of attendance

If tuition and fees are collected in advance of entrance, and if after the expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course

If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75% or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. .

Refunds for items of extra expense to the student such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold cost for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

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

A full refund of all tuition and fees is due and refundable in each of the following cases:

- An enrollee is not accepted by the school
- If the course of instruction is discontinued by the school and this prevents the student from completing the course
- If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Students who withdraw voluntarily or at Covenant School of Surgical Technology's request must complete the official withdrawal procedure which includes a written letter of withdrawal , completion of the Exit Interview Form, and the return of hospital issued scrubs. (if applicable)

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Surgical Technology Refund Policy For Students Called to Active Military Service:

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal
- A grade of incomplete with the designation of “withdrawn military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program
- The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - Satisfactorily completed at least 90% of the required coursework for the program; and
 - Demonstrated sufficient mastery of the program material to receive credit for completing the program.

CSNAH Return of Title IV, HEA Financial Aid Policy

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. COVENANT SCHOOL OF NURSING AND ALLIED HEALTH (CSNAH) will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

“Official” Withdrawal

A student is considered to be “Officially” withdrawn on the date the student notifies the School Coordinator and/or School Director/Dean in writing or orally of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

- Date student provided official notification of intent to withdraw, in writing or orally.
- The date the student began the withdrawal from CSNAH records. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, CSNAH will complete the following:

- Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record;
- Two calculations are performed:
- The student’s ledger sheet and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
- Calculate the school’s refund requirement (see school refund calculation)
- The student’s grade record will be updated to reflect his/her final grade.
- CSNAH will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
- The Financial Aid Officer will provide the student with a letter explaining the Title IV, HEA requirements:
- The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
- Any returns that will be made to the Title IV, HEA Federal program on the student’s behalf as a result of exiting the program. If a student’s scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.

- Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
- Supply the student with ledger sheet noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger sheet will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

“Unofficial” Withdrawal

In the event that the school unofficially withdraws a student from school, the School Coordinator and/or Dean/Director must complete the Exit Interview Form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 5 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the CSNAH contractual agreement, will be subject to termination and considered to have unofficially withdrawn. Within one week of the student's last date of academic attendance, the following procedures will take place:

- The Coordinator and/or Dean/Director will make an attempt to notify the student regarding his or her enrollment status;
- Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
- The student's withdrawal date is determined as the date the day after 5 consecutive calendar days of absence;
- Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
- CSNAH Financial Aid Officer calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
- Calculate the school's refund requirement (see school refund calculation);
- CSNAH Financial Aid Officer will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger sheet.
- If applicable, CSNAH will provide the student with a refund letter explaining Title IV requirements:
- The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.

- Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
- Supply the student with a final student ledger card showing outstanding balance due to the school and the available methods of payment.
- A copy of the completed worksheet, check, letter, and final ledger sheet will be kept in the student's file.

Return to Title IV Funds Policy

This policy applies to students' who withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment at CSNAH. It is separate and distinct from the CSNAH refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

Withdrawal Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorated schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

Withdrawal After 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

CSNAH measures progress in Clock Hours, and uses the payment period for the period of calculation.

The Calculation Formula

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED}$$

- If this percentage is greater than 60%, the student earns 100%.
- If this percent is less than or equal to 60%, proceed with calculation.
- Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.
- Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.
- 100% minus percent earned = UNEARNED PERCENT
- Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV, HEA aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

CSNAH will issue a grant overpayment notice to the student within 30 days from the date the school determined the student withdrew, giving the student 45 days to either repay the overpayment in full to CSNAH or sign a repayment agreement with the U.S. Department of Education.

Order of Return

CSNAH is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the financial aid office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV, HEA assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

Earned Aid

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the instructional module. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

Post Withdrawal

If you did not receive all of the funds that you have earned, you may be due a post-withdrawal disbursement. CSNAH may use a portion or all of your post- withdrawal disbursement for tuition and fees (as contracted with CSNAH). For all other school charges, CSNAH needs your permission to use the post-withdrawal disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Time Frame for Returning an Unclaimed Title IV, HEA Credit Balance

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

Institution Responsibilities

CSNAH responsibilities in regards to Title IV, HEA funds are as follows:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with CSNAH or Department of Education to return the amount of unearned grant funds.

Student Responsibilities in Regards to Return of Title IV, HEA Funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

Refund vs. Return to Title IV

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that CSNAH may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. CSNAH may also charge you for any Title IV, HEA program funds that they were required to return on your behalf. If you do not already know what CSNAH refund policy is, you may ask the Financial Aid Officer for a copy.

Return to Title IV Questions

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid officer, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web at www.studentaid.ed.gov .

Textbook Information

CSNAH requirements for books and supplies vary with each program type. Please refer to each program of study for the details regarding textbooks.

Attendance

Specific attendance requirements for each program of study are outlined in the program procedure and are included in the Student Handbook and course syllabi. To achieve the educational goals of the designated program of study, consistent attendance and punctual arrival for all learning experiences is an expectation. Absences interfere with the student's ability to achieve course and curriculum outcomes. Absences are documented and reviewed to determine if corrective action is warranted. Students are encouraged to schedule doctor appointments before or after school hours or during scheduled school breaks. Students may refer to the specific program Academic Calendar which includes all designated student breaks and holidays.

Tardy: Students who are not present at the time theory or clinical is scheduled to start will be counted as a tardy. Students with multiple tardies are subject to corrective action. Specific corrective action guidelines for each program of study are outlined in the program procedure and are included in the Student Handbook and course syllabi.

Absence: Students not present in theory or clinical for more than 30 minutes after the theory or clinical experience was scheduled to start will be counted as absent. Students with multiple unexcused absences are subject to corrective action. Specific corrective action guidelines for each program of study are outlined in the program procedure and are included in the Student Handbook and course syllabi.

Absences with Academic Penalty: The following absences will result in hour for hour clinical make-up: ~~and include:~~

- Any absence from a scheduled theory or clinical experience greater than 30 minutes
- Jury Duty
- Absent, No Show
- Exam Absence

Absences without Academic Penalty: Students are not required to make-up the following absences:

- Court Subpoenaed Appearance Not Including Jury Duty
- Student Illness or Injury Confirmed by a Physician/Nurse Practitioner/Physician Assistant
- Approved CSNAH Activity
- Funeral Leave
- Deployment to a war zone of a spouse, parent, child, or grandchild

Other Circumstances Necessitating Student Absence:

Inclement Weather: Inclement weather refers to any weather that could be harmful to student travel. Examples include but are not limited to ice, snow, or floods. In the event of inclement weather, CSNAH will follow Lubbock Independent School District (LISD) policies.

- If LISD delays school, CSNAH will delay classes for the same amount of time as LISD.
- If LISD delays school on a CSNAH clinical day, clinical will be canceled for the day and will be made up hour for hour at the conclusion of the instructional module on the scheduled clinical weather day.
- If LISD cancels school, CSNAH will cancel classes and clinicals for the day. All canceled classes and clinicals will be made up hour for hour on the scheduled clinical weather day at the conclusion of the instructional module.

The student can determine LISD weather protocol by watching the news the day before or the day of inclement weather. The course facilitator/program director of each instructional module will also notify students of the procedure to follow the day inclement weather occurs via Everbridge (Emergency Communication System).

Leave of Absence: A leave of absence (LOA) is a temporary interruption in a student's education and must be approved by the designated program official. Examples include maternity leave, unexpected health issues, family emergencies, etc. (*Refer to the specific program Leave of Absence policy/procedure*)

Note: At the discretion of the Dean/Director, CSNAH reserves the right to omit the progressive **corrective action** process as some situations may warrant bypassing some or all of the steps outlined in the school's *Due Process Policy*.

Application Requirements

This policy is used to define the application and enrollment requirements for individuals who wish to enroll at CSNAH programs as a regular student. CSNAH does not discriminate on the basis of race, religion, national origin, sex, age, marital status, or disability. The School of Nursing and Allied Health is an Equal Access/Equal Opportunity School.

General Application Requirements

To be eligible for admission, an applicant must be able to read and write English, and the student must meet the following application requirements:

Application Submission Deadlines

Registered Nursing Program (CSON)

CSON accepts applications for fall and spring classes. Applications are only processed during the designated application period. The application period for fall admission is January 15th - March 15th. The application period for spring admission is July 15th – September 15th.

Radiography Program (CSOR)

CSOR accepts applications year round for classes beginning in the fall. The application deadline for fall admission is March 15th.

Surgical Technology Program (CSST)

CSST accepts applications year round for classes beginning in the fall. The application deadline for fall admission is April 15th.

Application Materials to Include

Completed online application

All applicants must complete an online application. Online applications are available at <https://covn.empower-xl.com>. If you need assistance with your application please call the school you are applying to for assistance.

Application Fee

An application fee of \$50 must be turned in along with your application. The application fee must be paid by check, credit/debit card, or money order. Cash is not accepted for this fee. (Note: The School of Radiography application fee is \$25).

Resume/CV

The Resume/CV should include current contact information, educational experience related to healthcare, work experience related to healthcare (listing dates of employment for each), and any volunteer or shadowing experience. Also include any community service hours or special recognition you have earned.

High school diploma or GED verification

Registered Nursing Program

CSON requires an "Official" sealed high school transcript, verified GED or successful completion of an approved home school program

Radiography Program

CSOR requires a copy of high school transcript, verified GED or successful completion of an approved home school program

Surgical Technology Program

CSOST requires an “Official” sealed high school transcript from high school reflecting graduation to be submitted with the Application for Admission. Official transcripts must have an original signature and school seal on them. They must be submitted with all application documentation by the application deadline. It is acceptable to submit a verified GED in place of a high school transcript or successful completion of an approved home school program.

Official unopened college/university transcript

“Official” sealed transcripts from all colleges and universities attended to date must be submitted with all application documentation by the application deadline determined by the program. If a student applies before all prerequisites are completed, all final official transcripts that reflect any outstanding course work are due prior to the first day of classes by the date stated in the admission packet.

Healthcare Experience

Please use this form only if you have healthcare experience or volunteer experience in the healthcare field. Healthcare experience gained through an entity/healthcare provider that meets the definition of a covered entity under HIPAA. • Examples include: EMT, Paramedic, Medical Assistant, CNA, ER Tech, Physical Therapy Aide, etc. • Health Care Provider examples: Hospitals, Doctors Office, Clinics, Psychologists, Dentist Office, Chiropractors Office, Nursing Homes and Pharmacies.

Pre-entrance Examination

Registered Nursing Program

CSOR utilizes the TEAS V pre-entrance examination as part of the admission process. The exam is offered on several dates during each application period and can be retaken once per application cycle at this testing site. Candidates must score an overall Adjusted Individual Score of 43.5 and complete all four subsections to qualify to apply. The scores are valid for one year and all scores submitted with the application packet must be valid on the last day of the application period. The TEAS registration and payment must be submitted via the online registration. There is a \$25.00 fee for “No shows” to take the exam on another date. TEAS study guides are available (while supplies last) for a \$25.00 rental fee. Information about the pre-entrance exam is available on the website. Each applicant must pass the pre-entrance examination by the deadline date. More information about this exam can be found online at <http://cson.covenanthealth.org>.

Radiography Program

CSOR utilizes the HOBET V pre-entrance examination as part of the admission process. The exam is offered at various times during the year. It is recommended candidates score a 60.00% or higher on the comprehensive score to qualify for enrollment. Other highly recommended scores include: Reading 70.30%, Math 67.90%, Science 47.40%, and English 58.50%. The scores are valid for one year and all scores submitted with the application packet must be valid on the last day of the application period. The HOBET registration and payment must be submitted via the online registration. There is a \$25.00 fee for “No shows” to take the exam on another date. Each applicant must pass the pre-entrance examination by the deadline date. More information about this exam can be found online at www.covenanthealth.org

Surgical Technology Program

All applicants for CSST must successfully pass the TABE exam with a 10.0 or above in all four content areas. Failure to successfully complete this requirement after 3 attempts will result in withdrawal of your application. All applicants must register for the TABE exam with Texas Workforce Solutions. Contact their office for further registration information at www.spworkforce.org.

Reference forms

Each candidate must submit 3 reference forms along with the application packet. Evidence of the applicant's character, personality, and other qualities that are important in predicting probable success in the program will be substantiated by recommendation forms completed by individuals selected by the applicant. The required forms and instructions are available online. References from family members will not be accepted.

Proof of Permanent Residency

Unfortunately COVENANT SCHOOL OF NURSING AND ALLIED HEALTH is not equipped to accept foreign students. Therefore all applicants must be U.S. Citizens or have established Permanent Residency. If you were born outside the United States you will be asked to provide proof of citizenship or permanent residency. Example of identification accepted would be permanent residency card, certificate of naturalization, or a United States Passport.

Letter of Standing

Registered Nursing Program

If you have begun a program of nursing or allied health in the past and not successfully completed it, you will need to request a letter of standing from that program. This letter simply states that you are eligible to apply to their program again in the future. The letter must be mailed directly to the school.

Radiography Program

If you have begun a program of radiography in the past and not successfully completed it, you will need to request a letter of standing from that program. This letter simply states that you are eligible to apply to their program again in the future. The letter must be mailed directly to the school.

Surgical Technology Program

If you have begun a program of surgical technology in the past and not successfully completed it, you will need to request a letter of standing from that program. This letter simply states that you are eligible to apply to their program again in the future. The letter must be mailed directly to the school.

Letter of Eligibility

Registered Nursing Program

CSON requires a letter of eligibility from the Texas Board of Nursing if a petition for Declaratory Order is required related to any criminal charges or convictions including misdemeanors (with the exception of simple moving violations). Contact the Board of Nursing for details about submitting a declaratory order to obtain your Letter of Eligibility <http://www.bne.state.tx.us/>

Radiography Program

CSOR requires a Letter of Eligibility from applicants with the following circumstances: Criminal proceedings including: Misdemeanor charges and convictions, felony charges and convictions,

military court-martials; and/or Disciplinary actions taken by a state or federal regulatory authority or certification board; and/or Honor code violations. The Ethics Review Pre-Application provides an early ethics review of violations that would otherwise need to be reported on your Application for Certification when you have completed an ARRT-recognized educational program and may be used for the offenses. The Ethics Review Pre-Application is reserved for those who are: not enrolled in an ARRT recognized program, or enrolled in an ARRT recognized educational program and are at least six months away from graduation.

Surgical Technology Program
No letter of eligibility required

Interviews

Registered Nursing Program
CSON will schedule applicants for individual interviews after receiving the application. The applicant who is contacted for an interview is expected to dress professionally when attending the interview.

Radiography Program
CSOR will schedule applicants for individual interviews after receiving the application.

Surgical Technology Program
CSOST will schedule applicants for individual interviews after receiving the application.

Background Checks

Registered Nursing Program
CSON will not require a background check until the applicant has been accepted for admission.

Radiography Program
CSOR requires a background check to be completed and cleared prior to the admission process. The background check is performed by the Sponsoring institutions HR department prior to admission. Information is available at www.certifiedbackground.com. A copy of the report must be submitted with the application packet.

Surgical Technology Program
CSOST requires a background check to be completed and cleared prior to the admission process. Information is available at www.certifiedbackground.com. A copy of the report must be submitted with the application packet.

Pre-requisite Courses

All prerequisite courses are required to be completed prior to enrollment in all programs of study. Please refer to the Program of Study for details about courses required.

Transfer Students

Covenant School of Nursing and Allied Health will give consideration of credit from other institutions accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation for “prerequisite courses only.” The approved courses will not count as clock hours earned.

Note: All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours. Transfer hours are not accepted from other schools of Registered Nursing, Radiography or Surgical Technology.

Licensed Vocational Nursing (LVN) Transfer Students

LVN's may request transfer hours for completion of their LVN education towards the Registered Nursing Program. In order for an LVN to receive credit for their LVN education, the applicant must take the NACE exam and pass with a score of 75 or greater. The transfer of hours reduces the time from the Registered Nursing Program of 64 weeks to a shorter 36 weeks. The LVN applicant must meet all application and admission requirements for the Registered Nursing Program as well as:

- hold a current LVN license in the state of Texas
- Apply within 2 years of graduating from the LVN school or if graduated more than 2 years ago, the applicant must have completed one year of work experience as a LVN within the last 5 years routinely performing basic nursing skills.

*The LVN applicant will not be required to take the TEAS exam also.

Additional Application Information:

All application materials must be submitted together in one packet to successfully complete your application. Incomplete applications will not be accepted.

Admission Requirements

Admission Status

After the application deadline, each school will consider all qualified applicants whose application files are complete and up to date. Selected applicants are then sent an email regarding their status as accepted, alternate, disqualified or declined admission. Upon receipt, further instructions are provided. Accepted and alternate candidates will be required to complete all of the requirements according to the deadlines listed in their admission packet. Please refer to each program of study for further details regarding the admission packet.

Enrollment Agreement

An enrollment agreement must be signed and returned with the admission packet.

Note: Covenant School of Surgical Technology requires students to sign the enrollment agreement only after all requirements have been completed a week before classes start.

Health Requirements

All accepted or alternate students will schedule an appointment with Employee Health Services at Covenant Health to perform the following:

- Document a medical history
- Update required immunizations and have a licensed healthcare provider complete the appropriate immunization form.
- Lab titer to ensure immunization for the Varicella Zoster
- Complete a color blind test (if applicable)
- Undergo a respirator FIT test
- TB baseline and secondary test
- Physical Demand Analysis
- Perform a drug screen test: if the pre-enrollment drug screen is positive for an illegal substance the candidate will be denied admission to Covenant School of Nursing and Allied Health and will not be eligible to reapply for 2 years
- Other items needed to complete the student health file
- All of these items must be completed by the date specified in the admission packet
- **IMPORTANT NOTICE TO APPLICANTS:** please be aware that all of our students are required to have completed the bacterial meningitis and HEP B series before the start of school. THIS IS A NON-NEGOTIABLE REQUIREMENT.

CPR Certification

Completion of an approved CPR course is required prior to admission to the school. CPR must be taken through American Heart Association only. An online version of CPR that does not require “hands on” skill performance is **not** acceptable for students entering their first semester at CSON or CSOST. You must submit a copy of your CPR card for your admission file as specified in the admission packet.

***NOTE: CSOR students will complete the CPR certification during orientation.**

Final Admission Status

A final letter of admission is mailed to the student after all medical requirements are met, all final official sealed transcripts have been received, and the admission file is complete. Until receipt of this final notification, the student's admission remains tentative.

Financial Aid

The financial aid application must be received by the dates listed below for each program. Your application will not be considered complete until ALL required forms are on file in the Financial Aid Office and have been verified for completeness and accuracy. Contact the Financial Aid Office for further assistance.

Registered Nursing Program

June 15th for the August admission

October 15th for the January admission

Radiography Program

June 15th for the August admission

Surgical Technology Program

June 1st for July admission

FAFSA Verification

Every year a number of students who are eligible for financial aid are randomly selected for verification by the U.S. Department of Education by the FAFSA Central Processing System (CPS). If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Financial Aid Officer) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement and what their verification code (V1-V6) was so they can complete the required verification requirement. If after review by the Financial Aid Officer, there are any changes to the financial aid package the student will be notified in writing.

Accommodations

Covenant School of Nursing and Allied Health complies with the Americans with Disabilities Act of 1990. The school will provide reasonable modifications and/or accommodations for students with learning disabilities depending on the student's need. Students are required to meet the physical demand requirements for the program. The following are Essential Program Requirements:

- Intact gross and fine motor skills; precise hand/eye coordination and dexterity.
- Able to discriminate tactile sensations.
- Clear speech (exception SPT program).
- Congruent verbal/nonverbal behavior; emotional stability; cooperative; no signs of impaired judgment.
- Able to walk, bend, stoop, kneel, stand, twist, sit, carry, lift, reach hands overhead. Able to evacuate a 4-story building in less than 3 minutes.
- Able to sit and stand long periods of time (4-7 hours in class; 8 hours in clinical).

- Able to pull 75 lbs; lift 35 lbs; push 100 lbs.
- Able to travel independently to clinical sites as assigned.
- Intact short and long-term memory.
- Visual color discrimination and depth perception; near and far vision 20/20 (may be corrected with lenses).
- Able to hear and discriminate alarms; hears whispered voice at 8 ft. (may be corrected with hearing aid).
- Able to detect odors sufficient to maintain environmental safety, including smoke and noxious odors.
- Frequent exposure to electricity, electromagnetic fields, electronic media and latex; chemical hazards including not limited to disinfecting solutions, dyes, acetone, bleach, and alcohol.
- Possible exposure to toxic drugs; anesthetic gases; ionizing radiation; infectious agents (blood, urine, mucus, saliva, etc.)

It is the student's responsibility to notify the program of any learning disabilities which might interfere with his/her learning and performance as a student and necessitate special accommodations while in school. Furthermore, the student understands that if he/she requires special accommodations because of disability, he/she must request in writing such consideration and submit a current letter from an appropriate licensed professional describing the nature of the learning limitation and specific accommodations needed while a student. Only after written documentation is presented can reasonable accommodations be provided.

Note: In order to be eligible for Title IV funding, you must be able to benefit from the reasonable accommodations and be able to take the state board-licensing exam.

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

Registered Nursing Program

Covenant School of Nursing
1919 Frankford Ave.
Lubbock, Tx. 79407
Phone: 806.725.8900
Fax: 806.793.0720

Office Hours: 8:00-5:00 M-Th. and 8:00-4:30 Fri.

Recruiter

Janeth Stewart
Work: 806.725.8949
Mobile: 806.773.5696 (texting available)
Email: Janeth.Stewart1@stjoe.org
www.facebook.com/CovSon

Nursing Admissions Officer

Lupe Sudano
Work: 806.725.8902
Email: guadalupe.reyessudano@stjoe.org
www.facebook.com/CovSon

Financial Aid Officer

Sue Hendrix
Work: 806.725.8903
Email: shendrix@covhs.org

Registrar/Bursar Office

Tracy Herrera
Work: 806.725.8901
Email: HERRERATN1@covhs.org

Radiography Program

Covenant School of Radiography
2002 W. Loop 289 (Wayland Plaza), Suite 120
Lubbock, Texas 79407-1704
Phone: 806.725.8965
Fax : 806.797.4350
Email: loswalt@covhs.org

Office Hours: Mon – Fri 8:00 – 4:30

Financial Aid Officer

Sue Hendrix
Work: 806.725.8903

Email: shendrix@covhs.org

Surgical Technology Program

Covenant School of Surgical Technology
3615 19th Street (third floor of the west tower)

Lubbock, Texas 79410

Phone: 806.725.4307

Fax: 806-723-7771

Email: mkelley@covhs.org

Office Hours: 7:00-3:30 Monday - Friday

Financial Aid Officer

Sue Hendrix

Work: 806.725.8903

Email: shendrix@covhs.org

Copyright Infringement Policies and Sanctions (Including computer use and file sharing)

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov , especially their FAQ's at www.copyright.gov/help/faq .

Covenant School of Nursing and Allied Health abides by the laws of the United States and international laws recognized by the government of the United States. Students enrolled in the School of Nursing and Allied Health will comply with copyright and other laws pertaining to protection of written and intellectual properties of third parties.

As students of Covenant Health School of Nursing and Allied Health, students must not infringe the intellectual property of others in any way. The unauthorized reproduction, distribution, modification, or posting of copyrighted work is a violation of copyright law. Students who violate copyright laws are subject to civil and criminal liability, including possible fines and jail time, and are subject to disciplinary action measures from Covenant School of Nursing and Allied Health.

Student postings shall respect copyright, trademark and fair use laws. Posting of an instructor's lecture materials in any format is prohibited. Distribution of any lecture recordings via social media for the purposes of public listening or viewing is prohibited. The posting or distribution of any copyrighted material that you do not have legal authorization to use is prohibited. Use of materials obtained from the Internet may be copyright protected. Students are cautioned to consult with faculty or CH librarian for assistance in determining if the "Fair Use" exemption applies to the materials. Covenant Health Schools have the right, in their sole discretion, to determine whether content is in violation of the rights of others.

Constitution Day

The Department of Education requires all schools that receive federal funds to offer some type of educational program on the Constitution. Our Constitution was drafted and signed during the Constitutional Convention held in Philadelphia from May 14 to September 17, 1787. CSNAH will provide an education offering on September 17th of every academic year in the form of a Constitutional quiz, informational bulletin board or some other type of educational activity.

Student Handbooks

All students have access to student handbooks specific to each program of study which contains school policies. A copy of the student handbook will either be given in hard copy form or electronically biannually.

Voter Registration

The Department of Education requires schools to make a good faith effort to distribute voter registration forms to their students. Covenant School of Nursing and Allied Health distributes voter registration forms by electronically transmitting to each student a message containing an Internet address where the form can be downloaded. To be eligible to register in Texas, you must:

- Be a U.S. citizen;
- Be a resident of the county;
- Be 18 years old (you may register at 17 years and 10 months)
- Not be a convicted felon (unless a person's sentence is completed, including any probation or parole)
- Not be declared mentally incapacitated by a court of law

For more information, please read about Voter Registration in the Texas pamphlet at (<http://www.sos.state.tx.us/elections/pamphlets/largepamp.shtml>)

Intercollegiate Athletic Program

Covenant School of Nursing and Allied Health does not offer any Intercollegiate Athletic Programs.

