



Ultimate Health School CATALOG

2025-2026

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UHS HONOR CODE:

“I will always uphold honesty and integrity; I will not engage in any dishonest conduct, nor will I tolerate dishonesty from others.”

Table of Contents

SECTION 1: GENERAL SCHOOL INFORMATION	6
HISTORY	6
OWNERSHIP	6
OVERVIEW OF OPERATIONS	6
MISSION	6
VISION STATEMENT	6
PHILOSOPHY	7
INSTITUTION'S COMMITMENT	9
STATE CERTIFICATION AND APPROVAL	9
ACCREDITATION	10
PROGRAM OFFERING	10
SCHOOL ADDRESS	10
OFFICE SCHEDULE	10
STATEMENT OF NON-DISCRIMINATION	11
EXECUTIVE OFFICERS & ADMINISTRATIVE PERSONNEL	11
ACADEMIC CALENDAR	12
SPECIAL HOLIDAYS OBSERVED	12
INSTITUTIONAL FACILITY	14
SECTION 2: ADMINISTRATIVE POLICIES	16
STUDENTS WITH DISABILITIES	18
ADMISSION	18
GENERAL REQUIREMENTS	19
ADMISSIONS PROCEDURES	20
TRANSFER OF COURSES POLICY	20
COURSE CHALLENGE	21
EXPERIENTIAL LEARNING	21
ADVANCE PLACEMENT	21

LANGUAGE OF INSTRUCTION	21
DEFINITION OF CLOCK HOUR	21
FINANCIAL ASSISTANCE	21
TUITION PAYMENT PLANS	22
PROGRAM TUITION AND FEES	22
LATE PAYMENT	23
CANCELLATION POLICY	23
TUITION REFUND POLICY	23
DETAILS OF REFUNDS/CANCELLATIONS FOR ALL STUDENTS	25
STUDENT ORIENTATION	26
SECTION 3: ACADEMIC POLICIES AND PROCEDURES	27
STUDENT EVALUATION AND PROGRESSION	27
GRADING SCALE	27
SATISFACTORY ACADEMIC PROGRESS	28
MAXIMUM TIME FRAME	28
EVALUATION PERIODS	28
EVALUATING SAP	29
ADDITIONAL SAP REQUIREMENTS	29
TRANSFER BETWEEN COHORTS	30
REMEDIAL COURSES	30
PROFICIENCY CREDIT	30
NON-CREDIT COURSES	30
PASS/FAIL GRADES	31
ACADEMIC WARNING	31
ACADEMIC PROBATION	31
ACADEMIC APPEAL	31
REINSTATEMENT AFTER ACADEMIC TERMINATION	31
WITHDRAWAL	32
ACCESS TO GRADES	33

GRADE APPEAL	33
CLASS REPETITION	33
LEAVE OF ABSENCE	34
RIGHTS, PRIVILEGES, AND RESPONSIBILITIES OF STUDENTS	34
STUDENT RIGHTS	34
STUDENT PRIVILEGES	35
STUDENT RESPONSIBILITIES	35
STUDENT CONDUCT	35
VIOLATIONS	35
ATTENDANCE POLICIES	38
RECORD RETENTION	39
EMERGENCY PREPAREDNESS PLAN	39
INCLEMENT WEATHER	42
STUDENTS EVENTS	42
INACTIVE STUDENTS PENDING GRADUATION	42
COMPLETION OF THE INTEGRATED NURSING REVIEW COURSE	42
WITHDRAWAL AND RE-ADMISSION	42
WITHDRAWAL AND GRADES	43
CHILDREN ON SCHOOL PREMISES	43
STUDENTS EMAIL ACCOUNTS	43
POPULI LOG IN	43
PURCHASES	43
SUPPLIES	43
STUDENT SERVICES	44
SECTION 4: ACADEMIC PROGRAM	48
PRACTICAL NURSING PROGRAM	48
PRACTICAL NURSING CURRICULUM PLAN	49
COURSE DESCRIPTIONS	51
EXTERNSHIP (CLINICAL) POLICY	53

GRADUATION REQUIREMENTS	54
APPLICATION PROCESS FOR THE NCLEX-PN EXAMINATION	54
NCLEX RESULTS	55
SECTION 5: DISTANCE EDUCATION	56
LICENSURE AND CERTIFICATION DISCLOSURE	56
Admission Determination	56
Student Access and Security	57
Student and Faculty Orientation	57
Computer Requirements	57
Student's Technical Support	59
Student Academic Support	59
Online Teaching Ratio	59
Online Classroom Attendance	59
SECTION 6: GRIEVANCE PROCESS	60
GRIEVANCE POLICY & GUIDELINES	60
CURRENT FACULTY PERSONNEL	61
STUDENT ACKNOWLEDGEMENT	63
ADDENDUMS - MICROCREDENTIALS	62
ADVANCED WOUND MANAGEMENT	62
GERIATRIC CARE	63
PALLATIVE CARE	64

SECTION 1: GENERAL SCHOOL INFORMATION

HISTORY

Established in 1999 with a vision of both academic excellence and top-quality nursing education, Ultimate Health School has met its commitment to the community and to the students we serve. Boasting successful NCLEX pass rates and a strong community presence, Ultimate Health School continues its original mission by providing superior healthcare related education. Its owner's unending commitment to quality and service is demonstrated daily in the staff's dedication to each student as an individual.