Section 5: Programs of Study

School of Registered Nursing

Accreditation

Governing Body:
Covenant Health (CH) Lubbock, Texas

State Accrediting Agency:
Texas Board of Nursing (Texas BON)
333 Guadalupe St., Suite #3-460
Austin, Tx 78701
(512) 305-7400

National Accrediting Agency:
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404).975.5000 F(404).975.5020

Institutional Member:
National League for Nursing (NLN)
61 Broadway, 33rd Floor
New York, NY 10006

Institutional Member:
Texas Association of College Registrar and Admissions Office (TACRAO)
www.tacrao.org

School of Nursing Mission Statement

In keeping with the Mission of Covenant Health, the Mission of the School of Nursing is to provide a quality nursing education founded on a correlation of evidenced-based best nursing practices, knowledge integration skills, and concepts of caring for the whole person, thereby providing the community with competent beginning nurse generalists. (Revised & adopted Feb 2005)

School of Nursing Philosophy

The Faculty of the School of Nursing believes:

Nursing is a discipline dedicated to the promotion of optimum health for the individual, the family and the community. Nursing requires the integration of knowledge and skills from biological, psychological and sociological sciences with evidenced-based nursing practice and concepts of caring for the individual as a whole person (body mind and spirit). The client's needs and care requirements are best met by an analysis of client needs through the use of the nursing process of assessment, analysis, planning, implementation and evaluation. The nurse collaborates with the client, the family and other members of the health care and nursing teams to formulate a plan of care, which is correlated with the medical care plan and incorporates the use of preventive, supportive, restorative and rehabilitative health measures to meet needs across the lifespan and health-illness continuum of the client, family, and community in a constantly changing society.

Education is a dynamic continuous process utilizing organized instruction and selected learning experiences, which enable the student to attain basic knowledge and skills. Nursing education provides a correlation between scientific concepts and evidenced-based nursing practice coordinated with a variety of learning experiences. This knowledge facilitates the student's development of cognitive, psychomotor, and affective abilities needed to function as a nurse generalist who is capable of critical thinking, independent judgment, and self-direction. Learning is enhanced when there are clearly defined, mutually acceptable outcomes and planned educational experiences that proceed from simple to complex.

The School of Nursing promotes learning through a curriculum based on Lenburg's Competency Outcomes and Program Assessment Model to facilitate development of competency-based nursing and relationship, leadership, management and knowledge integration needed to function as a beginning nurse generalist. The School of Nursing provides the community with resource persons and role models to facilitate promotion of health and dissemination of information and with graduates eligible to apply to take the licensure examination and competent to function as beginning nurse generalist.

Nursing Program Outcomes

CSON program outcomes are based on Lenburg's Competency Outcomes and are listed below:

- Assessment and intervention: Provide competent nursing interventions based on assessment of client needs and application of the nursing process to meet the needs of the whole person.
- Communication: Communicate effectively with individuals across the lifespan, families, and members of the health care team.
- Critical thinking: Function as a nurse generalist who is accountable and capable of critical thinking, independent judgment, and self-direction.
- Human caring and relationship: Incorporate concepts of caring and moral, ethical, legal, and professional standards into nursing practice.
- Leadership and management: Coordinate resources to assure optimal levels of health for clients, families, and the community.
- Teaching: Teach concepts of health promotion, maintenance, and restoration to clients, families, members of the health care team and the community.
- Knowledge integration: Integrate concepts from biological, sociological, and psychological sciences to provide competent evidenced-based nursing care for clients across the lifespan and health-illness continuum.

History of the School of Nursing

Covenant School of Nursing, a member of Covenant Health, was founded on January 25, 1918, under the name of Lubbock Sanatorium Training School. As the hospital expanded and became recognized for its specialists in the various fields of medicine, the name was changed to Lubbock General Hospital School of Nursing.

In 1945, a memorial foundation took over the management of the Hospital and School of Nursing, changing the name to Lubbock Memorial Hospital and School of Nursing. The name Methodist Hospital School of Nursing was adopted in 1954 when the Northwest Texas conference of the Methodist Church assumed ownership and operation of both the Hospital and School of Nursing. In 1960, a new student nurses' residence was completed.

For the following eleven years, the residence was known as Jackson Hall. In 1971, the first two floors were remodeled to provide classroom, laboratory and office space to house the expanding School of Nursing. Dormitory facilities were closed in June, 1974. On June 9, 1998 with the merger of Methodist Hospital and St. Mary of the Plains Hospital, the School of Nursing became a member of Covenant Health.

Partnership with Lubbock Christian University

In 2007, the Texas Legislature passed the Sunset Bill (HB 2426) which required any diploma program of study leading to the initial licensure of a registered nurse must entitle a student to receive a degree from an institution of higher education. Covenant School of Nursing (CSON) and Lubbock Christian University (LCU) proposed a streamlined approach for CSON students to continue on with their education to receive a bachelor's degree from LCU. For more information regarding this unique partnership please [click here](#).

Professional Nursing Pledge

In the full knowledge of the responsibilities I am undertaking, I promise to care for my clients with all the knowledge, skills and understanding I possess, without regard to race, color, creed, politics, social status, sparing no effort to conserve meaningful life, to alleviate suffering, and to promote health.

I will respect, at all times, the dignity and religious beliefs of the patients under my care and hold in professional confidence all personal information entrusted to me. I will refrain from any action which might endanger the quality of life or health.

I will endeavor to keep my professional knowledge and skill at the highest level and to give my support and cooperation to all members of the health team. With full awareness of my qualifications and limitations, I will do my utmost to maximize the potential of the nursing profession and to uphold and advance its standards.

Application/Admission Requirements

Pre-nursing status

The process toward completion of the diploma program begins prior to actually entering the School of Nursing. After completion of high school or a General Education Development (GED) certificate, the pre-nursing student is required to complete eight specific college level courses at a regionally accredited college or university of choice. If the school is accredited outside of the Southern Association of Colleges and Schools (SACS), then a course description review must be completed by the admission officer and/or Admissions Committee. Courses will be transferred upon review of course descriptions and an hour analysis. These academic pre-requisite courses include the following:

- English I/English II 6 hours
- Chemistry (with lab) 3-4 hours
- *Human Anatomy & Physiology 1 (with lab) 4 hours
- *Human Anatomy & Physiology 2 (with lab) 4 hours
- Microbiology (with lab) 4 hours
- Human Nutrition 3-4 hours
- Human Growth & Development 3 hours

*must be completed within ten years prior to start at CSON

Time Frame

If the pre-nursing student attends classes' full time, the expected completion time for these courses is two semesters. The order in which the pre-requisite courses are taken is significant since colleges require completion of certain courses before enrollment in others. All pre-requisite college courses must be completed prior to enrollment in the nursing curriculum at the School of Nursing.

Grade Requirements

A minimum grade of "C" in each of the pre-requisite courses is required, and a grade point average of 2.5 or higher in these courses is expected. The School of Nursing also evaluates the number of times a particular course is taken and considers each grade earned in that course.

Credit by Examination

We accept credit by examination for the following exams with passing scores.

English I Human Growth and Development

English II

The Admissions Officer is available by appointment to applicants for academic guidance and consultation during the pre-nursing phase of completing these required courses.

Student Activities

Activity Calendar

During the academic year there are many activities in which students ~~and faculty members~~ are encouraged to participate. Many of these are planned by students with their faculty sponsors or advisors. Notices of all activities are posted on the Activity Calendar at least one week in advance of the event.

School Calendar and Enrollment Dates

Academic Calendar

	2015—2016
September 28, 2015	Module 1 new curriculum begins
October 9 -10, 2015	Council of Schools in Austin, Texas
October 19, 2015	Student Holiday
November 6-9, 2015	NSNA Mid Year Convention Atlanta, Georgia
November 24 - 27, 2015	Thanksgiving Holiday (School closed 26 – 27)
November 30, 2015	Module 2 new curriculum begins
December 18, 2015	Student Holiday
December 21, 2015 - January 1, 2016	Christmas Break (School Closed)
January 4, 2016	Module 2 resumes classes
February 15, 2016	Module 1 & 3 new curriculum begins
February 25 - 27, 2016	State TSNA Convention Arlington, Texas
March 14 - 18, 2016	Spring Break (School Closed)
March 30 – April 2, 2016	National NSNA Convention Orlando, Florida
April 1, 2015	Student Holiday
April 25, 2016	Module 4 begins
May 30, 2016	Memorial Day(School closed)
June 20, 2016	Summer Break for New curriculum students
July 25, 2016	Module 5 begins

Campus Wide Activities

Welcome Party

Each new class is welcomed to the School of Nursing with a social gathering given by the Student Government to introduce them to the students and faculty of the school.

Student Conventions

Students are given educational leave to attend the Council of Schools, Texas Nursing Student's Association convention and the National Student Nurses' Association convention, provided the student is not on scholastic warning of any kind, GPA at 75 average or better and has turned in all required work before leaving.

Covenant Student Organizations

Students are given opportunities to participate in social, philanthropic and governance activities while in school. Students may serve as an elected student officer for the Student Government Organization (SGO) and/or a representative on the Student Welfare Committee.

Students may participate in a pre-professional organization if desired as a member or an elected officer. *

*annual fees apply

Student Government Organization

The Student Government Organization (SGO) operates as a group to accomplish their desired goals, to plan and execute community service and/or social activities. The Student Council (Executive Board) is made up of students elected by the entire student body to oversee the organization. All students are members of the SGO and are encouraged to attend the General monthly meetings on the first Thursday of the month in the student lounge. The Activities Coordinator serves as Advisor to SGO. The President must be a Junior or Senior (Module 5-8) and the Vice President must be a Freshman or Sophomore (Module 1-4). The Secretary/Treasurer may be any level (Module). Students must maintain a grade average of 75 or above and be in good standing to hold office.

Student Council Officers/Duties

- President (Junior/Senior) (Module 5-8)
Presides at all meetings of the Student Government Organization
Appoints special committees with the approval of the Student Council
Represents the student body in matters related to the Organization
Serves as student representative at faculty meetings
- Vice President (Sophomore) (Module 1-4)
Assumes the duties of the president in the absence or disability of the president
Performs other duties as assigned by the president
Serves as ex-officio member of all committees
- Secretary/ Treasurer (any Level/Module)
Prepares the minutes of all business meetings pertaining to the organization
Keep attendance records of all meetings
Acts as advisor of Organizational expenses and funds

Class Organization

Each class Organization is an important part of traditional student activities, providing opportunities to develop and promote professional endeavors. The organization consists of two Student Representatives who are elected by their peers at the beginning of each semester/module. Representatives may serve until graduation, unless needing to vacate the position. Students must maintain a grade average of 75 or above and be in good standing to hold office and commit to attending at least 80% of Student Welfare meetings.

Class Representatives Duties

- Makes weekly announcements to class.
- Serves on Student Welfare committee.

- Communicates class concerns to the Student Welfare Committee.
- Communicates Faculty's decisions and recommendations to the class.
- Call a class meeting if necessary (scheduled with Student Activities Coordinator one week prior to posting the date and time of the meeting).
- Serves as a member of the Grievance Hearing Panel when necessary.

Student Welfare Committee

This committee serves as liaison between the Student body and the Faculty to oversee the student program, providing opportunities for student representation in governance. The committee is a powerful and proactive group that listens to student concerns, issues or suggestions. Members include the Student Activities Coordinator, appointed Faculty member(s) from each module, and the elected student Class Representatives. The committee is scheduled to meet the second Thursday of the month from 12:00-1pm in the Executive Conference room. Functions of the Student Welfare Committee are to:

- provide opportunities for student input into school governance
- provide curriculum suggestions
- provide student constituents for grievances
- advise and support the CSON Student Association (TNSA Affiliate)
- advise and support the CSON Student Government Organization
- complete designated responsibilities assigned to the committee by the Systematic Plan for Evaluation based on current ACEN and other regulatory agency standards and criteria.

Student Representatives to the Faculty Organization

Officers who may attend the faculty organization meetings are the President of the Student Association, President of Student Government Organization and/or a Class Representative from the Student Welfare Committee. In the event one of the officers is unable to attend, they may delegate another officer to attend in their place. The Officers have a voice in the Faculty Organization.

Pre-Professional Student Associations

All students of Covenant School of Nursing may become members of the Student Association, the Texas Nursing Student Association and the National Student Nurses Association. Annual dues are \$45 for new members or renewals.

Purpose of Covenant Student Nurses Association (CSNA):

- To assume responsibility for contributing to nursing education in order to provide for the highest quality health care
- To provide programs representative of functional and current professional interest and concerns
- To aid in the development of the whole person and his /her responsibility for the health care of people in all walks of life.

Functions of Covenant Student Nurses Association (CSNA):

- To have direct input into standards of nursing education and influence the education process
- To influence health care, nursing education and practice through legislative activities as appropriate

- To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues
- To represent nursing students to the consumer, to institutions, and other organizations
- To promote and encourage student participation in interdisciplinary activities
- To promote and encourage recruitment efforts: participation in student activities and educational opportunities; regardless of person's race, religion, sex, national origin, age, and marital status or disability
- To promote and encourage collaborative relationships with the National Student Nurses Association, American Nurses Association, the National League of Nursing, the International Council of Nurses, Texas Nurses Association, Texas League for Nursing, as well as other nursing and related health organizations.

CSNA Board and Duties

Students may be elected as CSNA board members (officers) offering leadership and encouragement to the local Chapter. The Officers are elected each April, serving for a period of one year and are responsible for transacting business of the chapter between the Executive meetings and reporting the transactions at the next scheduled General meeting. **Students must have a grade average of 75 or above and be in good standing to hold office or travel to conventions.** Elected Officers include:

- President
 - Presides at all meetings of the organization
 - Appoints special committees with the approval of the members
 - Serve as ex-officio member of all committees
 - Represent the organization in matters relating to the organization and perform all other duties pertaining to the office
 - Serves as student representative at faculty meetings
 - Votes only in case of a tie
- Vice-President
 - Assumes the duties of the president in the absence or disability of the president
 - Officially keeps the points current of all CSNA members upon completion of activities
 - Coordinates with President securing monthly guest speaker
 - Performs other duties as assigned by the president
- Secretary/Treasurer
 - Assumes the duties of the president in the absence or disability of the president or Vice-President
 - Prepares the minutes of all business meetings of CSNA
 - Performs other duties as assigned by the president
 - Presents for approval of expenditures allocated by the organization for purchases or trips. (No funds will be disbursed without prior approval)
- Projects Chairperson and co-chair
 - Initiates and formulates events and activities for purposes of providing community service events for members
 - Reviews and assess' outcomes of community service events with members

- Fundraising Chair and co-chair
Initiates and formulates events and activities for purposes of raising money for the organization
Reviews and assess' outcome of fund-raisers with members
- Historian Chair and co-chair
Takes photographs and keeps current events documented for the school year
Compiles scrapbook for the state and the school
Keeps bulletin board up-to-date
- Communications Chair and co-chair
Coordinate with board members regarding CSNA events to be posted
Post and publicized all approved events
Prepare a school newsletter for the CSNA chapter

Local Chapter of the Texas Nursing Students Association

The Texas Nursing Students Association (TNSA) is governed by a Board of Directors elected by the membership at the Annual Meeting. Other meetings of the Association are scheduled as the Board designates. It is necessary to attend these meetings in order to be an active member.

It is each student's privilege and responsibility to take an active part in the pre-professional nursing organization. By being an active member of the Association, the student has opportunities to participate in community activities toward improved health care, as well as participating in fund raising activities to send delegates to the TNSA and NSNA conventions. Students who wish to be delegates to either of these conventions may do so by participating in community service projects and fund raising activities to qualify. TNSA meets annually in February in a city designated by the TNSA Board of Directors. Students who serve as delegates to the NSNA convention are exposed to the national liaison of nursing schools from every state and get to vote on issues of concern to the nursing profession. By being a member of the National Student Nurses' Association (NSNA), students are provided national levels of connections and mentoring in shaping their future profession. The number of delegates who may attend TNSA and NSNA conventions from each school is determined by the number of members at a school. Another determining factor is the student's grades and the Chapters' financial means. The annual events attended by Covenant School of Nursing Representatives are:

- Council of Schools
- TNSA State Convention
- NSNA National Conference

Student Rights and Responsibilities

The National Student Nurses' Association formulated the following Student Bill of Rights in 1975 and amended it in 1988. This document was adopted by the Covenant School of Nursing Student Association with approval of the faculty. Students have a right to:

- a sound education
- a right to and a responsibility for having a creative educational opportunity;
- a right to and a responsibility for having the highest quality practitioner-teacher;
- a right to and a responsibility for achieving input into curriculum planning;

- a right to and a responsibility for achieving self-directed learning;
- a right to and a responsibility for achieving equal participation in all areas of clinical practice;
- a right to and a responsibility for participating in interdisciplinary activities;
- a right to due process
- a right to and a responsibility for insuring peer review and self-evaluation.
- all the rights and privileges of internal governance.
- Students have a right to and a responsibility to organize and participate in an organization directed toward achieving professional goals;
- a right to and a responsibility for facilitating change in health care delivery through various channels;
- a right to and a responsibility for assembling and exploring fundamental and current professional issues and concerns;
- a right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
- a right to and a responsibility for fostering a better correlation between nursing education and practice.

Students may exercise the right to inquire about and recommend improvement in policies, regulations and procedures affecting the welfare of students, through appropriate channels such as Student Government or the Student Welfare Committee of the faculty organization. The Student Welfare Committee is composed of Class Representatives and faculty members. It serves as a mediation board for resolving minor problems and complaints and communicates student recommendations to the faculty.

Student Services

Student Guidance/Advisement Activities

Guidance/Advisement activities are based on the recognition that each student has a unique personality and that all experiences in the school should contribute to personal growth and development as well as professional growth. A full-time Activities Coordinator is employed by the School of Nursing to assist the student in achieving these goals. Both planned and spontaneous conferences are available to the student. Academic guidance is also provided by all faculty to students in each instructional module; students are assigned a faculty advisor. The Retention Committee contains liaisons to assist students who need extra assistance academically. Individual and group conferences are held periodically as needed. Evaluation conferences are conducted at the close of the instructional module. Exit interviews and surveys are held before graduation to learn the future plans of each student and to obtain suggestions regarding the school. A graduate survey is conducted to evaluate the progress and success of the graduate.

Covenant Assistance Program (Counseling)

In addition to the guidance provided by School faculty, students who have special needs may contact CAP (Covenant Assistance Program). This program is provided to students and their families as a free service. CAP provides free evaluation and referral services regarding personal problems on a self-referral basis and is staffed by highly qualified and experienced counselors who are not employees of Covenant Health. When additional counseling or treatment is needed, CAP will refer students or their family members to the most appropriate community-based resource for assistance. CAP services may be recommended or required along with disciplinary action. To make an appointment with CAP, students may call 806-785-5151

Health Care Guidelines for Current Students

Second (final) year students must have an Annual Health Update, including TB Skin Testing, prior to beginning their 2nd/final school year.

Covenant Health (CH) will not pay for any on-school related injury/illness or any illness that existed before the student was accepted in to Covenant School of Nursing (CSON). Note: CSON students are strongly recommended to procure their own personal health coverage insurance.

Students must report any injury/occupational exposure, no matter how slight, to their instructor and Employee Health Services (EHS) immediately. Note: An EHS nurse is on-call 24 hours a day for all injuries/occupational exposures and may be paged at 740-6977 after 5:00pm and on week-ends and holidays.

EHS will provide First Aid treatment and/or over-the-counter medications for temporary relief of minor illnesses.

EHS has the primary responsibility for coordinating medical treatment and follow-up for any clinical/school related injury or occupational exposure.

Student Health Records are protected by the Family Educational Rights Privacy Act, and will be maintained in Employee Health Services. Upon graduation, students are responsible for

obtaining immunization records from EHS; otherwise these records will be destroyed after six (6) months. If however, following graduation, students become CH employees, EHS will continue to maintain the records as part of their employee health record. Records pertaining to the years the employee is enrolled at CSON will remain Student Health Records and those obtained during employment will be Employment Records.

Identification Badges

All students are required to wear identification badges at all times. Students must wear their identification badges at chest level with the name and photo visible at all times. The badge enables ready identification by patients, visitors, physicians and other personnel. The badge must not be defaced or adorned. The badge, with the photo facing outward, is worn in the upper left chest area. Lost badges must be replaced within 1 day. A replacement fee of \$10 by cash or check is payable in Human Resources. Students are not allowed to participate in clinical activities without a badge. In the event of withdrawal from school, the badge must be turned in to the Director.

A student wearing own identification badge will receive clearance to enter classrooms for learning, taking a course examination or national standardized test. A student not wearing own identification badge is asked to either leave the campus and retrieve the badge or obtain a new one.

Child Care Center

The Covenant Child Care Center offers an exemplary facility for its employees. Nursing students are given an equal opportunity to use this Center for their children, as space permits. The Center is open from 6 a.m. to 6 p.m. Monday through Friday. Applications and payment schedules are available at the Center.

Employment

Nursing students may seek employment with Covenant Health or elsewhere if desired. It is the responsibility of the student to schedule employment so that it does not conflict with school responsibilities. The faculty reserves the right to counsel a student when employment interferes with academic performance and achievement. Nursing students are given priority in securing positions for which they may qualify at Covenant Health. Application is submitted online through the Covenant Health website. If a student has called in absent, it is expected he/she would refrain from employment activities on that day.

Student Facilities

Eating Areas

Many students bring lunches and use refrigerators and microwave ovens which are located in the atrium. Soft drinks and snacks may be purchased in vending machines. Items placed in refrigerators must be marked with name and date. Items dated longer than 3 days will be thrown out. ALL items will be thrown out on Fridays.

Smoking Areas

It is the policy of Covenant Health to provide a healthful, safe working environment. The use of tobacco products is prohibited inside all CH-owned and leased facilities. Smoking is permitted only in designated areas and 20 feet from an entrance.

Study Areas

Study areas are provided on campus. Empty classrooms may also be used as study areas.

Student Housing

There is no authorized campus housing.

Library

The Covenant Medical Library is located in the Covenant Medical Center across from Human Resources. It is an invaluable resource for nursing students. There is a student orientation to the Library the week before clinicals begin. The Library offers a full menu of online databases with full text articles which can be accessed from home or in the Library. There are also 350 print journals available from which articles can be copied. The hours are M-F 8:30-5:00.

Physical Fitness Center

The LifeStyle Centre features a jogging track, Nautilus workout equipment, aerobic dance, treadmills, bikes, rowing machines and a swimming pool. Membership is available to students at a cost of \$20 per month. Application is made at the LifeStyle Centre.

Simulation Center

The CSNAH Simulation Center is located at Covenant Medical Center and is available to all students. The Simulation Center consists of over 18,000 square feet and contains 3 separate areas that are used by CSNAH faculty to enhance student learning. The largest lab area consists of 12 individual hospital rooms. Each room has a hospital room set up with furnishings such as an electric patient bed, a bedside table, a side chair, and an IV pole, as well as medical gas and suction. Various mannequins including nine VitalSim® Nursing Anne's that are SimPad® equipped, and one Gaumard Noelle® birthing simulator are used to simulate patient care experiences. This area also has a Gaumard HAL® one year old and newborn mannequin with a radiant warmer.

There are 2 classrooms available (occupancies of 12 and 25 respectively). These rooms can be utilized for traditional classroom capabilities (audio/visual presentations) as well as other non-traditional educational formats (hands on training).

Simulation Center laboratory/training activities can be designed for interdisciplinary groups, for example, nursing and radiography students participate in patient transfer and body mechanics labs together.

An additional lab is furnished with 6 electric beds. Various styles of mannequins are available in this area. All simulation areas are fully stocked with a variety of patient care supplies to address patient care across the life span and resources to support hands-on learning.

The Simulation Center is equipped with radio frequency communication devices which allow simulated human interaction between the student and a live human voice. Instructors may choose to utilize audiovisual recordings of the simulation for use by the instructor during the debriefing period.

Nursing Curriculum Overview

Prerequisite Course Requirements

Course Title	Semester Hours
English 1	3
English 2, Speech, or Spanish	3
Chemistry	3-4 Lab
Anatomy & Physiology 1	4* Must have a lab
Anatomy & Physiology 2	4* Must have a lab
Microbiology	4* Must have a lab
Human Growth & Development	3
Human Nutrition	3 or 4
Total Prerequisite Hours	27-31

Prerequisites Course Descriptions

English I

A study of the writing process that requires students to write extensively in a variety of modes and styles, including personal, academic, and research essays. Includes an application of research techniques and critical thinking

English II

A critical examination of a variety of literary forms and a careful examination of the writing process, culminating in a research paper.

Chemistry (either of the following)

General Chemistry: An introduction to chemistry. Includes gas laws, bonding theory, atomic structure, solutions, acid-base and redox reactions.

Inorganic Chemistry: The study of chemistry especially relating to the properties and behavior of inorganic compounds. The course should cover all chemical compounds except the myriad organic compounds.

Anatomy and Physiology I (or just Anatomy)

Structure and function of cells, tissues, and the general body plan; the integument, skeletal, and muscular systems.

Anatomy and Physiology II (or just Physiology)

A continuation Anatomy and Physiology I. Structure and function of the endocrine, circulatory, respiratory, digestive, excretory, and nervous systems, as well as a study of fluid, electrolyte and Ph balance of the body.

Microbiology

Characteristics of microorganisms, their culture, uses, control and immunological aspects in industrial, domestic, and medical areas. Concurrent registration in the complementary laboratory course is required.

Human Growth and Development (Lifespan)

The physical and psychological development of the individual from birth through the death/dying process.

Nutrition (Science of, or Personal)

Study of nutrients, their functions and food sources, recommended daily allowances, deficiency and toxicity symptoms, and sound principles for nutrition throughout the life cycle.

Nursing Coursework

Course Title and Number	Theory Hours	Clinical Hours	Weeks
Nursing 101 Health and Wellness Nursing 101 PH Nursing Pharmacology 1 Nursing 101 PA Nursing Pathophysiology 1	72	160	8
Nursing 102 Skills Acquisition	24	208	8
Nursing 103 Adult Geriatric Nursing Care I Nursing 103 PH Pharmacology 2 Nursing 103 PA Pathophysiology 2	72	160	8
Nursing 104 Adult Geriatric Nursing Care 2 Nursing 104 PH Pharmacology 3 Nursing 104 PA Pathophysiology 3	72	160	8
Nursing 205 Childbearing Family and Acute Psychiatric Nursing Concepts	56	168	8
Nursing 206 Pediatric and Pediatric Psychiatric Nursing Concepts	56	168	8
Nursing 207 Care of the Patient with Complex Care Needs	56	168	8
Nursing 208 Capstone	24	184	8
Generic Pre-licensure Program Totals	432	1376	64
Nursing 209 LVN Transition to Professional Nursing	32	16	4

Nursing Course Descriptions

Nursing 101 Health and Wellness

This module provides an overview of concepts basic to the nursing profession such as professional behaviors and responsibilities, nursing process, holistic care, wellness, basic human needs, health assessment, therapeutic communication, safe environment. Laboratory and clinical experiences include history & physical assessment, vital signs, basic patient comfort and care. The nursing process framework is introduced. Upon completion of this module, students should be able to provide safe patient care based on the concepts presented.

Nursing 101- PH Nursing Pharmacology I

Within the Health Concepts module, introductory nursing pharmacology will provide the student with information required to safely administer medications. Math for medication administration is included in the concepts. Upon completion of this material, students should be able to apply legal and ethical standards of care in medication administration and safely calculate medication dosages. There is no laboratory or clinical component.

Nursing 101- PA Pathophysiology I

Within the Health Concepts module, expected physiologic findings are compared to fundamental health concepts such as oxygenation and circulation. Upon completion of this material, students should be able to identify basic abnormalities in patient assessment findings. There is no laboratory or clinical component.

Nursing 102 Skills Acquisition

This module is dedicated to the acquisition of nursing skills required to safely provide nursing interventions in clinical patient care. Students will be introduced to evidence based practices for interventions related to aseptic technique, oxygen administration, medication administration, wound care, post-surgical care, Upon completion of this module, students should be able to safely provide basic nursing interventions in clinical patient care with supervision of faculty and licensed nurses.

Nursing 103 Adult – Geriatric Nursing Care I

This module introduces the student to concepts of care for patients with acute and chronic alterations in oxygenation, circulation, mobility, and tissue integrity, and management of patient comfort. Clinical experiences include caring for adult and geriatric patients in an acute and extended care settings. Upon completion of this module, students should be able to plan and perform basic patient care for the adult or geriatric patient with faculty support.

Nursing 103-PH Nursing Pharmacology II

Within the Adult/Geriatric Nursing Care module, students will be introduced to medications common to health issues emphasized in the nursing module. Medication math review continues.

Nursing 103-PA Pathophysiology II

Within the Adult/Geriatric Nursing Care module, students will gain in-depth information about the pathophysiological processes associated with common disease processes.

Nursing 104 Adult – Geriatric Nursing Care II

This module continues the study of the care of acute and chronic adult/geriatric patients with health conditions including neurological, gastrointestinal, endocrine, immune/infectious, and genitourinary disorders. End of life and grief and loss are addressed. Clinical experiences include caring for adult and geriatric patients in acute and extended care settings. Upon completion of this module, students should be able to plan and implement basic nursing care with faculty support.

Nursing 104-PH Nursing Pharmacology III

Within the Adult/Geriatric Nursing Care module, students will be introduced to medications common to health issues emphasized in the nursing module. Medication math review continues.

Nursing 104-PA Pathophysiology III

Within the Adult/Geriatric Nursing Care module, students will gain in-depth information about the pathophysiological processes associated with common disease processes.

Nursing 205 Pediatric and Pediatric Psychiatric Nursing Concepts

This module introduces care issues specific to the pediatric patient and family. Included in this module are mental health conditions common to pediatric and teen-age patients. Clinical experiences will include acute care facilities, community settings and mental health rehabilitation settings. Upon completion of this module, students should be able to recognize care issues of this population and intervene at a fundamental level with faculty support.

Nursing 206 Childbearing Family and Acute Psychiatric Nursing Concepts

This module is divided into two sections: concepts of obstetrical nursing and concepts of care of chronic and acute mental health patients. Family dynamics is included within the concepts. Students will be introduced to fundamental concepts of care for these populations. Clinical experiences will include acute care facilities, community settings and mental health rehabilitation settings. Upon completion of this module, students should be able to recognize care issues of this population and intervene at a fundamental level with faculty support.

Nursing 207 Care of the Patient with Complex Care Needs

This module focuses on patients across the lifespan experiencing complex health issues. Concepts related to critical care environments including safety, communication, emergent care, disaster planning, and assistive equipment are introduced. Complex pharmacology, medication administration and pathophysiology are combined with healthcare issues experienced by this population. Clinical experiences include critical care units, perioperative units, acute and community emergency departments. Upon completion of this module, students should be able to recognize emergent situations and intervene at a fundamental level with faculty support.

Nursing 208 Capstone

This module is designed to bring all of the program concepts together. Students will participate in activities directed at connecting previous learning to real world experiences. Students will participate in preparation for licensure and employment. Clinical experience will be fully precepted with emphasis on transition to practice. Upon completion of this module, students should be prepared to successfully complete the NCLEX-RN® and be able to function as beginning nurse generalists.

Nursing 209 LVN Transition to Professional Nursing

This 4 week module focuses on assisting the Licensed Vocational nurse in transitioning into a professional nursing role. The module concentrates on professional responsibilities of the RN, delegation, legal implications of RN licensure, and information management. Review and remediation of nursing knowledge base and nursing skills is incorporated into the module. Demonstration of skill competency and fundamental nursing judgment through simulated patient care is required.

Lubbock Christian University Partnership

Background:

In 2007 the Texas legislature passed HB2426 requiring all diploma school graduates to be eligible for a degree from an institution of higher learning by the year 2014. The bill was signed into law and subsequently entered into the Texas Nurse Practice Act Section 301.157 (a-1).

Effective January 2012, Covenant School of Nursing entered into a Partnership agreement with the Department of Nursing of Lubbock Christian University for the purpose of fulfillment of the intent of the law for all Covenant graduates to be eligible for a degree from an institution of higher learning which in this instance is Lubbock Christian University.

The Partnership Program agreement provides the Covenant School of Nursing graduate the ability to seamlessly matriculate to Lubbock Christian University Department of Nursing for completion of the RN-BSN courses and be eligible for the granting of a Bachelor of Science degree in Nursing upon completion of the university degree requirements.

Benefits of Partnership

- Yields a highly marketable, clinically well trained BSN nurse
- Forty two hours of University credit awarded for Covenant program completion
- Seamless transition from Covenant School of Nursing to Lubbock Christian University
- Education costs are comparable to other BSN programs
- Financial assistance available during 4 year program
- Students are working full time as registered nurses while completing RN-BSN courses
- Tuition reimbursement at some local hospitals are immediately available for full time RN's

LCU Articulation Degree Plan



RELIGION - 3 HOURS				

BIOLOGY - 3 HOURS				
BIO	3301	Genetics		

MATHEMATICS - 3 HOURS				
MATH	3310	Psychological Statistics		

Note: Upper-level course recommended

BSN PREP CLASSES				
NUR	3200	Into to BSN		

BSN MAJOR-29HOURS				
dept	#	Course Name	grade	hrs
NUR	3214	History, Theory, and Therapies		
NUR	3314	Trends and Issues		
NUR	4311	Nursing Research		
NUR	4314	Leadership and Management I		
NUR	4316	Leadership and Management II		
NUR	4318	Professional Role Development		
NUR	4403	Community Health I		
NUR	4305	Community Health II		
NUR	4303*	Complementary Therapies		
NUR	4320*	Comparative Health Systems		
NUR	4352*	Special Topics		
NUR	4399*	Independent Study: Evidence Based		

*3hrs of Major must be from: 4300, 4320, 4352, or 4399

Class Schedules

Schedule of CSON Class/Clinical Hours

The following is a SAMPLE of course/clinical times. Schedules will vary depending on multiple factors.

Instructional Module

Classroom: Monday, Thursday, Friday	8:30-4:30
Clinicals: Tuesday, Wednesday: (After several weeks in classroom)	6:00am-4:30pm (Hours will vary)

Office Hours

School Year Hours: (The last week in July – the third week in June)

Monday - Friday	8:00am - 1:00pm & 2:00pm - 5:00pm
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Summer Hours: (The 4th week in June – the last week in July)

Monday - Thursday	8:00am - 1:00pm & 2:00pm - 5:00pm
Friday	8:00am – 12:00pm

Tuition/Nonrefundable Fees

Please review the chart below for details about our tuition and fees. For any questions about tuition and fees or payments, please contact Tracy Herrera, Business Office Coordinator at 1 (806) 725-8901 or email tracy.herrera@st.org. Please make any payments payable to Covenant School of Nursing and payments may be mailed to:

Covenant School of Nursing
 Business Office
 1919 Frankford Ave.
 Lubbock, TX 79407

Price of Attendance

Tuition and Fee Chart

Instructional Module	1	2	3	4	5	6	7	8
Tuition	\$1,254.00	\$1,254.00	\$1,254.00	\$1,254.00	\$1,254.00	\$1,254.00	\$1,254.00	\$ 1,254.00
Fees								
ATI Materials & NCLEX Review	\$ 395.00		\$ 365.00		\$ 365.00		\$ 365.00	
Simulation Center Fee	\$ 100.00		\$ 100.00		\$ 100.00		\$ 100.00	
Building Fee	\$ 150.00		\$ 150.00		\$ 150.00		\$ 150.00	
Software License Fee	\$ 40.00		\$ 40.00		\$ 40.00		\$ 40.00	
Computer Access Fee	\$ 26.00		\$ 26.00		\$ 26.00		\$ 26.00	
Student Services Fee	\$ 46.00		\$ 46.00		\$ 46.00		\$ 46.00	
Graduation Fee							\$ 52.00	
	\$2,011.00	\$1,254.00	\$1,981.00	\$1,254.00	\$1,981.00	\$1,254.00	\$2,033.00	\$1,254.00

All fees are non-refundable and subject to change

Grand Total \$13,022.00

Additional Tuition

Students who withdraw from CSON for any reason (personal/academic) and are readmitted to CSON, will be charged the tuition listed above for any course for which they must repeat.

Miscellaneous Expenses:

CPR Course: Must take Health Care Provider course by American Heart Association prior to

entering CSON.

Module #7 - \$125.00 paid to the Texas Board of Nursing for Application for Examination

Module #8 - \$200.00 paid to Pearson Vue for NCLEX Registration Fee

Uniform Accessories: Cost of watches, shoes, stethoscope, etc. is determined by personal selection.

DESCRIPTION OF REQUIRED FEES

ATI Testing & Materials Fee	ATI is a licensing exam preparation program utilized by CSON
Simulation Center Fee	Simulation lab supplies and equipment maintenance
Building Fee	Building fees and maintenance
Software License Fee	Student information system and learning management system
Computer Access Fee	Computer hardware and maintenance
Student Services Fee	Student Administrative Services
Graduation Fee	Graduation cost

DESCRIPTION OF MISCELLANEOUS EXPENSES

Books and Uniforms	The student will be required to purchase the approved books and approved uniforms at their own expense. (Approximately \$1,500.00 paid over the 8 instructional modules.)
Uniform Accessories	Cost of watch, shoes, stethoscope, etc. is determined by personal selection but must meet CSON dress code.
Computer/Printer	Required for course work.
Transcript Fees	Official transcripts are \$3.00 each. Unofficial transcripts are \$2.00 each. Students may request transcripts from the Business Office. Academic transcripts furnished from other institutions are part of the student's permanent file and copies will not be made available by CSON.
ID Badge Replacement	A \$10.00 replacement charge will be required for a lost or stolen badge.
TBON Application Fee	\$100.00 – Paid to Texas Board of Nursing Examiners for application to test: 4 months prior to graduation.
NCLEX	\$200.00 – NCLEX application fee to take boards paid to Pearson/Vu: 1 month prior to graduation.

Textbook Requirements

Required	ISBN	Author	Title/Edition
Modules 1-4	9781455703845	Kee & Marshall	Clinical Calculations 7E
	9780323079334	Potter	Fundamentals of Nursing 8E
	9780323089494	Pagana & Pagana	Mosbys Manual of Diag&Lab Tests 5E
	9780323088558	Mosby	Mosbys Pocket Dict of Med, Nsg, and AH 7E
	9780323187411	Perry & Potter	Mosbys Guide Basic Skills & Proc 8E
	9780323085496	Ackley & Ladwig	Nursing Diag Handbook 10E
	9780763779009	Jones & Bartlett	Nurse's Drug Handbook 2010 9E
	9780323078917	Huether & McCance	Understanding Patho 5E
	9781451130607	Hinkley & Cheever	Brunner & Suddarth Textbook of Medical Surgical Nursing 13 ED
	Module 5	9780323084789	Gahart, B. & Nazareno, A.
9780323083430		Hockenberry, M. & Wilson, D.	Wong's Essentials of Pediatric Nursing (9E)
9780803621787		Linnard-Palmer	Peds Notes: Nurse's Clinical Pocket Guide
Module 6	9780803637047	Durham, R. & Chapman, L.	Maternal-Newborn Nursing: The Critical Components of Nursing Care
	9780323287883	Varcolis, E. M.	Essentials of Psychiatric-Mental Health Nursing (2E)
Module 7	9781451192810	Marquis & Huston	Leadership Roles and Management Functions in Nursing (8E)
	9781451115536	Huff	ECG Workout

Faculty Access

Students have access to their course faculty for academic and/or course advisement at times that are outside regularly scheduled class hours. Faculty phone numbers and office hours are published on course syllabi.

Dean

Anger, Alicia (2002) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1997; BSN, West Texas A&M University, Canyon, TX, 1999; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2004

Faculty School of Nursing

Students have access to their course faculty for academic and/or course advisement at times that are outside regularly scheduled class hours. Faculty phone numbers and office hours are published on course syllabi.

Allison, Vicky (2001) BSN, West Texas State University, Canyon, TX, 1981; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2003; Pharmacology Instructor Sophomore Level/ Module 2; 806-725-8922

Brazell, Patricia (1991) BSN, University of Texas, Austin, TX, 1983; MSN, West Texas State University, Canyon, TX, 1991; Nursing Instructor Junior Level/Module 2; 806-725-8933

Church, Cory (2014) AASN, Angelo State University, San Angelo, Tx, 2009; BSN, Angelo State University, San Angelo, Tx, 2010; MSN, Angelo State University, San Angelo, Tx, 2014; Nursing Instructor Sophomore Level/Module 3; 806-725-8926

Davis, Lisa (2008) BS, Texas Tech University, 1979, Lubbock, TX; Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1984; MSN, Lubbock Christian University, Lubbock, TX, 2008; Nursing Instructor Module 1; 806-725-8914

Durbin, Jimmy (2003) BS, Lubbock Christian College, Lubbock, TX, 1973; Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1975; BSN, West Texas State University, Canyon, TX, 1978; MSN, Lubbock Christian University, Lubbock, TX, 2007; Nursing Instructor Sophomore Level/Module 4; 806-725-8924

Duriex, Kelli (2015) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1998; BSN, Lubbock Christian University, Lubbock, TX 2000; MSN, Lubbock Christian University, Lubbock, TX 2013; Nursing Instructor Sophomore Level/Module 3; 806-725-8938

Fabry, LeeAnn (2007) ADN, Eastern New Mexico University, Roswell, NM 1989; BSN, Lubbock Christian University, Lubbock, TX 2006; MSN, Lubbock Christian University, Lubbock, TX 2008; Nursing Instructor Senior Level/Module 4; 806-725-8942

Friday, Jordan (2015) Diploma, Covenant School of Nursing, Lubbock, Tx, 2011 ; BSN, Lubbock Christian University, Lubbock, TX 2012; MSN, Lubbock Christian University, Lubbock, TX 2014; Nursing Instructor Sophomore Level/Module 3; 806-725-8946

Fuerstenberg, Jane (2015) AASN, Victoria College, Victoria, Tx, 1988; BSN, Lubbock Christian University, Lubbock, TX 2012; MSN, Lubbock Christian University, Lubbock, TX 2013; Nursing Instructor Sophomore Level/Module 4; 806-725-8960

Gurley, Jeanette (2014) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1984; BSN, Lubbock Christian University, Lubbock, TX 2010; MSN, Lubbock Christian University, Lubbock, TX 2011; Nursing Instructor Junior Level/Module 6; 806-725-8941

Haynes, Brittany (2014) BSN, Texas Tech University Anita Thigpen-Perry School of Nursing, Lubbock, TX, 2009; MSN, Texas Tech University Anita Thigpen-Perry School of Nursing , Lubbock, TX, 2013; Nursing Instructor Freshman Level/Module 6, 806-725-8921

Hilton, Carla (2001) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1978; BSN, West Texas State University, Canyon, TX, 1980; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2004; Pharmacology Instructor Freshman Level/Module 2; 806-725-8915

Karvas, Connie (1993) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1978; BSN, West Texas State University, Canyon, TX, 1981; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 1993; FNP-BC, West Texas A & M University, Canyon, TX, 1997; Nursing Instructor Freshman Level/Module 2; 806-725-8908

Kensing, Angela (2012) BSN, University of Mary Hardin Baylor, Belton, TX, 1988; MSN, Lubbock Christian University, Lubbock, TX, 2013; Nursing Instructor Sophomore Level/Module 3; 806-725-8925

Kidder, Monica (2013) BSN, University of Nevada, Reno, Reno, Nevada 1996; MSN, Regis University, Denver, Colorado, 2005; Student Retention Coordinator; 806-725-8920

Kilpatrick, Dondi (2008) BSN, West Texas State University, Canyon, TX 1981; MSN, Lubbock Christian University, Lubbock, TX 2007; Nursing Instructor Junior Level/Module 5; 806-725-8935

Maya, Jaynie (2012) BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 1993; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2007; Nursing Instructor Module 1; 806-725-8948

McWilliams, Ester (2014) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 2004; BSN, Lubbock Christian University, Lubbock, TX, 2007; MSN, Lubbock Christian University, Lubbock, TX, 2013, Nursing Instructor Senior Level/Module 7; 806-725-8932

Milam, Mary (1991) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1981; BSN, West Texas A & M University, Canyon, TX, 1991; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 1994; FNP-BC, West Texas A & M University, Canyon, TX, 1997; Student Services Coordinator; 806-725-8936

Mullen, Cindi (2015) Diploma, Covenant School of Nursing, Lubbock, TX, 2002; BSN, Lubbock Christian University, Lubbock, TX, 2011; MSN, Lubbock Christian University, Lubbock, TX, 2013, Nursing Instructor Junior Level/Module 5; 806-725-8910

Neel, Donna (2015) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1979; BSN, West Texas State University, Canyon, TX, 1982; MSN, Lubbock Christian University, Lubbock, TX 2012; Nursing Instructor Junior Level/Module 6; 806-725-8938

Nesbitt, Tammy (2000) BS, Texas Tech University, Lubbock, TX, 1984; MEd, Texas Tech University, Lubbock, TX, 1990; BSN, West Texas A&M University, Canyon, TX, 1993; MSN,

West Texas A&M University, Canyon, TX, 1997; Nursing Instructor Sophomore Level/Module 4; 806-725-8938

Pia, Janet (2012) BSN, Arellano University, Philippines, 1979; MSN, Lubbock Christian University, Lubbock, TX 2011; Nursing Instructor Senior Level/Module 7; 806-725-8917

Ponder, Paula (2009) LVN, South Plains College, Levelland, TX. 1979, ADN, South Plains College, Levelland, TX, 1990, BSOE, Wayland Baptist University, Lubbock, TX, 2002, MSN, Lubbock Christian University, Lubbock, TX, 2007; Nursing Instructor Senior Level/Module 7; 806-725-8945

Powers, Rebecca (2007) LVN, South Plains College, Lubbock, TX, 1985; Diploma R.N., Methodist Hospital School of Nursing, Lubbock, TX, 1989; BSN, Lubbock Christian University, Lubbock, TX, 1996; MSN, West Texas A&M University, Canyon, TX, 2001; Nursing Instructor Junior Level/Module 6; 806-725-8916

Rodriguez, Gloria (2006) ADN, South Plains College, Levelland, TX, 1989; BSN, West Texas A & M University, Canyon, TX, 1992 ; MSN, Texas Tech University, Lubbock, TX, 2005; Nursing Instructor Module 1; 806-725-8928

Rogers, Marshall (2005) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1996; BSN, Lubbock Christian University, Lubbock, TX, 1998; MSN, West Texas A&M, Canyon, TX, 2002; Pathophysiology Instructor Sophomore Level/Module 4; 806-725-8929

Schmidt, Debra (2015) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1976; BSN, West Texas State University, Canyon, TX, 1980; MSN, University of Texas at Arlington (UTA), 1991; DNP, Texas Christian University (TCU), Fort Worth, TX, 2010; Nursing Instructor Senior Level, 806-725-8946

Smith, Darla (2015) Diploma, Covenant School of Nursing, Lubbock, TX, 2006; BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2010; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2013; Nursing Instructor Sophomore Level/Module 4; 806-725-8946

Smith, Monti (2005) BSN, West Texas A&M, Canyon, TX, 1995; MSN, Lubbock Christian University, Lubbock, TX, 2007; Nursing Instructor Sophomore Level/Module 8; 806-725-8930

Stennett, Charles Randall (2006) BSN, West Texas A&M University, Canyon, TX, 1981; MSN, West Texas A&M University, Canyon, TX, 1999; Simulation Coordinator; 806-725-0295

Sue, Niki (2010) BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 1985; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2003; Nursing Instructor Junior Level/Module 6; 806-725-8939

Thomas, Cathy (2013), Diploma, Covenant School of Nursing, Lubbock, Tx, 2001; BSN, Lubbock Christian University, Lubbock, TX, 2008; MSN, Lubbock Christian University, Lubbock, TX, 2010; Nursing Instructor Module 3; 806-725-8918.

Thornley, Vicki (2001) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1979; BSN, Lubbock Christian University, Lubbock, TX, 1995; MSN, West Texas A&M University, Canyon, TX, 2001; Curriculum Coordinator; 806-725-8907

Thornton, Kendra (2008) BA, Texas Tech University, 1990, AAS (Nursing), Regents College, Albany, NY 1997; MSN, Lubbock Christian University, Lubbock, TX, 2008; Nursing Instructor Senior Level/Module 7; 806-725-8947

Tidwell, Jodi (2015) Diploma, Covenant School of Nursing, Lubbock, Tx, 2003; BSN, West Texas A&M University, Canyon, TX, 2007; MSN, Lubbock Christian University, Lubbock, TX, 2014; Nursing Instructor Junior Level/Module 5; 806-725-8910

Timmerman, Jennifer (2012) BSN, Midwestern State University, Wichita Falls, TX, 2005; MSN, Midwestern State University, Wichita Falls, TX, 2011; Nursing Instructor Module 8; 806-725-8937

Vela, Carmen (2009) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1998; BSN, Lubbock Christian University, Lubbock, TX, 2004, MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2007; Nursing Instructor Module 1; 806-725-8919

White, D'Anne (1990) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1982; BSN, West Texas State University, Canyon, TX, 1988; MSN, West Texas State University, Canyon, TX, 1990; Nursing Instructor Junior Level/Module 5; 806-725-8909

Wolfe, Julie (2006) Diploma, Covenant School of Nursing, Lubbock, TX, 2000; BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2002; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2006; Nursing Instructor Sophomore Level/Module 3; 806-725-8931

Administrative Staff

Arnett, Claire (2005) Student Services, Student Activities Coordinator; BS Ed, Texas Tech University, Lubbock, TX, 1975; 806-725-8904

Bell, Michael (2010) Educational Instructional Technologist; Certified Technology Specialist, 2007; 806-725-8906

Hendrix, Sue (2003), Financial Aid Officer; BA Advertising, Texas Tech University, Lubbock, TX, 1985; 806-725-8903

Herrera, Tracy (2014), Business Office Coordinator, BA in Human Development and Family Studies, Texas Tech University, Lubbock, TX 1998; 806-725-8901

Kallina, Deborah (2015), Medical Librarian; BA, Austin College, Sherman, Texas 1974; MA with Secondary Teaching Certificate, Austin College, Sherman, Texas, 1975; MLIS, Masters of Information Services, University of North Carolina, Greensboro, NC, 2011; 806-725-0602

Stewart, Janeth (2015), Recruiter; BA in Mass Communications with emphasis on Marketing/Public Relations, West Texas A&M University, Canyon, Texas, 2009; 806-725-8949

Sudano, Lupe (2014) Enrollment Management Services, Admissions Officer; Associates of Arts South Plains College, Levelland, Texas; 2001; Bachelors of Science in Occupational Education (major Human Services), - Wayland Baptist University, Lubbock, Texas, 2003; 806-725-8902

Revisions and Updates

| July 2010 October 2010

January 2011 July 2014 July 2015

School of Radiography

Accreditation

Covenant School of Radiography is fully accredited by the Joint Review Committee on Education in Radiologic Technology. The JRCERT is an organization approved by the United States Department of Education to evaluate and accredit programs in radiography and radiation therapy.

JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300

School of Radiography Mission Statement

Covenant School of Radiography strives to graduate students with the entry level skills required of a Radiology Technologist who will strive to assist others in both understanding our values of Service, Excellence, Dignity, and Justice and how to put these values into practice in our daily lives.

School of Radiography Values

Service, Excellence, Dignity, and Justice

School of Radiography Goals

Goal 1: Students will be able to safely and competently perform radiographic procedures.

Student Learning Outcomes:

- Students will practice radiation safety at all times.
- Students will correctly use identifying lead markers and patient identification on radiographs.
- Students will demonstrate an understanding of equipment operation by utilizing psychomotor and critical thinking skills.
- Students will effectively demonstrate the ability to organize and proceed with work assignments in a knowledgeable and professional manner.
- Students will demonstrate compassion and empathy while dealing with patients by applying affective domain.
- Students will present diagnostic radiographs to the radiologists for interpretation.

Goal 2: Students will evaluate the importance of professional development and growth.

Student Learning Outcomes:

- Students will be able to identify unprofessional and unethical behavior and understand how ethics and professional behavior impact the lives of patients, their families, their health care providers, their communities, and the country.
- Students will understand their legal obligations to their patients and to the hospital/institution.

- Students will display professional development and growth.

Goal 3: Students will use critical thinking and problem solving skills.

Student Learning Outcomes:

- Students will be able to identify and correct technical and positional errors on radiographs.
- Students will be able to select acceptable technical factors by utilizing critical thinking skills.
- Students will be able to identify non-routine situations and adjust technical factors and modify positioning method to fit the patient's condition or environment.
- Students will demonstrate the ability to evaluate film quality by utilizing critical thinking skills.

Goal 4: Students will be able to communicate effectively.

Student Learning Outcomes:

- Students will practice written communication skills.
- Students will be able to communicate orally and interact effectively with physicians and coworkers.

History of the School of Radiography

The program in radiography at Covenant Medical Center in Lubbock is 20-months and culminates in a certificate of completion. Covenant School of Radiography has an articulation agreement with Saint Joseph's College Online, which allows students also to graduate with an Associate Degree in Radiography.

After graduation our students are allowed to sit for the certification examination given by the American Registry of Radiologic Technologists (ARRT). Upon successful completion of the examination, you'll be registered in the field of radiologic technology in radiography and may use the initials RT (R) after your name.

Partnership with Saint Joseph's College Online

Saint Joseph's College will grant up to 30 credits for clinical work that has been completed during the 20-month radiology program for the Associate of Science in Radiologic Science Administration degree (ASRSA) and up to 50 credits towards the Bachelor of Science in Radiologic Science Administration degree (BSRSA). Credits are accepted across degrees with no statute of limitation. Graduate Program Option: A fast track to a Master's degree in Healthcare Administration is also available.

Benefits to Partnership

- Ease of admission, because the certificate program will have already been reviewed for credit transfer.
- Online courses are "open" 24/7, affording students the flexibility of doing coursework at times that are convenient for them.
- Optional summer courses allow students/graduates to accelerate their degree program.
- Application fee will be waived for articulating partners.

- The process for individuals seeking admission to Saint Joseph's College Online Go to <http://online.sjcme.edu/student-application-options.php>

For further information, please contact

Saint Joseph's College Online
278 Whites Bridge Road
Standish, Maine 04084-5236
207-893-7841

Application/Admission Requirements

Prerequisite Requirements

Covenant School of Radiography and Saint Joseph's College Online has an articulation agreement for students to be able to receive an Associate Degree and a certificate at graduation:

Time Frame

If the pre-radiography student attends classes' full time, the expected completion time for these courses is three semesters. The order in which the pre-requisite courses are taken is significant since colleges require completion of certain courses before enrollment in others. All pre-requisite college courses must be completed prior to enrollment in the nursing curriculum at the School of Radiography.

Grade Requirements

A minimum grade of "C" in each of the pre-requisite courses is required, and a grade point average of 2.5 or higher in these courses is expected. The School of Radiography also evaluates the number of times a particular course is taken and considers each grade earned in that course.

Options

- Students can apply for Covenant School of Radiography that already have a minimum of an Associate Degree. This meets the requirement for American Registry of Radiologic Technology.
- In order for the students to receive an Associate Degree through the Covenant School of Radiography and Saint Joseph's College Online, all of the prerequisite courses can be taken through Saint Joseph College of Maine or at least 25 % must be completed through Saint Joseph College Online.

Saint Joseph's College Online Articulation Associate's of Science Degree Plan

Covenant School of Radiography & Saint Joseph's College Online Certificate ~ Associate of Science in Radiologic Science Administration (ASRSA) Academic Year Transfer Credit Agreement: 2014-2015 Course Catalog: 2014-2015 Effective Date: 2/10/2014					
SJC CRN	SJC Radiological Science Requirements	Credits	Covenant CRN	Covenant's Course Equivalents	Credits
RAD XFR	Radiological Science	30		Covenant School of Radiography - Certificate Program	30
<i>Total Required ASRSA Radiological Science Credits:</i>		30		<i>Total ASRSA Radiological Science Transfer Credit:</i>	30
SJC CRN	SJC General Education Requirements	Credits	Covenant CRN	Covenant's Course Equivalents	Credits
EH 106	English Composition I	3		English Composition I	3
EH 107	English Composition II	3			
HISXFR	History	3			
MTHXFR	College Mathematics	3		College Algebra	3
THEXFR	Theology	3			
SSCXFR	Social Science	3			
NATXFR	Science	3		Anatomy & Physiology I with a lab	3
<i>Total Required ASRSA General Education Credits:</i>		21		<i>Total General Education Transfer Credit:</i>	9
SJC CRN	SJC ASRSA Major Specific Requirements	Credits	Covenant CRN	Major Specific Requirements	Credits
HA 205	American Health Care Systems	3			
HA 330	Health Administration	3			
HA 343	Health Care Financial Mgt	3			
HA 353	Legal Aspects- Health Care Administration	3			
HA 355	Ethics in Health Administration	3			
<i>Total Required ASRSA Major Courses:</i>		15		<i>Total Required ASRSA Major Transfer Credit:</i>	0
Total ASRSA Program Credits Remaining:		27		Total Transfer Credit Awarded:	39
Total ASRSA Degree Completion Credits:		66		Total Credits Required for Completion:	66

Agreement Manager: BR
 Program Director: TW
 Assistant Registrar: KR
 Agr. Signed or Update: 2014

*Note: This degree map serves as a guide
 All transcripts will be reviewed on an individual basis.*

Guidelines for transfer credit applicability (Pre-requisite Course Descriptions)

Sciences

Includes all science courses except behavioral and social sciences.

Examples: Anatomy and Physiology, Microbiology, Biological Sciences (Botany, Zoology, Animal Behavior), Environmental/Ecology, Entomology, Chemistry, Physical Sciences (Geology, Physics, Earth Science, Astronomy, Geography)

Social Sciences

Broadly defined as human and behavioral sciences

Examples: Psychology, Sociology, Anthropology, Social Work (including Human Services and Social Welfare courses), Political Science (including American Government)

Philosophy

May include Philosophy, Logic and Ethics. Must be coded as Philosophy.

Examples: Philosophy, Logic & Ethics

Not Acceptable: Medical Ethics

Ethics

Must be general ethics/philosophy based

Examples: Ethics

Not Acceptable: Medical Ethics

Theology

Bible Studies, Theology, Religious Studies. Must fall under the department of Religion or Theology

Examples: World Religions, Theology of Christ

History

Includes all college level history courses cataloged within the history department.

Examples: World Civilization, U.S. History, Western Civilization

Not Acceptable: Courses that are based within a specific major such as Educational History.

Humanities

Examples: Theater/Drama/Film (History or Appreciation), Music (History or Appreciation), Art (History or Appreciation), Literature, Mythology, Foreign Language, History, Philosophy, Theology, Humanities survey courses

Not Acceptable: Education courses, Applied art (Ceramics, drawing, sculpture, photography, silkscreen, watercolor), Applied music courses (chorus, piano, French horn, etc.), Speech or Public Speaking or Broadcasting journalism courses, Writing courses (grammar, business writing, tech. writing, creative writing, etc.), Political Science, ASL American Sign Language

General Elective

Any of a variety of college level courses. May include courses in applied arts and sign language, business courses, accounting courses, social sciences, nursing etc.

Examples: Business Ethics, Medical Bioethics, Nursing 101, Intro to Paralegal

Not Acceptable: Physical education courses, vocational courses or other course work that does not have a theoretical basis.

Saint Joseph's College Online will grant transfer credit from accredited colleges or universities with a course grade of "C" or better, provided the course is applicable. To earn a degree through Saint Joseph's College online students must complete 25% of courses at Saint Joseph's College. Students must take a minimum of 18 credits with 15 credits in the major/specialization courses.

Saint Joseph's College Online Articulation ASRSA to BSRSA Degree Plan

Covenant School of Radiography & Saint Joseph's College					
Associate of Science in Radiologic Science Administration (ASRSA) ~ Bachelor of Science in Radiologic Science Administration (BSRSA)					
Academic Year Transfer Credit Agreement:					
Course Catalog: 2014 - 2015			Effective Date: 2/10/2014		
	SJC BSRSA General Elective Requirements	Credits	Covenant CRN	Covenant's Courses Equivalents	Credits
GENXFR	General Elective	3		Medical Terminology	3
GENXFR	General Elective	3		Computer	3
<i>Total Required General Elective Credits:</i>		6		<i>Total General Elective Transfer Credit:</i>	6
	SJC BSRSA Radiological Science Requirements	Credits	Covenant CRN	Covenant's Courses Equivalents	Credits
SJC CRN					
RADXFR	Radiological Science	50		Covenant School of Radiography	50
<i>Total Required BSRSA Radiological Science Credits:</i>		50		<i>Total BSRSA Radiological Science Transfer Credit:</i>	50
	SJC BSRSA General Education Requirements	Credits	Covenant CRN	Covenant's Courses Equivalents	Credits
SJC CRN					
EH 106	English Composition I	3		English Composition I	3
EH 107	English Composition II	3			
PH 210	Ethics	3			
MA 205	Elementary Statistics	3			
HISXFR	History	3			
HISXFR	History	3			
MTHXFR	College Mathematics	3		College Algebra	3
PHLXFR	Philosophy	3			
THEXFR	Theology	3			
SSCXFR	Social Science	3			
SSCXFR	Social Science	3			
NATXFR	Science	3		Anatomy & Physiology I	3
NATXFR	Science	3		Anatomy & Physiology II	3
HUMXFR	Humanities	3			
HUMXFR	Humanities	3			
<i>Total Required BSRSA General Education Credits:</i>		45		<i>Total General Education Transfer Credit:</i>	12
	SJC BSRSA Major Specific Requirements	Credits	Covenant CRN	Major Specific Requirements	Credits
SJC CRN					
HA 205	American Health Care Systems	3			
HA 302	Human Resource Management	3			
HA 330	Health Administration	3			
HA 343	Health Care Financial Mgt	3			
HA 353	Legal Aspects- Health Care Administration	3			
HA 355	Ethics in Health Administration	3			
HA 410	Quality in Health Administration	3			
RS 412 P	Rad Science Senior Seminar	6			
<i>Total Required BSRSA Major Courses:</i>		27		<i>Total Required BSRSA Major Transfer Credit:</i>	0
Total BSRSA Program Credits Remaining:		60		Total Transfer Credit Awarded:	68
Total BSRSA Degree Completion Credits:		128		Total Covenant BSRSA Credits Required for Completion:	60

Agreement Manager: BR
 Program Director: TW
 Assistant Registrar: KR
 Agr. Signed or Update: 2014

Note: This degree map serves as a guide
 All transcripts will be reviewed on an individual basis.

Guidelines for transfer credit applicability (Pre-requisite Course Descriptions)

Sciences

Includes all science courses except behavioral and social sciences.

Examples: Anatomy and Physiology, Microbiology, Biological Sciences (Botany, Zoology, Animal Behavior), Environmental/Ecology, Entomology, Chemistry, Physical Sciences (Geology, Physics, Earth Science, Astronomy, Geography)

Social Sciences

Broadly defined as human and behavioral sciences

Examples: Psychology, Sociology, Anthropology, Social Work (including Human Services and Social Welfare courses), Political Science (including American Government)

Philosophy

May include Philosophy, Logic and Ethics. Must be coded as Philosophy.

Examples: Philosophy, Logic & Ethics

Not Acceptable: Medical Ethics

Ethics

Must be general ethics/philosophy based

Examples: Ethics

Not Acceptable: Medical Ethics

Theology

Bible Studies, Theology, Religious Studies. Must fall under the department of Religion or Theology

Examples: World Religions, Theology of Christ

History

Includes all college level history courses cataloged within the history department.

Examples: World Civilization, U.S. History, Western Civilization

Not Acceptable: Courses that are based within a specific major such as Educational History.

Humanities

Examples: Theater/Drama/Film (History or Appreciation), Music (History or Appreciation), Art (History or Appreciation), Literature, Mythology, Foreign Language, History, Philosophy, Theology, Humanities survey courses

Not Acceptable: Education courses, Applied art (Ceramics, drawing, sculpture, photography, silkscreen, watercolor), Applied music courses (chorus, piano, French horn, etc.), Speech or Public Speaking or Broadcasting journalism courses, Writing courses (grammar, business writing, tech. writing, creative writing, etc.), Political Science, ASL American Sign Language

General Elective

Any of a variety of college level courses. May include courses in applied arts and sign language, business courses, accounting courses, social sciences, nursing etc.

Examples: Business Ethics, Medical Bioethics, Nursing 101, Intro to Paralegal

Not Acceptable: Physical education courses, vocational courses or other course work that does not have a theoretical basis.

Student Activities

Activity Calendar

During the academic year there are many activities in which students and faculty members are encouraged to participate. Notice of all activities will be given in advance.

School Calendar and Enrollment Dates

August 2	Fall 2016 Module Begins
August 5	Fall 2016 Payment Due by 12:00 PM
September 5	Labor Day (School Closed) 2016
November 23-25	Thanksgiving Break (School Closed)
December 18	Last Class Day for Fall 2016 Module
December 21 – January 4	Christmas Break (No Classes)
December 21 – January 4	Christmas Break (School Closed)
January 5	Spring 2016 Module Begins
January 8	Spring 2016 Payment Due by 12:00 PM
February 24-27 27 – March 1	WCEC in Florida – Senior Class
March 14-18	Spring Break (School Closed) 2016
April 29	Senior Graduation – 7:00 pm 2016
May 30	Memorial Day (School Closed) 2016
June 24	Last Class Day (juniors) Spring 2016 Module
June 27 – July 29	Summer Break 2016
August 1	Fall 2016 Module Begins

Campus Wide Activities

- Welcome Party (Open House): Each new class is welcomed to the School of Radiography with a social gathering to introduce them to the students and faculty of the school.
- Student Convention: Students are given educational leave to attend approved educational conferences, provided the student is not on scholastic warning of any kind, GPA at 80 average or better, and has turned in all required work before leaving.

Student Body Organizations

Student Government Organization

The SGO (Student Government Organization) serves as a vehicle within which students may learn to operate within a group to accomplish their desired goals and to plan and execute school activities and social activities.

The student council is made up of a Junior class representative and a Senior class President and Vice President.

Student Council Officers/Duties

- President (Senior Student)
 - Preside at all meetings for the Junior and Senior class.
 - Appoint special committees on special projects for both classes.
 - Serve on all Advisory Committee meetings.
 - Represent both classes in special class concerns.
- Vice President (Senior Student)
 - Assume the duties of the president in the absence or disability of the president.
 - Perform other duties as assigned by the president.
 - Serve on Advisory Committee meetings.
- Class Representative (Junior Student)
 - Represent the Junior Class
 - Take issues to the President and Vice President.
 - Work with the President and Vice President on student issues.
 - Serve on Advisory Committee meetings.

Student Rights and Responsibilities

You have the right to know

- What financial aid programs are available.
- The deadline for submitting applications for each of the programs.
- How financial aid will be disbursed.
- How your financial aid was determined.
- What resources were considered in the calculation of your need.
- How much of your financial need has been met.
- The details of the various programs in your student aid package.
- The School of Radiography's refund policy and the Department of Education's return of Title IV funds requirements.
- What portion of the financial aid you receive must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know the interest rate, the total amount that must be repaid, and know when the payment is to begin.
- How the School of Radiography determines if you are making satisfactory progress, and what happens if you are not.

In accepting your responsibilities you must

- Complete all application forms accurately and submit them on time to the proper place.
- Provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.
- Return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.

- Be responsible for reading and understanding all forms that you are asked to sign, and for keeping copies of them.
- Live up to the agreement that you sign.
- Be aware of and comply with deadlines for application.
- Be aware of the School of Radiography refund procedures.
- Report changes in name, address, and telephone number to the proper office/person.

Student Services

Covenant Assistance Program (Counseling)

In addition to the guidance provided by School faculty, students who have special needs may contact CAP (Covenant Assistance Program). This program is provided to students and their families as a free service. CAP provides free evaluation and referral services regarding personal problems on a self-referral basis and is staffed by highly qualified and experienced counselors who are not employees of Covenant Health. When additional counseling or treatment is needed, CAP will refer students or their family members to the most appropriate community-based resource for assistance. CAP services may be recommended or required along with disciplinary action. To make an appointment with CAP, students may call 806-785-5151

Health Care Guidelines for Current Students

Second (final) year students must have an Annual Health Update, including TB Skin Testing, prior to beginning their 2nd/final school year.

Covenant Health (CH) will not pay for any on-school related injury/illness, or any illness that existed before the student was accepted in to CSOR. Note: CSOR students are strongly recommended to procure their own personal health coverage insurance.

Students must report any injury/occupational exposure, no matter how slight, to their instructor and Employee Health Services (EHS) immediately. Note: An EHS nurse is on-call 24 hours a day for all injuries/occupational exposures and may be paged at 740-6977 after 5:00pm and on week-ends and holidays.

EHS will provide First Aid treatment and/or over-the-counter medications for temporary relief of minor illnesses.

EHS has the primary responsibility for coordinating medical treatment and follow-up for any clinical/school related injury or occupational exposure.

Student Health Records are protected by the Family Educational Rights Privacy Act, and will be maintained in Employee Health Services. Upon graduation, students are responsible for obtaining immunization records from EHS, otherwise these records will be destroyed after six (6) months. If however, following graduation, students become CH employees, EHS will continue to maintain the records as part of their employee health record. Records pertaining to the years the employee is enrolled at CSNAH will remain Student Health Records and those obtained during employment will be Employment Records.

Identification Badges

All students are required to wear identification badges at all times. Students must wear their identification badges at chest level with the name and photo visible at all times. The badge enables ready identification by patients, visitors, physicians and other personnel. The badge must not be defaced or adorned. The badge, with the photo facing outward, is worn in the upper left chest area. Lost badges must be replaced within 1 day. A replacement fee of \$10 by cash or check is payable in Human Resources. Students are not allowed to participate in clinical activities without a badge. In the event of withdrawal from school, the badge must be turned in to the Director.

A student wearing his/her identification badge will receive clearance to enter classrooms for learning, taking a course examination or national standardized test. A student not wearing his/her identification badge is asked to either leave the campus and retrieve the badge or obtain a new one.

Child Care Center

The Covenant Child Care Center offers an exemplary facility for its employees. Radiography students are given an equal opportunity to use this Center for their children, as space permits. The Center is open from 6 a.m. to 6 p.m. Monday through Friday. Applications and payment schedules are available at the Center.

Employment

Radiography students may seek employment with Covenant Health or elsewhere if desired. It is the responsibility of the student to schedule employment so that it does not conflict with school responsibilities. The faculty reserves the right to counsel a student when employment interferes with academic performance and achievement. Radiography students are given priority in securing positions for which they may qualify at Covenant Health. Application is submitted online through the Covenant Health website. If a student has called in absent, it is expected he/she would refrain from employment activities on that day.

Student Facilities

Eating Areas

Many students bring lunches and use refrigerators and microwave ovens which are located in the student lounge. Soft drinks and snacks may be purchased in vending machines. Items placed in refrigerators must be marked with name and date. Items dated longer than 3 days will be thrown out. ALL items will be thrown out on Fridays.

Smoking Areas

It is the policy of Covenant Health to provide a healthful, safe working environment. The use of tobacco products is prohibited inside all CH-owned and leased facilities. Smoking is permitted only in designated areas and 20 feet from an entrance.

Study Areas

Study areas are provided on campus. Empty classrooms may also be used as study areas.

Student Housing

There is no authorized campus housing.

Library

The Covenant Medical Library is located in the Covenant Medical Center across from Human Resources. It is an invaluable resource for nursing students. There is a student orientation to the Library the week before clinicals begin. The Library offers a full menu of online databases with full text articles which can be accessed from home or in the Library. There are also 350 print journals available from which articles can be copied. The hours are M-F 8:30-5:00.

Physical Fitness Center

The LifeStyle Centre features a jogging track, Nautilus workout equipment, aerobic dance, treadmills, bikes, rowing machines and a swimming pool. Membership is available to students at a cost of \$20 per month. Application is made at the LifeStyle Centre.

Simulation Center

The CSNAH Simulation Center is located at Covenant Medical Center and is available to all students. The Simulation Center consists of over 18,000 square feet and contains 3 separate areas that are used by CSNAH faculty to enhance student learning. The largest lab area consists of 12 individual hospital rooms. Each room has a hospital room set up with furnishings such as an electric patient bed, a bedside table, a side chair, and an IV pole, as well as medical gas and suction. Various mannequins including nine VitalSim® Nursing Anne's that are SimPad® equipped, and one Gaumard Noelle® birthing simulator are used to simulate patient care experiences. This area also has a Gaumard HAL® one year old and newborn mannequin with a radiant warmer.

There are 2 classrooms available (occupancies of 12 and 25 respectively). These rooms can be utilized for traditional classroom capabilities (audio/visual presentations) as well as other non-traditional educational formats (hands on training).

Simulation Center laboratory/training activities can be designed for interdisciplinary groups, for example, nursing and radiography students participate in patient transfer and body mechanics labs together.

An additional lab is furnished with 6 electric beds. Various styles of mannequins are available in this area. All simulation areas are fully stocked with a variety of patient care supplies to address patient care across the life span and resources to support hands-on learning.

The Simulation Center is equipped with radio frequency communication devices which allow simulated human interaction between the student and a live human voice. Instructors may choose to utilize audiovisual recordings of the simulation for use by the instructor during the debriefing period.

Radiologic Curriculum Overview

First Year- 101 Instructional Module	Hours
Fundamentals of Rad. Science and Health Care	28
Ethics and Law in Rad. Sciences	28
Medical Terminology	28
Principles of Radiographic Exposure and Evaluation	29.5
Radiologic Physics	29.5

Human Structure and Function	29
Radiographic Procedures	29
Patient Care in Rad. Sciences	29
Image Analysis	29
Human Diversity	29
Clinical Practice	288
Total:	576

<i>First Year-201 Instructional Module</i>	<i>Hours</i>
Medical Terminology	44
Principles of Radiographic Exposure and Evaluation	45
Radiologic Physics	45
Human Structure and Function	44
Radiographic Procedures	45
Patient Care in Radiologic Sciences	44
Pharmacology & Drug Administration	44
Image Analysis	43
Clinical Practice	354
Total:	708

<i>Second Year-301 Instructional Module</i>	<i>Hours</i>
Medical Terminology	19
Principles of Radiographic Exposure and Evaluation	25
Radiologic Physics	25
Human Structure and Function	18.5
Radiographic Procedures	25
Radiographic Pathology	25
Image Analysis	25
Radiation Protection	18.5
Equipment Operation & Maintenance (QA/QC)	25
Radiation Biology	25
Clinical Practice	288
Total:	519

<i>Second Year-401 Instructional Module</i>	<i>Hours</i>
Medical Terminology	19
Radiologic Physics	22
Human Structure and Function	19
Radiographic Procedures	22
Image Analysis	21
Introduction to Computed Tomography	21
Equipment Operation & Maintenance (QA/QC)	21
Principles of Rad. Exposure and Eval.	22
Digital Image Acquisition and Display	22
Clinical Practice	237
Total:	426

Total Clock Hours: 2229

Covenant School of Radiography Course Descriptions

Fundamentals of Radiologic Science and Health Care 101

Content is designed to provide an overview of the foundations in radiography and the practitioner's role in the health care delivery system. Principles, practices and policies of the health care organization(s) are examined and discussed in addition to the professional responsibilities of the radiographer.

Ethics and Law in the Radiologic Sciences 101

Content is designed to provide a fundamental background in ethics. The historical and philosophical bases of ethics, as well as the elements of ethical behavior, are discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice. Also, an introduction to legal terminology, concepts and principles also will be presented. Topics include misconduct, malpractice, legal and professional standards, and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized.

Medical Terminology 101, 201, 301, 401

Content is designed to provide an introduction to the origins of medical terminology. A word-building system is introduced and abbreviations and symbols are discussed. Also introduced is an orientation to understanding radiographic orders and diagnostic report interpretation. Related terminology is addressed.

Principles of Radiographic Exposure and Evaluation 101, 201, 301, 401

Content is designed to establish a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. The content also provides a basic knowledge of quality control.

Image Analysis 101, 201, 301, 401

Content is designed to provide a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis.

Human Structure and Function 101, 201, 301, 401

Content is designed to provide students with the knowledge of the structure and function of the human body. Cells, tissues, and bones will be described. Organs will be discussed as components of their system.

Radiologic Physics 101, 201, 301, 401

Provides the student with knowledge of basic physics. Fundamentals of x-ray generating equipment are discussed. Information on x-ray production, beam characteristics, and units of measurement is provided.

Radiographic Procedures 101, 201, 301, 401

Provides students with the knowledge and skills necessary to perform standard radiographic procedures and a summary knowledge of special studies. Consideration will be given to the production of radiographs of optimal diagnostic quality. Clinical experience will be used to compliment the classroom portion of the course.

Clinical Practice 101, 201, 301, 401

Regular rotations in hospital and clinic settings will be performed. Involves radiographic procedure competency testing and technical evaluations. 401 familiarizes students with CT, MRI, Ultrasound, Nuclear Medicine, Cardiac Catheterization Laboratory, and Radiation Therapy.

Radiation Protection 301

Provides an overview of the principles of radiation protection. Radiation protection responsibilities of the radiographer for patients, personnel, and public are presented. The concepts of As Low As Reasonably Achievable (ALARA) and stochastic and nonstochastic effects will be discussed and compared with concept of Maximum Permissible Dose (MPD). Regulatory agencies will be identified and agency involvement in radiation protection will be discussed.

Patient Care in Radiologic Sciences 101, 201

Content is designed to provide the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified.

Quality Assurance and Quality Control 301, 401

Evaluation of radiographic systems to assure consistency in the production of quality images will be introduced. The components involved in the radiography system will be identified. Tests and procedures to evaluate these components will be discussed. State and federal impacts will be described.

Radiographic Pathology 301

Content is designed to introduce concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection.

Pharmacology and Drug Administration 201

Content is designed to provide basic concepts of pharmacology. The theory and practice of basic techniques of venipuncture and administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized.

Digital Image Acquisition and Display 401

Content is designed to impact an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems. Principles of digital system quality assurance and maintenance are presented.

Radiation Biology 301

Content is designed to provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues, and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation.

Basic Principles of Computed Tomography (CT) 401

Content is designed to provide entry-level radiography students with principles related to computed tomography (CT) imaging. Basic Magnetic Resonance Imaging (MRI) principles will also be addressed.

Human Diversity 101

Content is designed to provide students with up to date topics involving healthcare, people and ethical and legal issues.

Review 401

Four to eight three hour review tests will be taken the last two months in order for the student to find out what areas need to be studied more before taking the final and the National Registry (ARRT).

Class Schedules

Schedule of Class/Clinical Hours

Typical Class/Clinical Schedule:

1st Year Students:

Didactic/Lab: M/Fri - 9:00 a.m.- 12:00p.m

Clinical: M/Fri 1:30 p.m. – 4:30 p.m.

2nd Year Students:

Didactic/Lab: M/Thur - 1:30 p.m. – 4:30 p.m.

Clinical: M/Fri 9:00 a.m.- 12:00p.m

Scheduled lunch: 1.5 hours from 12:00 p.m. to 1:30 p.m.

Office Hours

M/Fri. 8:00 a.m. – 4:30 pm

Price of Attendance

TUITION SCHEDULE		
JUNIOR	Instructional Module I (1st full week of August; 1st year) <p style="text-align: center;">\$2500.00</p>	Instructional Module II (2nd week of January; 1st year) <p style="text-align: center;">\$2500.00</p>
SENIOR	Instructional Module I (1st full week of August; 2nd year) <p style="text-align: center;">\$2500.00</p>	Instructional Module II (2nd week of January; 2nd year) <p style="text-align: center;">\$2500.00</p>

NOTE: Covenant Health makes books available at no cost for enrolled students. HOWEVER, in the event the student withdraws or is otherwise terminated from the program, the books MUST be returned to CSOR in reusable condition within 20 days of termination.

Non-refundable fees:

- Graduation Fee: \$50.00; to be paid the third instructional module.
- Testing Fee: \$65.00; to be paid the third instructional module.
- ID Card Fee: A \$10.00 replacement charge will be required if the card is lost or stolen.
- Administrative Fee: A \$100 nonrefundable fee to help defray the fixed costs for reserving an academic position for the student.
- Transcript Fee: \$2.00 each. Academic transcripts furnished from other Institutions are part of the student's permanent file and copies will not be made available by CSOR.

Miscellaneous Expenses

- Entrance Exam: \$35.00 for the HOBET entrance exam
- Uniform Accessories: Cost of uniforms, shoes, etc. is the student's responsibility
- X-Ray Markers: Each student will be assigned and provided a set of right and left X-ray markers for use while in the program. X-ray markers must be returned upon graduation. In the event a marker is lost or broken, the student must order a replacement marker.
- ARRT Exam Fee: \$200; to be paid with ARRT Exam Application, three months prior to graduation.
- TDH License Fee: \$32.00 to be paid with TDH Application for temporary License

- Other Expenses: Each student is required to purchase a basic calculator.
- Autopsy fee: \$40.00

Housing, meals and transportation are the student's responsibility.

* The School reserves the right to change any provisions, rules or recommendations at any time.

Textbook Requirements

Covenant School of Radiography makes books available at no cost for enrolled students. HOWEVER, in the event the student withdraws or is otherwise terminated from the program, the books MUST be returned to CSOR in reusable condition within 20 days of termination.

Faculty Access

Students have access to their course faculty for academic and/or course advisement at times that are outside regularly scheduled class hours. Faculty phone numbers and office hours are published on course syllabi.

Oswalt, Lori (1981) Associate of Science in Radiologic Sciences, South Plains College, Levelland, TX; (1991) Bachelor of Science in Radiologic Sciences, Midwestern State University, Wichita Falls, TX; (1997) Master of Science in Radiologic Science, Specialty in Administration

Posteraro, Robert, MD, MBI, FACR (1973) Doctor of Medicine, Yale University School of Medicine; (1980) American Board of Radiology; (1980) Medical License, State of Texas; (2005) master of Biomedical Informatics, Oregon Health & Science University

Scherer, Lana (1999) Certificate in Radiologic Sciences, Covenant School of Radiography, Lubbock, TX

Seigman, Kim (1986) Certificate in Radiologic Sciences, Methodist School of Radiologic Technology, Lubbock, TX; (2008) Bachelor of Science in Radiologic Sciences, Midwestern State University, Wichita Falls, TX

School of Surgical Technology

Accreditation

Approved and regulated by

The Texas Workforce Commission, Career Schools and Colleges
101 E. 15th
Austin, Texas 78778
512-936-3100.

Institutional and Programmatic Accreditation

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314N
Falls Church, VA 22043
703-917-9503

Programmatic Accreditation

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
727-210-2354

School of Surgical Technology Mission Statement

Guided by a commitment to the values of Covenant Health the mission of Covenant School of Surgical Technology is to respond to the needs of the local community and surrounding region by providing the quality didactic and clinical education necessary for the student to practice not only as an integral member of the surgical team, but also as a highly skilled, well-educated, and competent Surgical Technologist.

School of Surgical Technology Purpose

The purpose of Covenant School of Surgical Technology is to prepare graduates who can demonstrate entry level competencies as Surgical Technologists, who can perform satisfactorily on the national certification exam, and who have a foundation for continued learning.

School of Surgical Technology Goals

Upon successful completion of the Surgical Technologist Program, the graduate will:

- Will meet the academic and clinical requirements necessary to take the National Certifying Examination for Surgical Technologists offered by the National Board of Surgical Technology and Surgical Assisting through the Association of Surgical Technologists
- Practice as an entry level Surgical Technologist guided by a caring philosophy grounded in the values of Covenant Health
- Demonstrate the working knowledge, skills, and attitudes necessary to perform the role of an entry level surgical technologist in a safe, efficient, and cost effective manner while functioning as a cooperative team member in all types of surgical procedures
- Demonstrate personal and professional growth

History of the School of Surgical Technology

On June 10th, 1998, Covenant Health was established with the merger of Lubbock's two oldest health institutions, Methodist Hospital and St. Mary of the Plains Hospital. Covenant Health is a member of St. Joseph Health, one of the most successful not for profit healthcare systems in the nation.

Now known as Covenant Medical Center, Methodist Hospital's heritage goes back to 1918 with the establishment of a 25 bed facility called the Lubbock Sanitarium. The name was changed to Lubbock General Hospital in 1942, Lubbock Memorial Hospital in 1945, and Methodist Hospital in 1954.

St. Mary Hospital or Covenant Women's and Children's as it is known today was founded in 1937 and was known as Plains Hospital and Clinic. In July of 1938, it was purchased by the Sisters of St. Joseph of Orange, California and became St. Mary of the Plains Hospital.

As the largest healthcare system in the region, and with a priority of providing qualified staff to patients in our community and surrounding area, Covenant Health established the School of Surgical Technology on August 28, 2006,. The school is located on the Medical Center campus, and is centrally located among all clinical sites. It includes a classroom, faculty and staff offices, and lab facilities.

Program Requirements

- Fluent in written and spoken English
- Be clean and neat in dress and personal hygiene
- Have the willingness to follow school and hospital policies and procedures.
- Able to withstand frequent, uninterrupted periods of prolonged standing and/or holding retractors
- Able to perform a full range of body motion including handling and lifting clients, supplies, equipment, etc.
- Very precise hand/eye coordination and finger dexterity
- Able to bend, reach, pull, push, stand, stoop, walk during shift, and agility to handle body mass
- Able to lift and carry up to 30 pounds while lifting instrument trays
- Visual acuity within normal range including peripheral vision as well as working with small sutures, needles, and microscopes
- Ability to hear in an environment where individuals wear surgical masks and are subject to noise from various types of surgical equipment
- Ability to withstand unusual smells such as bone cement or cauterized tissue
- Ability to wear full surgical attire including personal protective equipment
- Ability to adapt effectively and maintain a high standard of courtesy and cooperation in dealing with co-workers, patients and visitors, and perform job functions satisfactorily despite the tension of a hospital work environment

- Ability to perform in an emotionally controlled manner when confronted with emergency or critical situations
- Recognize that work environment will include the occupational hazard of exposure to blood or other potentially infectious material as well as possible scalpel and needle punctures

The Pledge of the Surgical Technologist

I solemnly pledge to myself and those present to have: a strong surgical conscience; to understand the patient's rights; to respect myself and team members; to be goal oriented, an inspiration to peers and those around me; to be compassionate and ever watchful of aseptic technique; to be loyal to myself and my profession; exhibit trust in co-workers; maintain efficiency through continuing education; to have the courage to face any situation placed before me; to be honest, nonjudgmental, optimistic, and logical in my decisions; to be objective in self discipline; to provide guidance to those who follow in my footsteps; to have integrity, stamina of body and mind, and to

Application/Admission Requirements

Adherence to procedures and deadlines for submitting requested forms and documentation to Covenant School of Surgical Technology is required. To be eligible for admission, an applicant must be able to read and write English, and the student must meet the following application requirements:

- ~~Submit~~ CSOST accepts applications year round for classes beginning in the fall. The application deadline for fall admission is April 15th. No late applications are accepted.
- Completed online application. All applicants must complete an online application and submit a printed copy with your application. Online applications are available at <https://covn.empower-xl.com>.
- An application fee of \$50 must be turned in with your application. The application fee must be paid by check, credit/debit card, or money order. Cash is not accepted for this fee—no exceptions.
- Resume - the Resume/CV should include current contact information, educational experience related to healthcare, work experience related to healthcare (listing dates of employment for each), and any volunteer or shadowing experience. Also include any community service hours or special recognition you have earned.
- “Official” sealed transcript from high school reflecting graduation to be submitted with the Application for Admission. Official transcripts must have an original signature and school seal on them. They must be submitted with all application documentation by the application deadline. It is acceptable to submit a verified GED in place of a high school transcript or successful completion of an approved home school program.
- “Official” sealed transcripts from all colleges and universities attended to date must be submitted with the Application for Admission. They must be submitted with all application documentation by the application deadline determined by the program. If a student applies before all prerequisites are completed, all final official transcripts that reflect any outstanding course work are due prior to the first day of classes by the date stated in the admission packet.
- All applicants for CSOST must successfully pass the TABE exam with a 10.0 or above in all four content areas. Failure to successfully complete this requirement after 3 attempts will result in withdrawal of your application. All applicants must register for the TABE exam with Texas Workforce Solutions. Contact their office for further registration information at www.spworkforce.org.
- Each candidate must submit 3 reference forms ~~along~~ with the application packet. Evidence of the applicant's character, personality, and other qualities that are important in predicting probable success in the program will be substantiated by recommendation forms completed by individuals selected by the applicant. The required forms and instructions are available online. References from family members will not be accepted.
- Applicants will be scheduled for individual interviews after receiving the application.

- CSOST requires a background check to be completed and cleared prior to the admission process. Follow the directions at www.certifiedbackground.com. Submit a printed copy with the application packet.
- Immunization Requirements:

IMPORTANT NOTICE TO APPLICANTS: Please be aware that all of our students are required to have completed the bacterial meningitis and HEP B series before the start of school. If you have not yet begun to receive this series, or if you will not have it completed before classes begin, you will not be eligible for admission. **THIS IS A NON-NEGOTIABLE REQUIREMENT.**

Required vaccinations include:

- Tetanus booster (td or Tdap vaccination) within the past 10 years
- Two measles, mumps and rubella (MMR) immunizations or titers proving immunity
- Hepatitis B (HBV) immunization series completed, in progress, or a Hepatitis B Vaccination Declination Form signed by the student.
- Lab results showing immunity to varicella (chickenpox) or vaccination series (2 doses required)
- One Mantoux Tuberculin skin test (TST) within the past year or immediately prior to program enrollment
- Annual flu shot(administered by Covenant Health Employee Health Department during flu season)

Additional Application Information

All application materials must be submitted together in one packet to successfully complete your application. Incomplete applications will not be accepted.

A limited number of positions are available, and many more applicants apply than are accepted. Selection is based on a combination of academic preparedness, entrance examination scores, and personal interviews.

Prerequisite Course Requirements

Successful completion of Medical Terminology and Human Anatomy & Physiology I are required. Courses must be completed prior to submitting application, or proof of enrollment and completion prior to the start date. Official transcripts must be provided to the school with the application or upon completion of the courses. Courses must be completed within 10 years of program start date.

Admission Status

After the application deadline and an interview has been conducted, the school will consider all qualified applicants whose application files are complete and up to date. Selected applicants are then sent an email and/or letter regarding their status as tentative acceptance, alternate, disqualified or declined admission. Upon receipt, further instructions are provided. Accepted and alternate candidates will be required to complete all of the requirements according to the deadlines listed in their admission packet.

Passport Photo

Two (2) passport photos must be submitted

Enrollment Agreement

Applicants accepted into the program must sign an enrollment agreement prior to the start of the program.

Health Requirements

All accepted students will schedule an appointment with Employee Health Services at Covenant Health to perform the following:

- Document a medical history
- Confirm required immunizations
- Undergo a respirator FIT test
- TB baseline and secondary test
- Physical Demand Analysis
- Perform a drug screen test: if the pre-enrollment drug screen is positive for an illegal substance the candidate will be denied admission to Covenant School of Surgical Technology and will not be eligible to reapply for 2 years
- Other items needed to complete the student health file
- All of these items must be completed by the date specified in the admission packet
- REMINDER TO APPLICANTS: All of our students are required to have completed the bacterial meningitis (if age 22 and under) and HEP B series before the start of school. If you have not yet begun to receive this series, or if you will not have it completed before classes begin, you will not be eligible for admission. THIS IS A NON-NEGOTIABLE REQUIREMENT.

CPR Certification

Completion of an approved CPR course is required prior to admission to the school. CPR must be taken through American Heart Association only. Online classes are not acceptable. You must submit a copy of your CPR card for your admission file as specified in the admission packet. NOTE: If your CPR will expire at any time during the school year, you must have it renewed prior to the first day of school.

Final Admission Status

A final letter of admission is mailed to the student after all medical requirements are met, all final official sealed transcripts have been received, and the admission file is complete. Until receipt of this final notification, the student's admission remains tentative.

Student Activities

Holiday Calendar

New Year's Day	Spring Break (1 week)
Memorial Day	Labor Day
Fall Break (1 week)	Thanksgiving (3 days)
Christmas (2 weeks)	

School Calendar and Enrollment Dates

July 6	1st Instructional Module begins
September 7	No School – Labor Day Holiday
September 21-25	No School – Fall Break
November 25-27	No School – Thanksgiving Break
December 14 -15	Lab final Exam 2nd Instructional Module begins
December 21-January 1	No School – Christmas Break
March 4	No School – TSA Workshop
March 14-18	No School – Spring Break
May 6	Weather Day (if necessary)
June 3	Last day of clinical
June 6	Weather Day (if necessary)
June 7	National Certifying Exam
June 10	GRADUATION

Student Body Organizations

Pre-Professional Student Association

The Association of Surgical Technologists (AST) is your professional organization. Membership is mandatory and is included in tuition. Benefits include:

- Association with other students and practicing surgical technologists
- Surgical Technologist – a monthly scientific publication
- Discounts in registration fees at AST sponsored educational programs
- A forum for voicing your concerns for the profession
- A discount fee for taking the National Certification Examination

Student Services

Covenant Assistance Program (Counseling)

In addition to the guidance provided by School faculty, students who have special needs may contact CAP (Covenant Assistance Program). This program is provided to students and their families as a free service. CAP provides free evaluation and referral services regarding personal problems on a self-referral basis and is staffed by highly qualified and experienced counselors who are not employees of CSNAH. When additional counseling or treatment is needed, CAP will refer students or their family members to the most appropriate community-based resource for assistance. CAP services may be recommended or required along with disciplinary action. To make an appointment with CAP, students may call 806-785-5151

Health Care Guidelines for Current Students

Covenant Health (CH) will not pay for any on-school related injury/illness, or any illness that existed before the student was accepted in to Covenant School of Surgical Technology. Note: CSOST students are strongly recommended to procure their own personal health coverage insurance.

Students must report any injury/occupational exposure, no matter how slight, to their instructor and Employee Health Services (EHS) immediately. Note: An EHS nurse is on-call 24 hours a day for all injuries/occupational exposures and may be paged at 740-6977 after 5:00pm and on week-ends and holidays.

EHS will provide First Aid treatment and/or over-the-counter medications for temporary relief of minor illnesses.

EHS has the primary responsibility for coordinating medical treatment and follow-up for any clinical/school related injury or occupational exposure.

Student Health Records are protected by the Family Educational Rights Privacy Act, and will be maintained in Employee Health Services. Upon graduation, students are responsible for obtaining immunization records from EHS, otherwise these records will be destroyed after six (6) months. If however, following graduation, students become CH employees, EHS will continue to maintain the records as part of their employee health record. Records pertaining to the years the employee is enrolled at the school will remain Student Health Records and those obtained during employment will be Employment Records.

Identification Badges

All students are required to wear identification badges at all times. Students must wear their identification badges at chest level with the name and photo visible at all times. The badge enables ready identification by patients, visitors, physicians and other personnel. The badge must not be defaced or adorned. The badge, with the photo facing outward, is worn in the upper left chest area. Lost badges must be replaced within 1 day. A replacement fee of \$10 by cash or check is payable in Human Resources. Students are not allowed to participate in clinical activities without a badge. In the event of withdrawal from school, the badge must be turned in to the Director.

A student wearing own identification badge will receive clearance to enter classrooms for learning, taking a course examination or national standardized test. A student not wearing own identification badge is asked to either leave the campus and retrieve the badge or obtain a new one.

Child Care Center

The Covenant Child Care Center offers an exemplary facility for its employees. Surgical Technology students are given an equal opportunity to use this Center for their children, as space permits. The Center is open from 6 a.m. to 6 p.m. Monday through Friday. Applications and payment schedules are available at the Center.

Student Employment/Work Policy

The following guidelines must be adhered to in order to participate in the program:

- ALL CLINICAL TIME MUST BE SERVED WITHOUT MONETARY COMPENSATION.
- THE STUDENT WILL NOT BE SCHEDULED FOR CLINICAL ASSIGNMENTS IN ORDER TO PROVIDE COVERAGE FOR CLINICAL AREA OR SHIFT.
- STUDENTS MAY NOT PERFORM IN THE ROLE OR SCOPE OF PRACTICE OF SURGICAL TECHNOLOGIST UNLESS UNDER THE SUPERVISION OF THE CLINICAL INSTRUCTOR OR PRECEPTOR.
- Students are allowed to work; however, employment must not interfere with classroom or clinical assignments.
- Students must wear clinical student uniforms and student identification badge while at the affiliate site during clinical program time, and may not wear student uniform and student identification badge while working as an employee at an affiliate site.
- The school is not responsible for unprofessional conduct by a student while he or she is working for an employer.
- Time spent as an employee cannot be credited to the clinical educational experience of the school.
- Classroom and clinical assignments cannot be altered to accommodate work schedules.
- The Program Dean, Director, and Instructors do not participate in the hiring process of students for work purposes.

Student Facilities

The school is located within the Covenant Medical Center campus. The classroom will accommodate a maximum of 24 students and is fully equipped with state of the art equipment including 14 computers and the audiovisual equipment necessary for Power Point and DVD presentations. There is also a computer lab with 6 additional computers.

Lab Facilities

The lab facilities consist of 2 Operating Rooms. They provide ample hands on experience for the students as they are fully equipped with the amenities of an operating room: scrub sinks, stretchers, lights, instruments, suture...

Eating Areas

Many students bring lunches and use refrigerators and microwave ovens which are located in the student lounge. Soft drinks and snacks may be purchased in vending machines. Items placed in refrigerators must be marked with name and date. Items dated longer than 3 days will be thrown out. ALL items will be thrown out on Fridays.

Smoking Areas

It is the policy of Covenant Health to provide a healthful, safe working environment. The use of tobacco products is prohibited inside all CH-owned and leased facilities. Smoking is permitted only in designated areas and 20 feet from an entrance.

Study Areas

Empty classrooms may be used as study areas.

Student Housing

There is no authorized campus housing.

Library

The Covenant Medical Library is located in the Covenant Medical Center across from Human Resources. It is an invaluable resource for surgical technology students. There is a student orientation to the Library the first week of school. The Library offers a full menu of online databases with full text articles which can be accessed from home or in the Library. There are also 350 print journals available from which articles can be copied. The hours are M-F 8:30-5:00.

Physical Fitness Center

The LifeStyle Centre features a jogging track, Nautilus workout equipment, aerobic dance, treadmills, bikes, rowing machines and a swimming pool. Membership is available to students at a cost of \$22 per month. Application is made at the LifeStyle Centre.

Surgical Technology Curriculum Overview

Term	Subject Number and Title	Clock Hours Lec/Lab/Ext/Total
Instructional Module I CSOST 100 – Surgical Technology Didactics	CSOST 101 Health Sciences for the Surgical Technologist	120/00/00/120
	CSOST 102 Technological Sciences	40/00/00/40
	CSOST 103 Patient Care Concepts	80/00/00/80
	CSOST 104 Surgical Technology Fundamentals	190/00/00/190
	CSOST 105 Surgical Instrumentation	40/00/00/40
	CSOST 106 Professional Practice	40/00/00/40
	CSOST 200 Surgical Techniques and Laboratory Fundamentals	00/190/00/190
Instructional Module II CSOST 300 Clinical Practicum	CSOST 301 Clinical Externship	00/00/645/645
	CSOST 302 Certification Exam Preparation	105/00/00/105
TOTAL HOURS		605/190/645/1450

The Covenant School of Surgical Technology is taught by 2 registered nurses who are also certified surgical technologists. Professionals and industry experts including surgeons will lecture about their areas of specialty and give practical classroom demonstrations.

The program is approximately 44 weeks in length and is divided into two Terms, I and II, and leads to a certificate of completion at graduation. Instructional Module I consists of classroom instruction on the principles and the basic core skills of surgical technology, and the practice of such skills in the Skills Laboratory. Instructional Module II consists of skills practicum at the clinical externship sites.

Surgical Technology Course Descriptions

CSOST 101

Health Sciences for the Surgical Technologist. Students will be introduced to basic anatomy, physiology, pathophysiology, microbiology, pharmacology, anesthesia, and the applications during surgery.

Pre-Requisite: Medical Terminology
Lecture Hours – 120 Lab Hours - 0

CSOST 102

Technological Sciences. Students will learn of applications for robotics, computers, physics, lasers, endoscopic equipment, and electricity in surgery.

Pre-Requisite: Medical Terminology
Lecture Hours – 40 Lab Hours - 0

CSOST 103

Patient Care Concepts. Students will be introduced to care and safety of the surgical patient during the peri-operative surgical experience.

Pre-Requisite: Medical Terminology
Lecture Hours – 80 Lab Hours – 0

CSOST 104

Surgical Technology Fundamentals. The student will learn preoperative, intra-operative, and post-operative non-sterile and sterile responsibilities of the surgical technologist including peri-operative case management, surgical procedures, first and second scrub roles, and assistant circulator role.

Pre-Requisite: Medical Terminology
Lecture Hours – 190 Lab Hours - 0

CSOST 105

Surgical Instrumentation. The student will learn the classification of instruments, uses, handling and care of the different types of instruments.

Pre-Requisite: Medical Terminology
Lecture Hours – 40 Lab Hours - 0

CSOST 106

Professional Practice. The student will learn about employability skills, communication and teamwork, ethical and moral issues, legal issues, documentation and risk management, surgery department physical environment, health care facility organization and management, and all-hazards preparation.

Pre-Requisite: Medical Terminology
Lecture Hours – 40 Lab Hours - 0

CSOST 200

Surgical Techniques and Laboratory Fundamentals. The student will learn the perioperative techniques and procedures required to become an integral surgical team member through instruction and practice prior to clinical externship. Students will learn and practice the application of basic surgical technology: scrubbing, gowning and gloving; creation and

maintenance of the surgical field; transportation of the surgical patient; draping; positioning; setting up back tables; passing instruments; cleaning and handling of instruments and equipment. Students will learn to practice operating room techniques prior to the clinical externship. The student will be required to demonstrate ability to perform skills in a mock procedure.

Pre-requisite: Medical Terminology. Co-Requisite: CSOST 100

Lecture Hours – 0 Lab Hours - 190

CSOST 301

Clinical Externship. Students, under the supervision of a preceptor, will learn to function as an independent member of the surgical team by applying all of the knowledge and skills learned throughout the program. Includes 21 weeks of clinical experience in the OR. The student will seek out learning opportunities in the following surgical specialties: General, Neurosurgery, Cardio-thoracic, Genitourinary, Gynecology/Obstetrics, Orthopedics, Plastic/Reconstruction, ORL, Peripheral Vascular, Ophthalmic, OMF.

Pre-Requisites: Medical Terminology, CSST 100, CSST 200

Lecture Hours – 0 Lab Hours – 0 Clinical Hours – 645

CSOST 302

Certification Exam Preparation

This course reviews the primary principles and practices of all didactic, laboratory, and clinical experiences gained throughout the program in preparation for the NBSTSA National Certifying Exam for Surgical Technologists to be attempted at the completion of the program. Students are tested on a variety of subjects related to Anatomy and Physiology, Medical Terminology, Introduction to Surgical Technology, Fundamentals of Aseptic Techniques, Professional Development, Pharmacology, Microbiology, Surgical Procedures and Technological Sciences.

Pre-Requisites: Medical Terminology, CSST 100, CSST 200

Lecture Hours – 105 Lab Hours – 0 Clinical Hours – 0

Class Schedules

Schedule of Class/Clinical Hours

Typical Class/Clinical Schedule

Monday through Friday

Lecture/Lab:

M/Th 8:00 a.m. - 2:50p.m.

Tu /W/F 8:00 a.m. – 3:50 p.m.

Clinical

6:30 a.m. – 3:00 p.m.

Scheduled breaks are 10 minutes to the hour.

Scheduled lunch Class – 1 hour from 12:00 p.m. to 1:00 p.m.

Clinical – 30 minutes (between 11:30 a.m. – 1:00 p.m.)

Office Hours

7:00 a.m. – 3:30 pm Monday – Friday.

Price of Attendance

Total cost for the 12 month program:

Tuition - \$5100.00

Fees:

- Application Fee - \$50
(paid with the application)
- Technology Lab Fee - \$150.00
- Software License Fee - \$100.00
- Books/Supplies - \$650.00
- Lab Fee - \$300.00
- Graduation Fee - \$100.00
- Certifying Exam Review - \$50
- AST Membership/Certifying Exam Fee - \$250.00

Additional Expenses – students are responsible for these costs separately from tuition and fees.
(The fee estimates below are subject to change by the vendor)

- Uniforms - \$200
- Background Check - \$50
- Immunizations – applicants must be up to date on all required immunizations.
(See immunization form)
- CPR Certification - \$50. Applicable if accepted into the program.
- Health Requirements – applicable if accepted into the program. There are no fees associated with the health requirements.

Schedule of payment:

- Tuition is due and must be paid at the beginning of the applicable enrollment period.
- The initial payment of \$2500 is due no later than July 2nd. If initial payment is not received by this date, the application is subject to withdrawal.
- The second and final payment of \$2600 is due no later than January 15th.
- Payment is mad to Covenant School of Surgical Technology and is accepted in the office of the Business Coordinator.

Late fees

Tuition is due and will be considered late a day after the scheduled due date. On the following day, a late fee of \$20 for the first day, and \$5 each day thereafter will be assessed until payment is received. After seven days of late fees, the student can be terminated from the program.

Payment should be made to the Covenant School of Surgical Technology at the School of Surgical Technology. In the event of non-payment of debts owed to Covenant School of Surgical Technology, one or more of the following actions may be taken:

- Involuntary withdrawal of the student
- Withholding of the certificate to which the student would otherwise be entitled

Personal checks, money orders and credit cards are accepted as payment of tuition. Any such check that is returned unpaid by the bank on which it is drawn will be viewed by Covenant School of Surgical Technology as nonpayment of debts owed to Covenant School of Surgical Technology. Any student notified of a returned check must remedy the situation within 10 days.

Textbook Requirements

The price for textbooks is included in the tuition cost.

Faculty Access

Students have access to their course faculty for academic and/or course advisement at times that are outside regularly scheduled class hours. Faculty phone numbers and office hours are published on course syllabi.

Enos, Gradene.....Dean
Surgical Technician, Methodist Hospital School of Nursing, Lubbock, 1959
Diploma, Northwest Texas Hospital, Amarillo, 1974
B.S.N., West Texas State University, Canyon, 1986

Arismendez, Norma.....Instructor
Certificate, Methodist Hospital School of Surgical Technology, Lubbock, 1979
Certificate, First Assistant, 1997
Diploma, Covenant Hospital School of Nursing, Lubbock, 2004

Flores, Carmen.....Director/ Instructor
Certificate, Surgical Technology, South Plains College, Lubbock, 1984
Diploma, Associate Degree in Nursing, South Plains College, Lubbock, 1991

Kelley, Chris.....Project Coordinator
B.S., Secondary Education, Texas Tech University, Lubbock, 1985

Section 6: Health and Safety

Drug and Alcohol Abuse Prevention Program

The federal government's Drug-Free Schools and Communities Act of 1989 required institutes of higher education to have a program to prevent the unlawful possession or distribution of illicit drugs and alcohol by students and employees. This policy of Covenant School of Nursing and Allied Health is in response to this federal requirement. Written notice of the policy is provided to all students on admission and annually. The Drug-Free School Zone policy is published in the Student Policy Handbook of each program.

Standards of Conduct

Covenant School of Nursing and Allied Health is committed to provide a safe and healthy environment of learning. The schools discourage the use of drugs and the abuse of alcohol in the student's personal life.

- No student may report to CSNAH's clinical sites, classroom settings and/or its communities after consumption of alcoholic beverages or use of illegal drugs.
- The possession, manufacture, use, sale, purchase or distribution of alcohol or illegal drugs is prohibited in CSNAH's clinical sites, classroom settings and/or its communities.

Possible State and Federal Legal Sanctions and Penalties

State and federal penalties for alcohol and other drugs provided in Chart A.

Health Risks of Alcohol and Drugs

The health risks of alcohol and drugs are many. Chart B provides information about the effects of alcohol and commonly used illegal and prescription drugs.

Drug and Alcohol Counseling Programs

Covenant Assistance Program (CAP) is available to provide information about and assistance with obtaining treatment for any type of substance abuse which might adversely affect the student's health, safety, and/or academic progress.

Disciplinary Sanctions

All applicants are subject to pre-enrollment Drug/Alcohol testing. The Dean and Admission officer will be notified of any positive results. Applicants with positive drug/alcohol screen results will be denied admission to Covenant School of Nursing and Allied Health for at least 2 years.

Covenant School of Nursing and Allied Health students are subject to Random, Post-accident or Reasonable Cause Drug/Alcohol testing. Refusal to provide the sample, sign the consent forms or accept treatment is grounds for dismissal, or expulsion. A positive drug/alcohol screening result will result in corrective action up to and including dismissal or expulsion.


Program Review

Covenant School of Nursing and Allied Health will review the Drug Free School Zone program on a biennial schedule. Program effectiveness will be measured and reported per Department of Education Guidelines.

Chart A: Texas and Federal Drug and Alcohol Penalties

Offense	Minimum Punishment	Maximum Punishment
Manufacture or delivery of a controlled substance (drugs)	Imprisonment in the TDCJ for life or a term not more than 99 years or less than 10 years, and a fine not more than \$100,000	Imprisonment in the TDCJ for life or a term not more than 99 years or less than 15 years, and a fine not more than \$250,000
Possession of a controlled substance (drug)	Confinement in jail for a term not to exceed 1 year and/or a fine not to exceed \$4000	Imprisonment in the TDCJ for life or a term not more than 99 years or less than 15 years, and a fine not more than \$250,000
Delivery of marijuana	Confinement in a jail for a term not to exceed 180 days and/or a fine not to exceed \$2000.	Imprisonment in the TDCJ for life or a term not more than 99 years or less than 10 years, and a fine not more than \$100,000
Possession of marijuana	Confinement in a jail for a term not to exceed 180 days and/or a fine not to exceed \$2000.	Imprisonment in the TDCJ for life or a term not more than 99 years or less than 5 years, and a fine not more than \$50,000
Delivery of a controlled substance or marijuana to a minor		Imprisonment in the TDCJ for life or a term not more than 20 years or less than 2 years, and a fine not more than \$10,000
Driving while intoxicated	Confinement in a jail for a term not to exceed 180 days and/or a fine not to exceed \$2000 with a minimum term of confinement of 72 hours.	Confinement in a jail for a term not to exceed 180 days and/or a fine not to exceed \$2000 with a minimum term of confinement of 6 days.
Public intoxication		Fine not to exceed \$500
Intoxication Assault		Imprisonment in the TDCJ for life or a term not more than 10 years or less than 2 years, and a fine not more than \$10,000
Intoxication Manslaughter		Imprisonment in the TDCJ for life or a term not more than 20 years or less than 2 years, and a fine not more than \$10,000
Attempt to purchase, purchase or consumption of alcohol by a minor	Fine not to exceed \$500	Fine of not less than \$250 nor more than \$2000, and/or confinement in jail for a term not to exceed 180 days.
Purchase of alcohol for a minor		Fine of not more than \$4000 and/or confinement in jail for not more than 1 year.
Sale of alcohol to a minor		Fine of not more than \$4000 and/or confinement in jail for not more than 1 year.
Misrepresentation of age by a minor	Fine not to exceed \$500	Fine of not less than \$250 nor more than \$2000, and/or confinement in jail for a term not to exceed 180 days.
Consumption or possession of alcoholic beverage in a motor vehicle		Fine not to exceed \$500
Federal Penalties		
Manufacture, distribution, or dispensing drugs including marijuana	A term of imprisonment not less than 5 years, and a fine of not more than \$250,000 for an individual	A term of life imprisonment without release (life without parole) and a fine not to exceed \$8,000,000 for an individual or \$20,000,000 if other than an individual.
Possession of drugs including marijuana	Civil penalty in amount not to exceed \$10,000	Imprisonment for not more than 20 years or less than 5 years, a fine of not less than \$5000 plus costs of investigation and prosecution.

Chart B Health Risks with Drug Abuse

 Commonly Abused Prescription Drugs Visit NIDA at www.drugabuse.gov			
Substances: Category and Name	Examples of Commercial and Street Names	DEA Schedule*How Administered	Intoxication Effects/Health Risks
Depressants			
Barbiturates	<i>Amytal, Nembutal, Secobarbital</i> : bars, reds, red birds, phemies, lozels, yellows, yellow jackets	I, II, III/injected, swallowed	<i>Sedation/drowsiness, reduced anxiety feelings of well-being, lowered inhibitions, slurred speech, poor concentration, confusion, dizziness, impaired coordination and memory/lowed pulse, lowered blood pressure, slowed breathing, tolerance, withdrawal, addiction; increased risk of respiratory distress and death when combined with alcohol</i>
Benzodiazepines	<i>Ativan, Halcion, Librium, Valium, Xanax, Klonopin</i> : candy, downers, sleeping pills, tanks	IV/swallowed	<i>for barbiturates—euphoria, unusual excitement, fever, irritability/its-breastless withdrawal in chronic users</i>
Sleep Medications	<i>Ambien (zolpidem), Sonata (zaleplon), Lunesta (eszopiclone)</i>	IV/swallowed	
Opioids and Morphine Derivatives**			
Codaine	<i>Empirin with Codeine, Fiorinal with Codeine, Robitussin A-C, Tylenol with Codeine</i> : Captain Cody, Cody schoolboy, (with guaifenesin: doors & fours, loads, pancakes and syrup)	I, II, III/injected, swallowed	<i>Pain relief, euphoria, drowsiness, sedation, weakness, dizziness, nausea, impaired coordination, confusion, dry mouth, itching, sweating, clammy skin, constipation/ slowed or arrested breathing, lowered pulse and blood pressure, tolerance, addiction, unconsciousness, coma, death; risk of death increased when combined with alcohol or other CNS depressants</i>
Morphine	<i>Roxane, Duramorph</i> : M, Miss Emma, monkey, white stuff	I, III/injected, swallowed, smoked	
Methadone	<i>Methadose, Dolophine</i> : fizzes, amikone, (with M&M's chocolate chip cookies)	IV/swallowed, injected	<i>for fentanyl—80–100 times more potent analgesic than morphine</i>
Fentanyl and analogs	<i>Actiq, Duragesic, Sublimaze</i> : Apache, China girl, dance fever, friend, goodfella, jackpot, murder 8, TNT, Tango and Cash	IV/injected, smoked, snorted	<i>for oxycodone—muscle relaxation twice as potent analgesic as morphine; high abuse potential</i>
Other Opioid Pain Relievers:	<i>Tylox, Oxycotin, Percocet, Percocet</i> : Oxy O.C., onyxolite, onyxel, hillbillie heroin, pers	I, II, III/chewed, swallowed, snorted, injected, suppositories	<i>for codeine—less analgesia, sedation, and respiratory depression than morphine</i>
Oxycodone HCl	<i>Vicodin, Lortab, Lorcet</i> : vike, Watson-387		<i>for methadone—used to treat opioid addiction and pain; significant overdose risk when used improperly</i>
Hydrocodone Bitartrate Hydrochloride	<i>Dikladit</i> : juice, smack, D, football, dillies		
Oxycodone	<i>Opan, Numorphan, Numorphan</i> : biscuits, blue heaven, blues, Mrs. O, octagons, stop signs, O Bomb		
Meperidine	<i>Demerol, meperidine hydrochloride</i> : demmies, pain killer		
Propoxyphene	<i>Darvon, Darvonet</i>		
Stimulants			
Amphetamines	<i>Biphentamine, Dexedrine, Adderall</i> : bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers	IV/injected, swallowed, smoked, snorted	<i>Feelings of exhilaration, increased energy, mental alertness/increased heart rate, blood pressure, and metabolism, reduced appetite, weight loss, nervousness, insomnia, seizures, heart attack, stroke</i>
Methylphenidate	<i>Concerta, Ritalin</i> : JF, MPH, R-ball, Skippy, the smart drug, vitamin R	IV/injected, swallowed, snorted	<i>for amphetamines—rapid breathing, tremor, loss of coordination, irritability, anxiousness, restlessness/delirium, panic, paranoia, hallucinations, impulsive behavior, aggressiveness, tolerance, addiction</i> <i>for methylphenidate—increase or decrease in blood pressure, digestive problems, loss of appetite, weight loss</i>
Other Compounds			
Dextromethorphan (DM)	<i>Found in some cough and cold medications: Robitussin, Robo, Triple C</i>	not scheduled/swallowed	<i>Euphoria, slurred speech/increased heart rate and blood pressure, dizziness, nausea, vomiting, confusion, paranoia, distorted visual perceptions, impaired motor function</i>

* Schedule I and II drugs have a high potential for abuse. They require greater storage security and have a quota on manufacturing, among other restrictions. Schedule I drugs are available for research only and have no approved medical use. Schedule II drugs are available only by prescription and require a new prescription for each refill. Schedule III and IV drugs are available by prescription, may have five refills in 6 months, and may be ordered orally. Most Schedule V drugs are available over the counter.

** Taking drugs by injection can increase the risk of infection through needle contamination with staphylococci, HIV, hepatitis, and other organisms. Injection is a more common practice for opioids, but risks apply to any medication taken by injection.

Substances: Category and Name	Examples of Commercial and Street Names	DEA Schedule*/How Administered*	Acute Effects/Health Risks
Tobacco			
Nicotine	Found in cigarettes, cigars, bids, and smokeless tobacco (snuff, spit tobacco, chew)	Not scheduled/smoked, snorted, chewed	Increased blood pressure and heart rate/chronic lung disease; cardiovascular disease; stroke; cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder, and acute myeloid leukemia; adverse pregnancy outcomes; addiction
Alcohol			
Alcohol (ethyl alcohol)	Found in liquor, beer, and wine	Not scheduled/swallowed	In low doses, euphoria, mild stimulation, relaxation, lowered inhibitions; in higher doses, drowsiness, slurred speech, nausea, emotional lability, loss of coordination, visual distortions, impaired memory, sexual dysfunction, loss of consciousness/increased risk of injuries, violence, fetal damage (in pregnant women); depression; neurologic deficits; hypertension; liver and heart disease; addiction; fetal overdose
Cannabinoids			
Marijuana	Blunt, dope, ganja, grass, herb, joint, bud, Mary Jane, pot, reefer, green, trees, smoke, stimsilla, skunk, weed	Smoked, swallowed	Euphoria; relaxation; slowed reaction time; distorted sensory perception; impaired balance and coordination; increased heart rate and appetite; impaired learning, memory; anxiety; panic attacks; psychosis/cough; frequent respiratory infections; possible mental health decline; addiction
Hashish	Boom, gangster, hash, hash oil, hemp	Smoked, swallowed	
Opioids			
Heroin	<i>Diacetylmorphine</i> : smack, horse, brown sugar, dope, H, junk, skag, skunk, white horse, China white; cheese (with OTC cold medicine and antihistamine)	Injected, smoked, snorted	Euphoria; drowsiness; impaired coordination; dizziness; confusion; nausea; sedation; feeling of heaviness in the body; slowed or arrested breathing/constipation; endocarditis; hepatitis; HIV; addiction; fetal overdose
Opium	<i>Laudanum</i> , paregoric: big O, black stuff, black, gum, hop	I, II, Swallowed, smoked	
Stimulants			
Cocaine	<i>Cocaine hydrochloride</i> : blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, bud	Smoked, injected	Increased heart rate, blood pressure, body temperature, metabolism; feelings of exhilaration; increased energy, mental alertness; tremor; reduced appetite; irritability; anxiety; panic; paranoia; violent behavior; psychosisis/weight loss; ischemic cardiac or cardiovascular complications; stroke; seizures; addiction Also, for cocaine —nasal damage from snorting Also, for methamphetamine —severe dental problems
Amphetamine	<i>Biphetamine</i> , <i>Desoxime</i> : bennies, black beauties, crosses, hearts, LA lamaronid, speed, truck drivers, uppers	Swallowed, snorted, smoked, injected	
Methamphetamine	<i>Desoxyr</i> : meth, ice, crank, chalk, crystal, fit, glass, go fast, speed	Swallowed, snorted, smoked, injected	
Club Drugs			
MDMA (methylenedioxymethamphetamine)	Ecstasy, Adam, clarity, Eve, lover's speed, peace, uppers	Swallowed, snorted, injected	MDMA—mild hallucinogenic effects; increased tactile sensitivity; empathic feelings; lowered inhibition; anxiety; chills; sweating; teeth clenching; muscle cramping/sleep disturbances; depression; impaired memory; hyperthermia; addiction Flunitrazepam—sedation; muscle relaxation; confusion; memory loss; dizziness; impaired coordination/addiction
Flunitrazepam**	<i>Rohypnol</i> : forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinot, rope, rophies	Swallowed, snorted	
GHB**	<i>Gamma-hydroxy butyrate</i> : G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X	Swallowed	GHB—drowsiness; nausea; headache; disorientation; loss of coordination; memory loss/unconsciousness; seizures, coma
Dissociative Drugs			
Ketamine	<i>Ketalar SV</i> : cat Valium, K, Special K, vitamin K	Injected, snorted, smoked	Feelings of being separate from one's body and environment; impaired motor function/anxiety; tremors; numbness; memory loss; nausea
PCP and analogs	<i>Phencyclidine</i> : angel dust, boat, hog, low boat, pease pill	I, Swallowed, smoked, injected	Also, for ketamine—analgesia; impaired memory; delirium; respiratory depression and arrest; death
Salvia divinorum	Salvia, Shepherdess's Herb, Maria Pastora, magic mint, Sally-D	Not scheduled/chewed, swallowed, smoked	Also, for PCP and analogs—analgesia; psychosis; aggression; violence; slurred speech; loss of coordination; hallucinations
Dextromethorphan (DM)	Found in some cough and cold medications: Robitussin, Robo, triple C	Not scheduled/swallowed	Also, for DM—euphoria; slurred speech; confusion; dizziness; distorted visual perceptions
Hallucinogens			
LSD	<i>Lysergic acid diethylamide</i> : acid, blotter, cubes, microdot, yellow sunshine, blue heaven	Swallowed, absorbed through mouth tissues	Alters states of perception and feeling/hallucinations; nausea Also, for LSD and mescaline—increased body temperature, heart rate, blood pressure; loss of appetite; sweating; sleeplessness; numbness; dizziness; weakness; tremors; impulsive behavior; rapid shifts in emotion
Mescaline	Buttons, cactus, mesc, peyote	Swallowed, smoked	
Psilocybin	Magic mushrooms, purple passion, shrooms, little smoke	Swallowed	Also, for LSD—Flashbacks, Hallucinogen Persisting Perception Disorder Also, for psilocybin—nervousness; paranoia; panic
Other Compounds			
Anabolic steroids	<i>Anadrol</i> , <i>Oxandrolone</i> , <i>Durobolin</i> , <i>Depo-Testosterone</i> , <i>Equipoise</i> : miba, juke, gym candy, pumpers	Injected, swallowed, applied to skin	Steroids—no intoxication effects/hypertension; blood clotting and cholesterol changes; liver cysts; hostility and aggression; acne; in adolescents—premature stoppage of growth; in males—prostate cancer; reduced sperm production, shrunken testicles, breast enlargement; in females—menstrual irregularities, development of beard and other masculine characteristics
Inhalants	<i>Solvents</i> (paint thinners, gasoline, glue); <i>gases</i> (butane, propane, aerosol propellants, nitrous oxide); <i>nitriles</i> (acrylonitrile, cyclohexyl); laughing gas, poppers, snappers, whippers	Not scheduled/inhaled through nose or mouth	Inhalants (varies by chemical)—stimulation; loss of inhibition; headache; nausea or vomiting; slurred speech; loss of motor coordination; wheezing/cramp; muscle weakness; depression; memory impairment; damage to cardiovascular and nervous systems; unconsciousness; sudden death

Vaccinations

IMPORTANT NOTICE TO APPLICANTS: Please be aware that all of our students are required to have completed the bacterial meningitis (if 22 or under) and HEP B series before the start of school. If you have not yet begun to receive this series, or if you will not have it completed before classes begin, you will not be eligible for admission.

Required vaccinations include

- Tetanus booster (td or Tdap vaccination) within the past 10 years;
- Two measles, mumps, and rubella (MMR) immunizations, or titers proving immunity;
- Hepatitis B (HBV) immunization series completed, in progress, or a Hepatitis B Vaccination Declination Form signed by the student;
- Lab results showing immunity to varicella (chickenpox) or vaccination series (two doses required);
- One Mantoux Tuberculin Skin Test (TST) within the past year or immediately prior to program enrollment.
- Annual flu shot required.

Immunization Exemption Policy

No form of immunization is required for a person's admission to an institution of higher education if the person applying for admission meets the following conditions:

- submits to the admitting official:
 - an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine within the United States in which it is stated that, in the physician's opinion, the immunization required poses a significant risk to the health and well-being of the applicant or any member of the applicant's family or household; or
 - an affidavit signed by the applicant stating that the applicant declines immunization for reasons of conscience, including a religious belief;
- is a member of the armed forces of the United States and is on active duty.

An affidavit submitted to the Admissions Officer must be on an Immunization Exemption Affidavit Form requested at <https://webds.dshs.state.tx.us/immco/> and must be submitted no later than the 90th day after the date the affidavit is notarized.

The exception does not apply in a time of emergency or epidemic declared by the commissioner of public health.

Immunization Exemption Affidavit Form 161.0041

<https://webds.dshs.state.tx.us/immco/>

Security Report

Covenant School of Nursing and Allied Health Campus Security Act Disclosure Statement

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/2013 and 12/31/2014.

Covenant School of Nursing and Allied Health (CSNAH) has three on-campus sites.

The School of Nursing is located at:

1919 Frankford Ave
Lubbock, Tx. 79407

When reporting crime statistics, the area includes

The School of Radiologic Program is located at:

2002 W. Loop 289 Suite #120
Lubbock, Tx. 79407.

When reporting crime statistics, the area includes West Loop 289 to Iola and 19th to 21st.

The Surgical Technology Program is located within the Covenant Medical Center campus located at:

3615 19th St.
Lubbock, Tx. 79410.

When reporting crime statistics, the area includes 19th to 22nd Pl. and Memphis to Indiana.

Crime statistics reported on non-campus locations include:

- Lubbock Specialty Hospital
3815 20th Street, Lubbock, Texas 79410
- Covenant Southwest Medical Park
9812 Slide Road, Lubbock, Texas 79424
- Covenant Health Plus
7601 Quaker Avenue, Lubbock, Texas 79424
- Covenant Levelland
1910 College Avenue, Levelland, Texas 79336
- Covenant Medical Group Urgent Care
1910 Quaker Avenue, Lubbock, Texas 79410

The Campus Security Act defines public property as all thoroughfares, streets, sidewalks and parking facilities that are within the campus or immediately adjacent to and accessible from the campus.

Note: In complying with the crime statistical reporting requirements, CSNAH provides a map to current and prospective students and employees that depict its campus. See attached maps located at the end of the Disclosure Statement.

The following criminal offenses, published each year and must be reported no later than October 1 of each year, include any crime statistics that occurred on campus during the previous three calendar year periods.

Updated as of: October 2015

Crime Statistic Report:

Crimes Reported	2012	2013	2014	Location:	*Hate Crime
				C=Campus N=Non-campus P=Public Area	
Criminal Homicide	0	0	0		0
• Murder (Includes non-negligent manslaughter)	0	0	0		0
• Negligent manslaughter	0	0	0		0
Sex Offenses	0	0	0		0
• Sex offenses - forcible	0	7	2	C	0
• Sex offenses - non-forcible	0	0	0		0
Robbery	2	2	2	C	0
Aggravated assaults	0	0	3	N	0
Burglaries	0	0	2 1	C N	0
Motor Vehicle Thefts (on Campus)	3-N	0	2	C	0
Arson	0	0	0		0
Larceny - Theft	0	0	0		0
Simple Assault	0	0	0		0
Intimidation	0	0	0		0
Destruction/Damage /Vandalism of property	0	0	0		0
Any other Crime involving bodily injury	0	0	0		0
Number of arrest made for the following crimes					
Liquor Laws	0 8	8	12 4	C N	0
Drug Laws	4	0	4 2	C N	0
Illegal Weapons Possession	0	0	1	C	0
Violence Against Women Statistics					
Domestic Violence	NA	3	0		0
Dating Violence	NA	0	0		0
Stalking	NA	0	0		0

Hate Offenses

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred. The Crime Analyst for LPD states their reporting system and software are incompatible and do not accurately record this information, therefore they were unable to provide this data.

Violence Against Women Reauthorization Act of 2013

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety- and security-related requirements as a condition of participating in the Federal student financial aid programs authorized by Title IV of the HEA. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs). The statute requires institutions to include this new information in the ASR beginning with the ASR that must be provided to students, employees, and prospective students and employees by October 1, 2014.

The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

“Domestic violence” means a “felony or misdemeanor crime of violence committed by—

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.”

“Dating violence” means “violence committed by a person—

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - › the length of the relationship;

- › the type of relationship; and
- › the frequency of interaction between the persons involved in the relationship.”

“Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.”

Institutions must make a good-faith effort to include these statistics for these crimes for calendar year 2013 in the ASR. Institutions must also make a good-faith effort to ensure that the statistics for the new crime categories are accurate and complete.

Contact Information

Office Responsible to provide a copy of the Campus Security information	Covenant School of Nursing Student Services Coordinator 806-725-8936
Who to contact to report an incident at the Institution	Designated Safety Officer at CSON and CSOR 806-725-8904 *Note: CSOST will contact Medical Center Security Department at 806-725-0707

General Information

1. CSNAH is committed to providing a safe and secure environment for students. Access to the building of the Nursing and Radiologic programs is controlled by a keyless security code and is restricted to authorized individuals only. The CSON and CSOR campus does not employ on-campus security. All non-emergent events involving Covenant employees or students should be reported to the Covenant Security Department. All emergent events should be called in to “911”. The Surgical Technology program is housed on the campus of Covenant Medical Center which employs twenty-four hour security services.
2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's Financial Aid Officer and Covenant Medical Center Security Department who contacts the Lubbock Police Department for statistics and the institution's "Daily Crime Log", and then records those statistics.

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All access doors leading to the Nursing and Radiologic program campus are closed and locked during evening hours starting at 5:00pm. When the school closes for the night, the school's official or supervisor will inspect each room to see that it is empty. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
 - a. Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - b. Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
 - c. The institution currently has the Covenant Assistance Program (CAP) available to provide counseling services. In the event a student needs pastoral counseling, a member of Covenant Health Pastoral Care will be notified.
5. Although this institution offers a brief crime awareness and prevention session with each orientation, the students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a. Do not leave personal property in classrooms
 - b. Report to your institutional official, any suspicious persons.
 - c. Always try to walk in groups outside the school premises.
 - d. If you are waiting for a ride, wait within sight of other people

- e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
 - f. The “Crime Awareness and Campus Security Act” is available upon request to students, employees (staff and faculty) and prospective students.
 - g. Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. All incidents shall be recorded in the Institutions daily Incident Log located at Covenant Medical Center Security Department. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. report must be entered in the log with two (2) business days after it is reported to the school’s official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
 7. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
 8. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
 9. Information concerning drug and alcohol abuse education programs are posted on campus and is distributed annually to students and staff. Covenant Assistance Program (CAP) is available to provide information about and assistance with obtaining treatment for any type of substance abuse which might adversely affect the student’s health, safety and/or academic progress.
 10. Sexual assaults (criminal offences) on campus will be reported immediately to the institution’s official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.
 11. The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.

12. In the event a sex offense should occur on campus, the victim should take the following steps:
 - a. Report the offense to the school administration.
 - b. Preserve any evidence as may be necessary to the proof of the criminal offense. (Sexual Assault Resource Guide)
 - c. Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
 - d. Request a change in the academic situation if necessary.
13. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
14. These records are available upon request through the administrative offices.
15. The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim.
16. As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders.

Link: <http://www.city-data.com/soz/soz-78613.html>

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon to report to the school's Dean but rather contact the appropriate agency by calling (911).

General Emergency Procedures

Who to Contact

All employees are expected to be familiar with and to follow procedures outlined in the CSNAH Emergency Response Plan. In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized to make an emergency call to 911. Instructors (including student instructors) and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

Medical Attention

Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

Personal Responsibility for Safety

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

Individual Responsibility

Follow the approved practices and procedures or standards which apply, on any work you perform for the school.

Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.

It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the School Dean/Director. All injuries and accidents should be reported to the Supervisor/Instructor by the end of the day.

If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves.

Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.

Accident Investigation and Reporting

Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/ Instructor no later than end of the period on the day in which the injury occurred.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration. All incidents shall be reported through the incident reporting system for tracking. Students should be sent to Employee Health for evaluation.

Firearms

Firearms, ammunition, explosives or other weapons are prohibited on the school property. Exceptions to this policy are limited to the following instances:

- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property and
- TCLEOSE approved students.

Good Housekeeping

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

Fire Prevention and Security

Fire Prevention

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on School property.

Smoking is only allowed outside in designated areas; 20 feet from any entrance. This also includes the use of any electronic smoking devices.

If a fire should occur, contact your supervisor/instructor or the School Dean/Director and follow the Fire Safety Plan:

RACE procedure

- R- Rescue/Remove persons in immediate danger of fire.
- A- Alarm/Announce. Pull fire alarm and call emergency number.
- C- Confine/Contain. Close all doors to prevent spreading of fire/smoke.
- E- Extinguish/Evacuate. Get Fire Extinguisher if needed. If the Code Red is cleared in the fire area, you may return to that area if the Fire Department and/or Property Supervisor have declared the area safe.

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

TYPES OF FIRES	TYPES OF EXTINGUISHER AND AGENT
Ordinary Combustible Materials Such As Paper, Wood, and Trash	Class A- Water (Preferred) and Multi-purpose
Flammable Liquid And Gases such As Gasoline, Lubricating Oils and Natural Gas	Class B- Dry Chemical(Preferred) and Carbon Dioxide
Electrical such as Electronic Instruments And Switchgear Installations	Class C- Carbon dioxide (Preferred) and Dry Chemical

Storage of Flammable Liquids

Metal containers and/or safety cans equipped with flame arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100 degrees F.

Solvents, Chemicals and Chemical Cleaning

Rules

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regards to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

Responsibilities

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use. Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard.
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

First Aid

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

Severe Weather

Tornado

If (in the judgment of the Dean/Director or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways/classrooms and away from glass windows, doors and partitions.
- Everyone should remain in these “safe areas” until in the opinion of the Dean/Director the threat of danger is past. Assigned “Safe Areas” are noted at the doorway of each area.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

Flooding

Because of the location of the School, buildings at CSNAH are not likely to flood. However, during periods of flooding, the Dean/Director will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

Ice and Snow

In the event that ice and/or snow threaten to make highway travel hazardous, the Dean/Director may dismiss classes to allow commuters to return home safely.

Closing the School as the Result of Severe Weather

Only the Dean/Director has the authority to close the School. When this action is taken, the Dean/Director will notify the students and faculty via the mass communication system

Self-Determination Policy

No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).

Evacuation Procedures

Emergency Communication Guidelines

In the event of an emergency, CSNAH students, faculty and staff will be notified through the Mass Communication System. This system is tested twice annually.

Emergency Evacuation

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.
- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.
- Never return to the building until instructed to do so by the appropriate authorities.

Disaster Response Plan

Purpose

- To coordinate the School's response to disasters while paying special attention to the safety and security needs of members of the CSNAH community.
- To maintain the safety and security of faculty, staff and students as a whole, in the event of a disaster.
- To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a disaster.

Definition of a Disaster

A disaster is a situation that involves CSNAH student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life threatening injury or illness.

(Note: this plan is for general information only. During an actual disaster, variations might be made depending on the nature of the event and the situation.)

Student Assistance Services

In the event of a disaster, the Dean/Director or designated official of CSNAH will act as the referral agent for students seeking assistance for emotional or personal counseling services.

Disaster Procedures

1. The Dean/Director is notified of a disaster involving a CSNAH student or employee. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

2. The Dean/Director gathers information concerning the disaster and responds accordingly.

In the event that scheduled classes need to be cancelled or altered in some manner the School Dean/Director will contact the students, faculty and staff via the mass communication system. The closure will also be posted on the school website. (Who will be responsible for doing this?)

Any media contact, press releases, email or website assistance must be coordinated through the Covenant Public Information Officer.

3. Depending on the evaluation of the situation, one or more of the following may occur:

- a. CSNAH will without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain respond to or otherwise mitigate the disaster.

The Dean/Director goes to the scene of the incident to assess the need for back-up personnel.

Based on the initial findings and upon agreement with either the Dean/Director, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center, etc.

- b. If warranted, a disaster meeting with the Covenant Safety Officer may be called. A Disaster Response Team (DRT) may be called after evaluation of the situation and with consent of the Dean/Director.
 - c. Dean/Director initiates contacting family members of students, faculty and staff.
 - d. A DRT meeting is called. The Covenant Safety Officer will assist the Dean/Director in dealing with the disaster.
4. Once the issue/situation is under control, the Covenant Safety Officer, Dean/Director and other respondents will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the disaster. Timelines for these activities will be determined and a closure/evaluation meeting will be scheduled. CSNAH will evaluate all responses to disasters at the closure/evaluation meeting.
 5. The Covenant Safety Officer will recommend to the Dean/Director any policy revisions in procedures and will compile an After Action Incident Report to be filed in the Office of the Dean/Director.

CSNAH Disaster Command Center

When a disaster involves responses from a variety of personnel, a Command Center will be established. The Command Center will communicate and coordinate all activities involved in

the responses to the disaster. Communications involving responding personnel will be dispersed through this Command Center by the Covenant Safety Officer and/or Dean/Director.

Members of the CSNAH Disaster Response Team

Disaster Response Team		
Dean/Director	School of Nursing	Alicia Anger
	School of Radiography	Lori Oswalt
	School of Surgery Technology	Gradene Enos
Coordinator	School of Nursing	Vicki Thornley, Niki Sue, Mary Milam, Randall Stennett, Monica Kidder
	School of Radiography	Kim Seigman
	School of Surgery Technology	Carmen Flores
Instructor/Staff	School of Nursing	Tracy Herrera, Claire Arnett
	School of Radiography	Lana Scherer
	School of Surgery Technology	Chris Kelley
Covenant Administration	Administrator/VP On-Call	
	Safety Officer	Cindi Kenady
	Security Director	Steve Barker

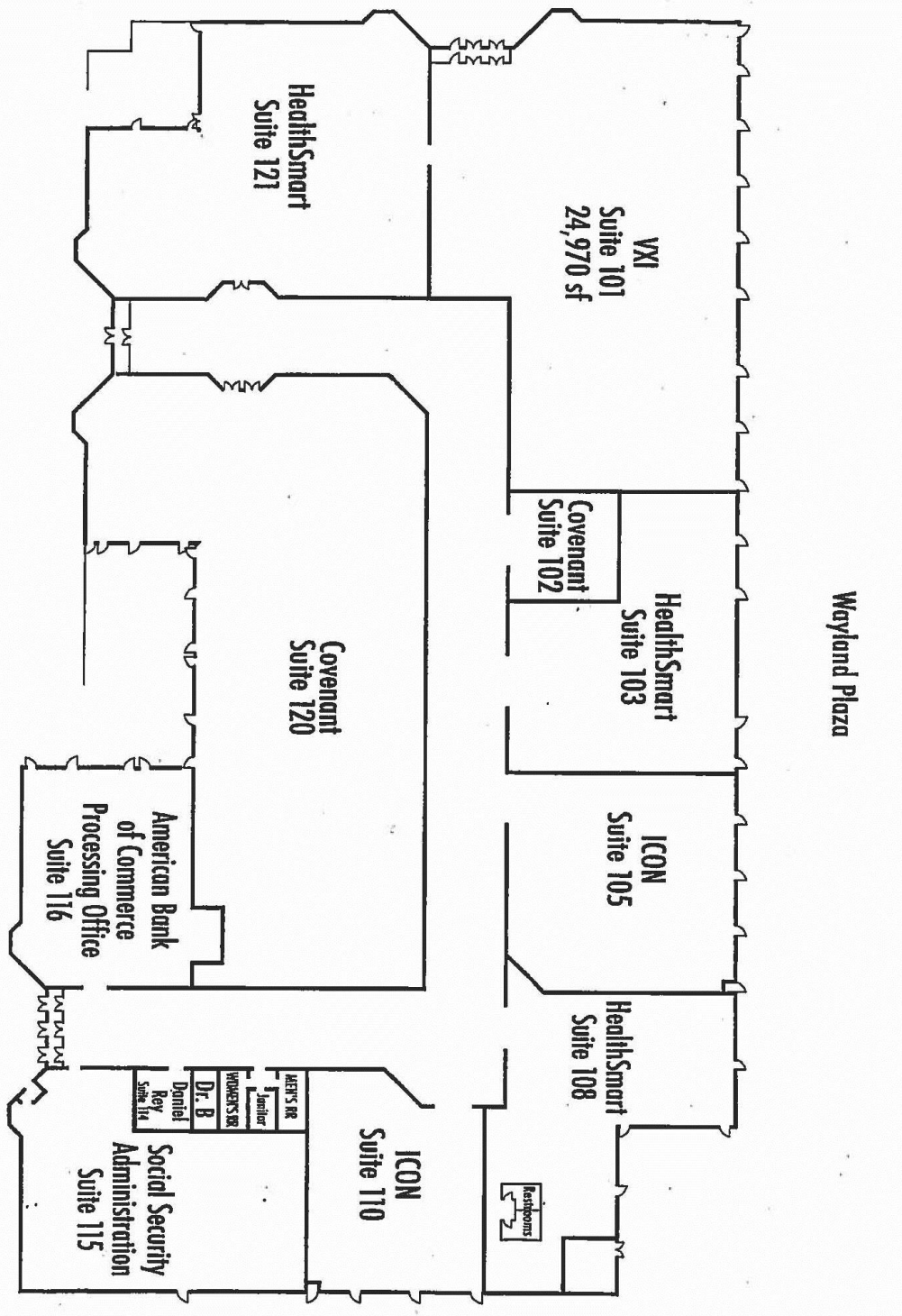
Local Community Emergency Services

All Emergencies (Fire, Police, Sheriff, Ambulance)	911
Poison Control Center	1-800-222-1222
Suicide Hotline	1-800-273-8255
Hospitals: Phone numbers	
Covenant Medical Center	1-806-725-1011
University Medical Center	1-806-775-8200
Clinics: Phone numbers	
Health Plus	1-806-725-9444
CMG Urgent Care	1-806-725-4440

Campus Maps

School of Radiography

2002 W. Loop 289 • Lubbock, TX 79407



Covenant School of Nursing on Lubbock Christian University's Campus



Lubbock Christian University Campus Map

Covenant Health Map 2

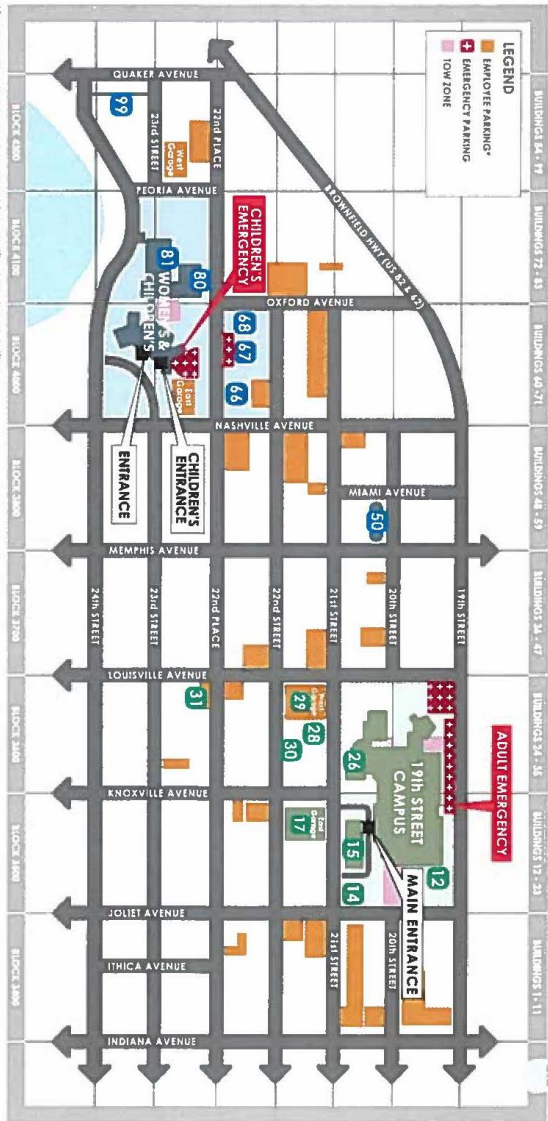
19th Street Campus
 3615 19th Street
 Lubbock, TX 79410
 806.725.0000

Women's & Children's
 4000 24th Street
 Lubbock, TX 79410
 806.725.0000

www.CovenantHealth.org



EMPLOYEE MEDICAL DISTRICT PARKING MAP



Covenant Medical Center is comprised of two campuses: the 19th Street Campus and the Women's & Children's, both located within the Medical District.

Covenant Health system has provided this easy-to-use, color-coded map to help get you to your chosen destination. Employees must have a parking ticket to utilize parking garages. If you need further assistance, please call our dedicated parking department at 806.725.2400.

Thank you for making this the best place for patients to receive care, employees to work, and for physicians to practice medicine.

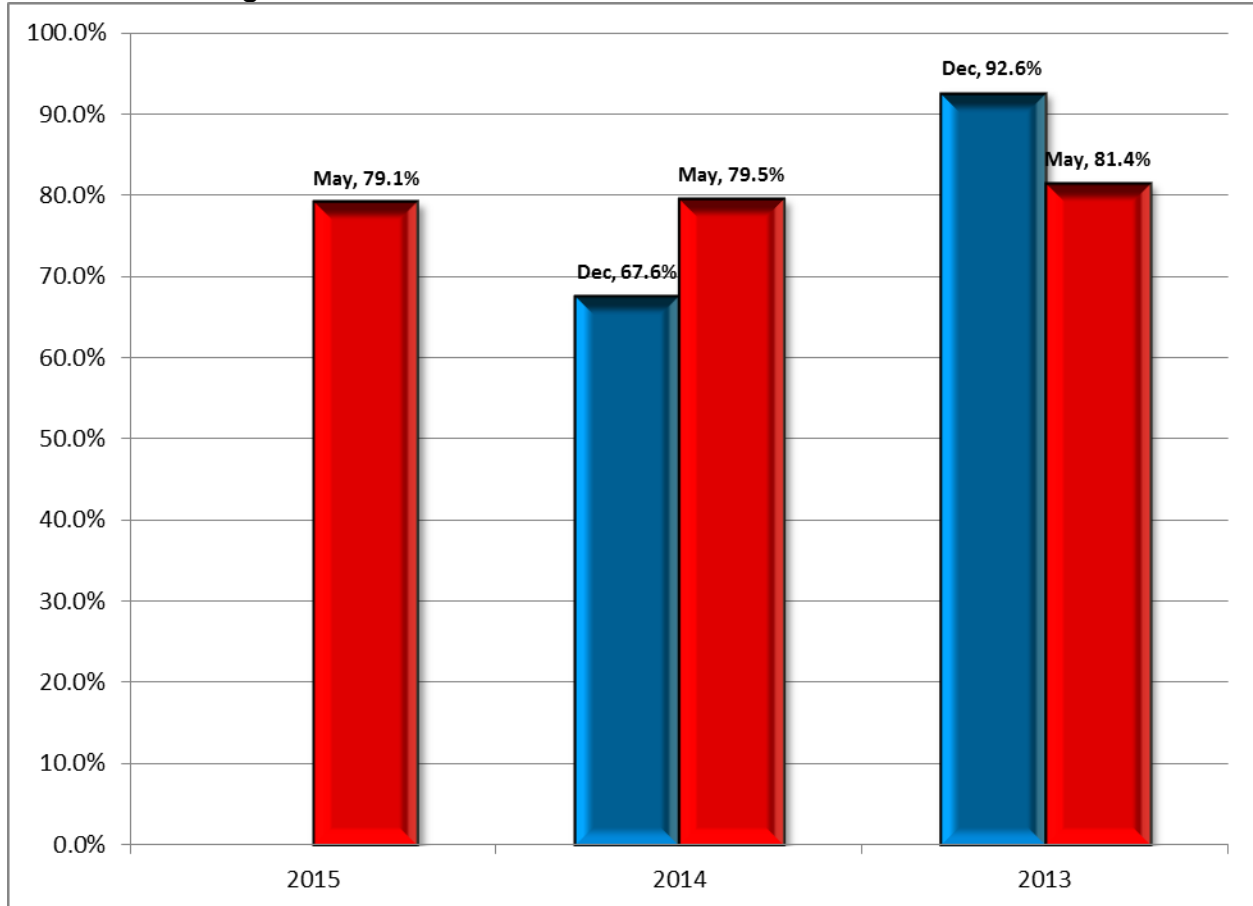
- WOMEN'S & CHILDREN'S**
- 50 Covenant Specialty Hospital
 - 69 Medical Building
 - 67 Medical Building
 - 48 Medical Building
 - 48 Covenant Regional Data Center Surgery North
 - 80 Joe Arrington Cancer Research & Treatment Center
 - 81 Medical Building
 - 81 Arrington Comprehensive Breast Center
 - 81 Surgical Assessment Services
 - 79 Covenant SurgCenter
- 19th STREET CAMPUS**
- 12 Covenant Diagnostic Imaging
 - 14 Medical Building
 - 13 Covenant Heart & Vascular Institute
 - 17 Lifestyle Center
 - 24 East Parking Garage
 - 28 Medical Building
 - 28 Covenant Gamma SouthWest
 - 29 Knipping Education Conference Center
 - 30 West Parking Garage
 - 30 Covenant Neuroscience Institute
 - 30 Covenant Sleep Center
 - 31 Covenant Foundation

Note: The School of Surgical Technology is located within the Medical Center Campus off of 19th St.

Section 7: Student Outcomes

Retention Rate

School of Nursing



School of Radiography

Year	Percent of Students Completing Program	Number of Students
2010	100%	17 began, 17 graduated
2011	91.7%	12 began, 11 graduated; • 1 dismissal for grades
2012	100%	13 began, 13 graduated
2013	93.75%	16 began, 15 graduated; • 1 dismissal for policy violation
2014	87.5%	16 began, 14 graduated • 2 dismissed for grades
5 year average	90.84%	

Program completion rate is defined as the number of students who complete the program within 150% of the stated program length. The program length is 20-months.

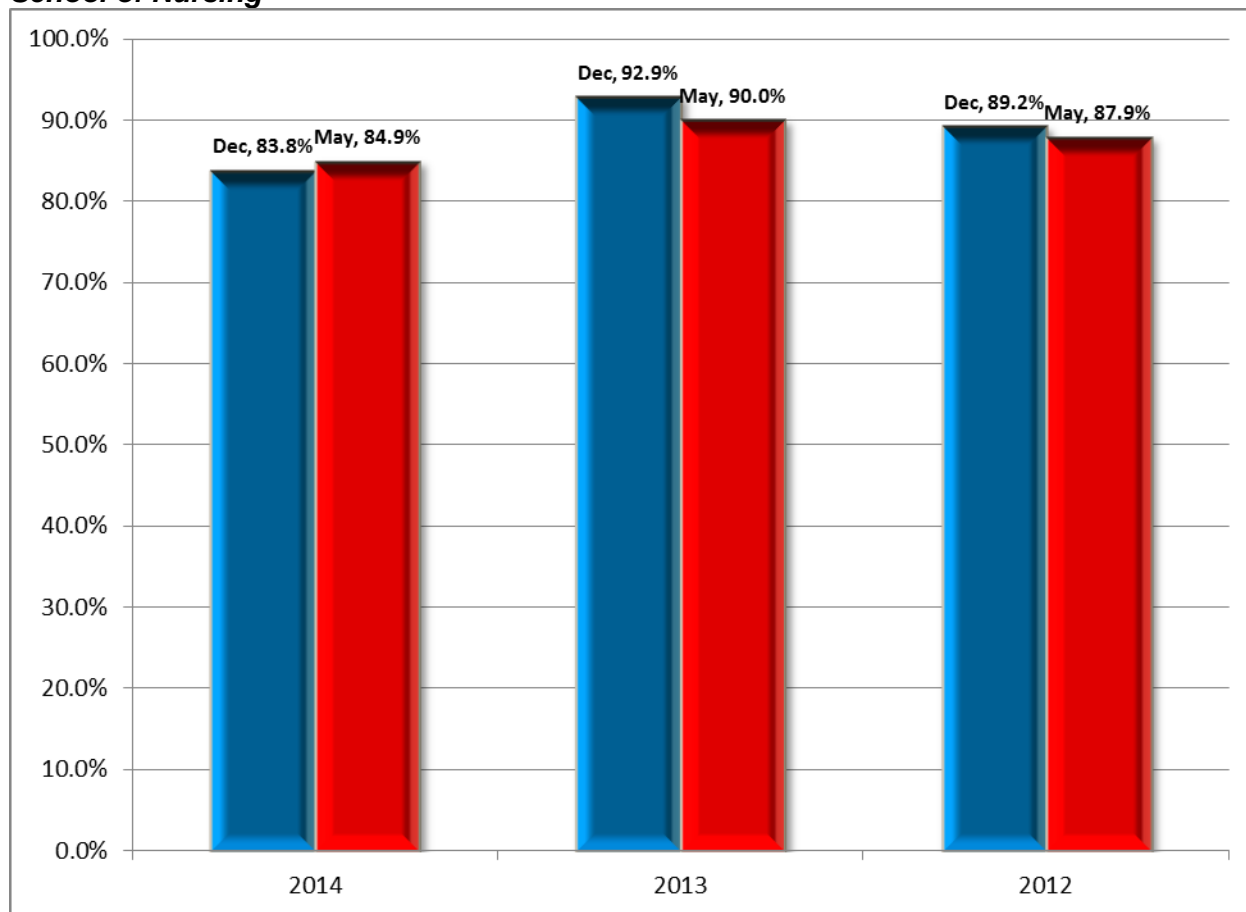
School of Surgical Technology

	2012	2013	2014
Surgical Technology	83%	93%	78%

The annual period used to measure retention is the annual reporting period for accrediting purposes.
(July 1 – June 30)

Completion/Graduation Rate

School of Nursing



School of Radiography

Year	Percent Students Completing Program	Number of students
2010	100%	17 began, 17 graduated
2011	91.7%	12 began, 11 graduated; • 1 dismissal for grades
2012	100%	13 began, 13 graduated
2013	93.75%	16 began, 15 graduated; • 1 dismissal for policy violation
2014	87.5%	16 began, 14 graduated • 2 dismissed for grades
5 year average	94.59%	

Program completion rate is defined as the number of students who complete the program within 150% of the stated program length. The program length is 20-months.

School of Surgical Technology

	2011-2012	2012-2013	2013 - 2014
Surgical Technology	83%	93%	78%

The annual period used to measure graduation/completion rate is the annual reporting period for accrediting purposes. (July 1 – June 30)

Placement in Employment

School of Nursing

Graduates from Covenant School of Nursing work in various areas in the Healthcare industry. Our students work in one of the following areas: Acute Care, Long Term Care or in the Community. Acute care can include some of the following areas: ER, Pedi, Med- Surg, ICU, Mom Baby, etc. Long Term Care (LTAC) refers to hospital-based care that requires long term care past acute care regulations. Community Facilities may include some of the following areas: Clinics, Home Health Agencies or Nursing Facilities, etc.

School of Radiography

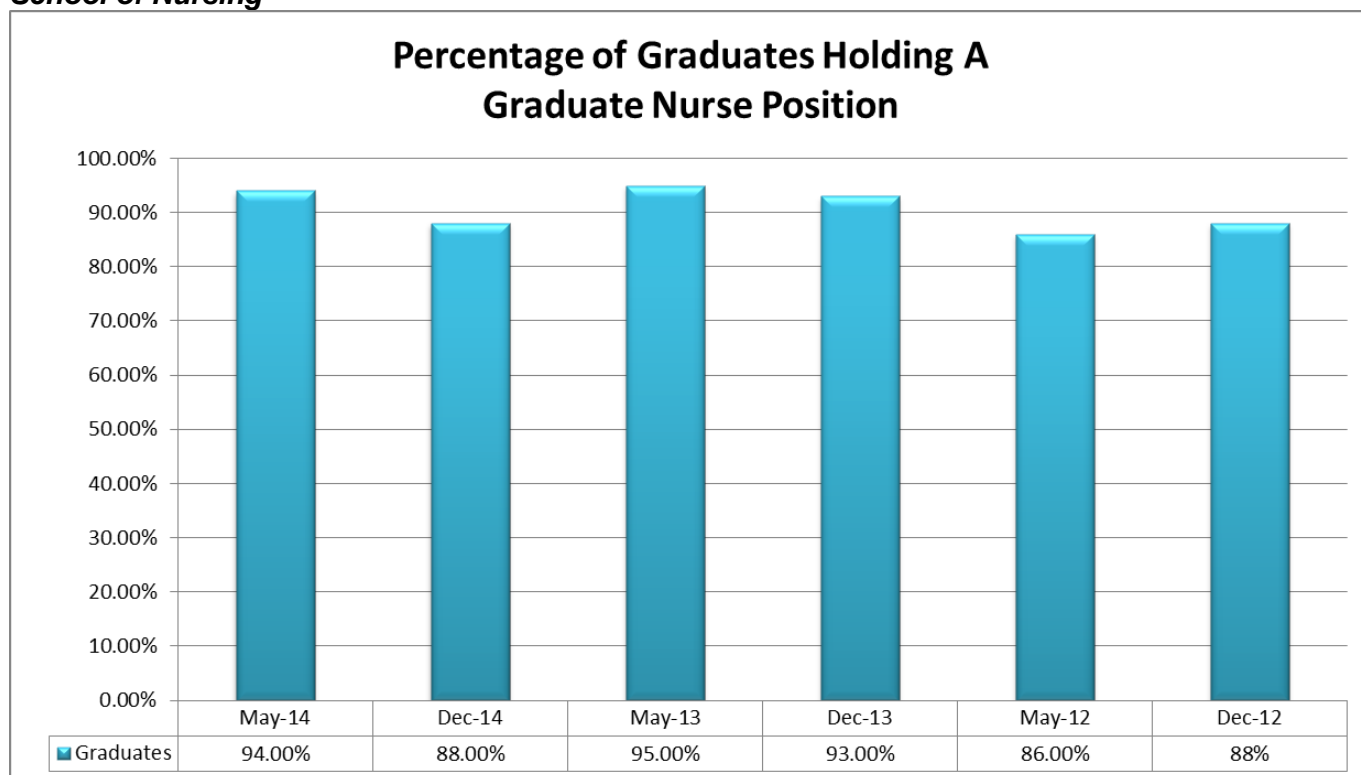
Students that graduate Covenant School of Radiography are eligible to find jobs in many different areas. Some of these opportunities are Hospitals, clinics, research centers, and also there are many different modalities for these graduates to work. Some of these areas are: Endoscopy, Diagnostic radiography, PET, Surgery, Computed Tomography Scanning, MRI, Interventional, Cath Lab, Trauma Units, Ultrasound, Mammography, Mobile Radiography, Nuclear Medicine, EBT, and many more opportunities... Radiology is a growing field with many opportunities for growth.

School of Surgical Technology

Upon graduation, the surgical technologist is able to practice in a variety of settings: hospitals (OR, Endoscopy, Labor and Delivery, Catheterization Lab), ambulatory surgery centers, physician's offices and traveler agencies.

Job Placement Rates

School of Nursing



School of Radiography

Year	Percent job placement	Number of students
2010	80%	5 of 17 graduates completed graduate F/U questionnaire. <ul style="list-style-type: none"> • 3 full-time • 1 part-time • 1 unemployed
2011	100%	7 of 11 graduates completed graduate F/U questionnaire. <ul style="list-style-type: none"> • 3 employed full-time • 4 employed part-time
2012	100%	5 of 13 graduates completed graduate F/U questionnaire. <ul style="list-style-type: none"> • 3 employed full-time • 2 employed part-time
2013	93.33%	15 of 15 graduates completed graduate F/U questionnaire. <ul style="list-style-type: none"> • 12 employed in the field of radiography • 1 unemployed • 2 not actively seeking employment in radiography
2014	92.8%	14 of 14 graduates completed graduate F/U questionnaire. <ul style="list-style-type: none"> • 13 employed in the field of radiography • 1 not actively seeking employment in radiography

5 year average	93.24%	
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Five-year average job placement rate of not less than 75 percent within twelve months of graduation.

School of Surgical Technology

	2011-2012	2012-2013	2013 - 2014
Surgical Technology	85%	89%	77%

*The annual period used to measure job placement is the annual reporting period for accrediting purposes.
(July 1 – June 30)*

Gainful Employment

School of Nursing

Gainful Employment Annual Information Covenant School of Nursing

2013-2014

Registered Nursing/Registered Nurse

Program Level- Undergraduate certificate
Program Length- 20 months

COST

Q. How much did this program cost?*

A. Tuition and fees: \$ 12,506
Books and supplies: \$ 1,750
On-campus room & board: *not offered*

- The amounts shown above include costs for the entire program, assuming normal time of completion. Note: this information is subject to change.
- For further program cost information visit at <http://www.covenanthealth.org/About-Us/Facilities/School-of-Nursing/Future-Students/Tuition-and-Fees.aspx>

SUCCESS

Q. How long did it take to complete this program?

A. The program was designed to take 20 months to complete in 2012-2013. Of those that completed the program in 2013-2014, 96% finished in 20 months.

Q. What are my chances of getting a job when I graduate?

A. The job placement rate for students who completed this program in 2013-2014 is 86%.

**For further information about the job placement rate, see page 2b of this form.

FINANCING

Q. What financing options are available to help me pay for this program?

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

- Federal loans: \$16,120
- Private education loans: \$ 7,625
- Institutional financing plan \$ 0

The school has elected to provide the following additional information:

- 71% of program graduates used loans to help finance their costs for this program

SUCCESS

Job Placement Rate Information

Name of the accrediting agency this placement rate is calculated for:

- Accreditation Commission for Education in Nursing/Texas Board of Nursing

Who is included in the calculation of this rate?

- All students who completed between July 1, 2013 and June 30, 2014 are included in this calculation.

What types of jobs were these students placed in?

- The job placement rate includes completers hired for: **Jobs within the field.**
- Positions that recent completers were hired for include: **Registered Nurse**


When were the former students employed?

- The rate is based on data collected on the day of graduation

How were completers tracked?

- Graduate Survey

Date Created: 1/31/2015

<h2 style="text-align: center;">Gainful Employment Annual Information</h2> <h3 style="text-align: center;">Covenant School of Radiography</h3>		<h2 style="margin: 0;">2013-2014</h2>
<h3 style="margin: 0;">Radiologic Technology/Science- Radiographer</h3> <p style="margin: 0;">Program Level- Undergraduate certificate Program Length- 22 months</p>		
COST	<p>Q. How much did this program cost?</p> <p>A. Tuition and fees: \$ 10,115.00 Books and supplies: \$ 0.00 On-campus room & board: <i>not offered</i></p> <p>.....</p> <p><u>What other costs are there for this program?</u></p> <ul style="list-style-type: none"> • For further miscellaneous program costs and information see page 2a of this form. <p>**Note: this information is subject to change.</p>	SUCCESS
		<p>Q. How long did it take to complete this program?</p> <p>A. The program was designed to take 22 months to complete in 2013-2014. Of those that completed the program in 2013-2014, 100% finished in 22 months.</p> <p>Q. What are my chances of getting a job when I graduate?</p> <p>A. The job placement rate for students who completed this program in 2013-2014 is 86%.</p> <p>**For further information about the job placement rate, see page 2b of this form.</p>
FINANCING	<p>Q. What financing options are available to help me pay for this program?</p> <p>A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:</p> <ul style="list-style-type: none"> • Federal loans: \$10,390 • Private education loans: \$ 0 • Institutional financing plan: \$ 0 <p>.....</p> <p>The school has elected to provide the following additional information:</p> <ul style="list-style-type: none"> • 57% of program graduates used loans to help finance their costs for this program 	
<p>Date Created: 1/14/2015</p>		

Gainful Employment Annual Information Covenant School of Radiography

2013-2014

Radiologic Technology/Science- Radiographer

Program Level- Undergraduate certificate
Program Length- 22 months

COST

Miscellaneous Program Costs 2a

-
- NON REFUNDABLE FEES:**
- Graduation Fee: \$50.00 & Testing Fee: \$65.00; to be paid the third semester
 - ID Card Fee: A \$10.00 replacement charge will be required if the card is lost or stolen.
 - Administrative Fee: A \$100 nonrefundable fee to help defray the fixed costs of CSOR for reserving an academic position for the student due upon acceptance into the program.
 - Transcript Fee: \$2.00 each. Academic transcripts furnished from other institutions are part of the student's permanent file and copies will not be made available by CSOR.

- MISCELLANEOUS EXPENSES:**
- Entrance Exam: \$35.00 for the HOBET V entrance exam
 - Uniform Accessories: Cost of uniforms, shoes, etc. is the student's responsibility.
 - X-Ray Markers: Each student will be assigned a set of right and left X-Ray markers for use while in the program. X-ray markers must be returned upon graduation. In the event a marker is lost or broken the student must order a replacement marker.
 - ARRT Exam Fee: \$200 to be paid with ARRT Exam Application, three months prior to graduation.
 - TDH License Fee: \$32.00 to be paid with TDH Application for temporary license
 - Other Expenses: Each student is required to purchase a basic calculator.
 - Autopsy fee: \$40.00

* NOTE: The School reserves the right to change any provisions, rules or recommendations at any time.

SUCCESS

Job Placement Rate Information 2b

.....

Name of the accrediting agency this placement rate is calculated for:

- Joint Review Committee on Education in Radiologic Technology

Who is included in the calculation of this rate?

- All students who completed between July 1, 2013 and June 30, 2014 are included in this calculation.

What types of jobs were these students placed in?

- The job placement rate includes completers hired for: **Jobs within the field.**
- Positions that recent completers were hired for include: **Radiographers**

When were the former students employed?

- This rate is obtained from all students 6 months after the completion of the program

How were completers tracked?

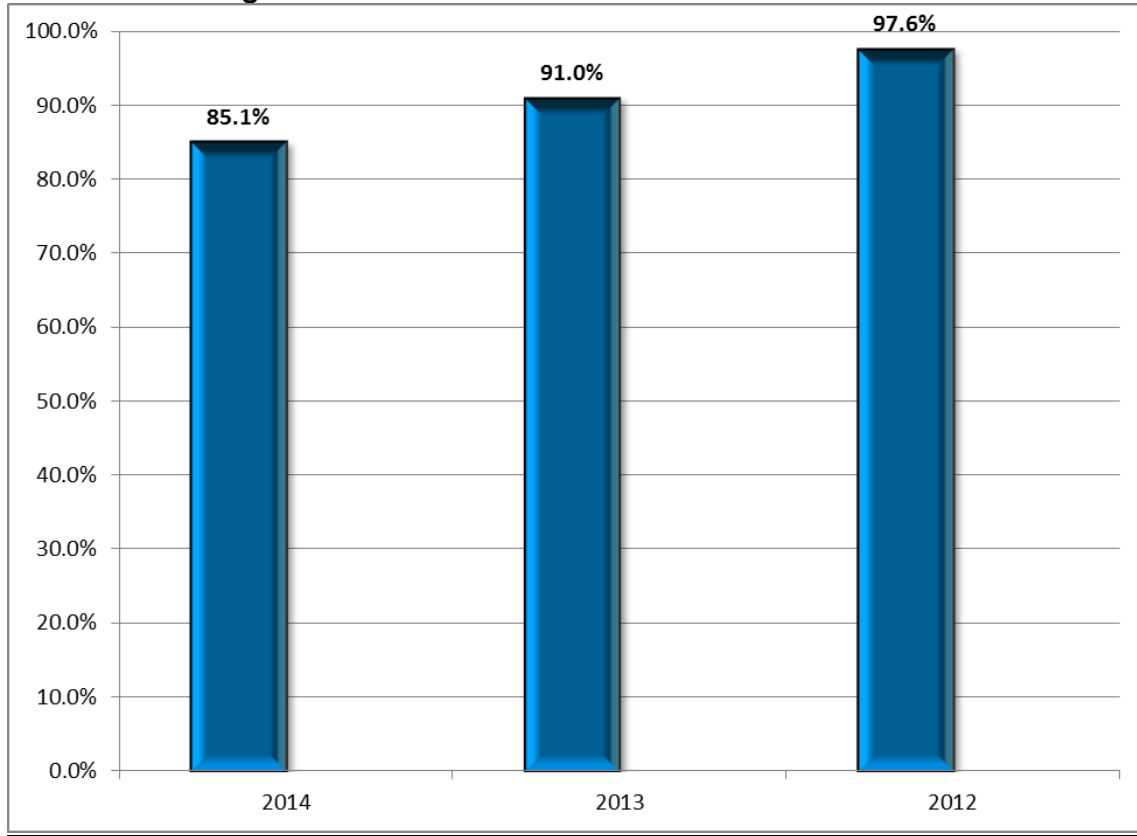
- Completer/alumni survey (100% response rate)

Date Created: 1/14/2015

Gainful Employment Annual Information Covenant School of Surgical Technology		2013-2014
<p>51.0909 Surgical Technology/Technologist</p> <p>Program Level- Undergraduate certificate Program Length- 12 months</p>		
COST	<p>Q. How much did this program cost?</p> <p>A. Tuition and fees: \$ 4075.00 Books and supplies: \$ 600.00 On-campus room & board: <i>not offered</i></p> <p>..... <u>What other costs are there for this program?</u></p> <ul style="list-style-type: none"> • Uniforms \$200.00 • Parking Permit \$ 20.00/mth optional • Background Check \$ 50.00 <p>http://www.covenanthealth.org/About-Us/Facilities/School-of-Surgical-Technology/Future-Students/Admissions-Tuition.aspx</p> <p>**Note: this information is subject to change.</p>	<p>Q. How long did it take to complete this program?</p> <p>A. The program was designed to take 12 months to complete in 2013-2014. Of those that completed the program in 2013-2014, 100% finished in 12 months.</p> <p>Q. What are my chances of getting a job when I graduate?</p> <p>A. The job placement rate for students who completed this program in 2013-2014 is 69%.</p> <p>.....</p> <p>Job Placement Rate Information</p> <p>Name of the accrediting agency this placement rate is calculated for:</p> <ul style="list-style-type: none"> • Texas Workforce Commission • Accrediting Bureau for Health Education Schools • Accreditation Review Council on Education in Surgical Technology and Surgical Assisting <p>Who is included in the calculation of this rate?</p> <ul style="list-style-type: none"> • All students who completed between June 1, 2013 and May 30, 2014 are included in this calculation. <p>What types of jobs were these students placed in?</p> <ul style="list-style-type: none"> • The job placement rate includes completers hired for: Jobs within the field. <p>When were the former students employed?</p> <ul style="list-style-type: none"> • The rate is obtained from the Post Graduate Survey that is sent to all students 6 months after the completion of the program <p>How were completers tracked?</p> <ul style="list-style-type: none"> • Student Profile Form • Completer/Alumni Survey (71% response rate).
	FINANCING	
Date Created: 1/31/2015		

Credentialing Exam Passing Rate

School of Nursing



First Time Test Taker Passing Rates

School of Radiography

Year	Percent passing on 1st attempt	Number of students
2010	88.23%	15 of 17 students passed on 1 st attempt.
2011	100%	11 of 11 students passed on 1 st attempt.
2012	92.3%	12 of 13 students passed on 1 st attempt.
2013	93.3%	14 of 15 students passed on 1 st attempt.
2014	83.33%	10 of 12 students passed on 1 st attempt
5 year average	91.2%	

Five- year average credentialing examination (American Registry of Radiologic Technologist Radiography exam) pass rate of not less than 75 percent at first attempt within six months of graduation.

School of Surgical Technology

Reporting Year	# of Graduates	# Took Exam	% Took Exam	# Passed Exam	% Passed Exam
2011-2012	13	13	100%	9	69%
2012-2013	9	9	100%	7	78%
2013 - 2014	14	14	100%	10	71%

The annual period used to measure credentialing exam passage rate is the annual reporting period for accrediting purposes. (July 1 – June 30)

Transfer Out Rates

CSNAH has a very low transfer out rate (1 in ten years) therefore each request is handled on an individual basis. Transferring institutions may obtain more program information from www.cson.covenanthealth.org.

Section 8: Disclosure Requirements Relating to Educational Loans

State Grant Assistance

Covenant School of Nursing and Allied Health are not eligible for state grant assistance.

Student Loan Information Published by Department of Education

To obtain copies of publications please contact the education publications center at www.edpubs.gov

National Student Loan Data System

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program and other Department of Education programs. NSLDS Student Access provides a centralized integrated view of Title IV, HEA loans and grants so that recipients of Title IV funds can access and inquire about their funds. The website is located at www.nsls.ed.gov

Entrance Counseling for Student Borrowers

Entrance Counseling and the MPN can be accessed at www.studentloans.gov

Exit Counseling for Student Borrowers

When a student ceases enrollment, CSNAH Financial Aid Officer will direct the student to the following link (<http://nsls.ed.gov>) to complete the exit counseling process. A copy of the confirmation of completion must be given to the Financial Aid Officer prior to leaving.

Private Education Loan Disclosures (Including Self-Certification Form)

Pursuant to Section 155 of the Higher Education Act of 1965, as amended, (HEA) and to satisfy the requirements of Section 128(e)(3) of the Truth in Lending Act, a lender must obtain a self-certification signed by the applicant before disbursing a private education loan. The school is required on request to provide this form or the required information only for students admitted or enrolled at the school. Throughout this Applicant Self-Certification, "you" and "your" refer to the applicant who is applying for the loan. The applicant and the student may be the same person. <http://ifap.ed.gov/dpclatters/attachments/GEN1001A-AppSelfCert.pdf>

Code of Conduct for Education Loans

To comply with the 2008 Higher Education Opportunity Act, CSNAH adopts the following Code of Conduct to provide guidance to our employees in insuring the integrity of the student aid process and in ensuring ethical conduct of our employees in regard to student loan practices. Our officers, employees, trustees and agents, including the alumni association and other

organizations associated with CSNAH, agree to the provisions of this Code of Conduct and will refrain from:

1. Accepting philanthropic contributions from a lender, lender servicer, or guarantor that are related to the educational loans provided by the entity that is making the contribution.
2. Serving on or otherwise participating as a member of an advisory council for a lender, lender affiliate, or lender servicer unless one would recuse themselves from decisions regarding private loans.
3. Accepting from a lender or its affiliate any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide education loan-related services to or on behalf of the lender.

In addition, Student Financial Services staff will refrain from:

4. Accepting fees or other benefits in exchange for endorsing a lender or the lender's loan products.
5. Requesting or accepting an offer of funds for private education loans from a lender, in exchange for our promise to provide the lender with placement on a preferred lender list, or a certain number of volume of private education loans.
6. Refusing to certify or delaying the certification of an education loan based on a borrower's choice of lender.
7. Assigning a first-time borrower to a particular private education loan lender through the student's financial aid award or another means.
8. Packaging a private education loan in a student's financial aid award, except when the student is ineligible for other financial aid, has exhausted his or her federal student aid eligibility, has not filed a Free Application for Federal Student Aid, or refuses to apply for a federal student loan.
9. Accepting impermissible gifts, goods, or services from a lender, lender servicer, or guarantor. The institution may accept default prevention, financial literacy, or student aid-related educational services or materials, or other items of a nominal value.
10. Receiving anything of value other than reimbursement of reasonable expenses while serving on an advisory board, commission, or group established by a lender or group of lenders.

CSNAH is committed to providing the information and resources necessary to help every student achieve educational success. To accomplish this goal the financial aid staff will consider each student's individual needs.

Preferred Lender Lists

CSNAH currently prefers Wells Fargo as our preferred lender because it will submit loan checks directly to the school and student. This insures that tuition and fees will be paid. Other lenders that will accommodate this requirement will also be considered.

Preferred Lender Arrangements

CSNAH does not have any specific lenders for private lender loans or for Title IV, HEA loans.