OWNERSHIP

Ultimate Health School, Inc. Ultimate Health School is a privately owned for-profit corporation in the Commonwealth of Virginia. On May 15, 2025, Ventana Education Group, LLC acquired 51% of the ownership from Ms. Arangu Ngundam who previously held 100% ownership. Ventana Education Group, LLC is owned 100% by Ms. Ena Hull, who is now serving as the Chief Executive Officer and President of Ultimate Health School, Inc. Both Ms. Ena Hull and Ms. Arangu Ngundam serve as officers of the corporation where Ms. Ngundam now serves as Founder and Advisor to the Board.

OVERVIEW OF OPERATIONS

Ultimate Health School (UHS) provides a Practical Nursing educational program to prepare students to meet the qualifications for certification and/or licensure. UHS prides itself on recruiting a diverse body of students who demonstrate a strong interest and ability to maintain required academic standards. UHS has comprehensive curricula taught by certified and licensed classroom and clinical instructors to provide students with didactic and clinical training.

Upon completion of the Practical Nursing program, students are armed with a quality and solid foundation to succeed in chosen fields of endeavor. Committed UHS graduates desiring to pursue a career in professional nursing possess high potential to pass required exams and do well. UHS students who are committed but require additional instruction and academic support are afforded options to help them to achieve their goal. Options are determined on an individual basis upon review of the respective student academic assessments by the Instructors, Lead Faculty, and Director of Nursing.

New classes start approximately every two months. UHS classes are limited in size to provide individualized attention to their students and enhance the hands-on learning experience.

MISSION

UHS is dedicated to providing a top quality nursing education program to those seeking health care related educational curricula.

VISION STATEMENT

The vision is to provide a fully encompassed nursing education program. The nursing educational curricula are venues through which UHS graduates develop their skills in supporting this philosophy.

The Self-Care Deficit Theory has emphasis in three areas: Self-Care Requisites, Self-Care Deficits, and Nursing Support Modalities.

- Self-Care Requisites: What a person does to establish and maintain their health, personal development, and well-being.
- Self-Care Deficits: When an individual is unable to meet his/her own self-care requisites.
- Nursing Support Modalities: It is the role of the nurse to determine these deficits and define a support modality and a plan of care.

PHILOSOPHY

1. Each person has a need for self-care to maintain optimal health and wellness.
2. Self-care is what a person does to establish and maintain his/her health, personal development, and well-being.
3. Self-care is the ability to perform activities and meet personal needs with the goal of maintaining health and wellness of mind, body, and spirit.
4. Self-care is learned behavior influenced by the meta-paradigm of clients' environment, health, and nursing.
5. The client is able to clarify to the nurse – specific outcomes related to knowing and meeting the therapeutic self-care demands, establish self-care, and self-management systems.
6. Although the UHS graduate's role is to monitor and regulate the client's self-care, the nurse can provide supportive-educative information to support the client's self-care.

BASED ON THE AREA OF SELF-CARE DEFICITS, UHS BELIEVES:

1. The UHS graduate will assist individuals to understand and become active participants in their own self-care agency to overcome their self-care deficits.
2. If a person cannot identify his/her self-care needs which are not by instinct, but a learned behavior, then the UHS graduate is skilled and qualified, must learn and provide those self-care needs.
3. Nursing is a personal service to humankind directed towards the prevention of illness, the promotion of health and assisting patients to care for themselves. To render this service soundly, the UHS graduate needs to be academically prepared in both social and nursing sciences to meet a person's self-care requisites.
4. The UHS graduate acts as a role model, patient advocate and a caregiver providing care, restoring health,

maintaining dignity, and promoting wellness. The UHS graduate needs to consider the deficits and work towards patient goals in attaining total self-care.

5. The graduates of the nursing educational program utilize the nursing process to give safe and effective nursing care.
6. Pursuing clinical practice in a variety of health care settings, including hospitals, extended care facilities, clinics, homes, and community health agencies, enhances learning and broadens the UHS graduates' perspective to care for different kinds of patients with self-care deficits.
7. Graduate UHS students who have passed the NCLEX-PN, or state examination have knowledge and skills to provide competent nursing or health care.
8. Learning is a shared responsibility. The instructor is the facilitator and resource person in the learning process creating an environment of mutual trust and respect. The student is responsible for active participation, self-awareness, and self-direction which will fulfill the student's own self-care requisite.
9. Humans are dynamic bio-psychosocial beings, interacting in an ever-changing society with individuals, families, and communities of different cultural backgrounds.
10. It is the responsibility of the UHS graduate to act as a role model, patient advocate, patient educator and caregiver. He/she is expected to provide an environment conducive to restoring health and maintaining the dignity and wellness for everyone.

BASED ON THE AREA OF NURSING SUPPORT MODALITIES, UHS BELIEVES:

1. The UHS graduate can assess the client's ability for self-care involvement, which will determine under which support modality they would be considered. A person may fluctuate between support modalities at any given time.
2. The UHS graduate's role is to rate their patient's dependencies or each of the self-care deficits on the following scale:
 - 2.1 Total Compensation - the client has no active role in the performance of his care; thus, the care provider acts for the patient. The client requires total nursing care to fulfill self-care needs. The care provider accomplishes patient's therapeutic self-care; compensates for patient's inability to engage in self-care; supports and protects patients
 - 2.2 Partial Compensation - both the care provider and the client work together to perform activities to achieve desired self-care goal. A client can do some self-care measures but needs a care provider to assist in meeting his needs. The care provider compensates for self-care limitations of the patient.
 - 2.3 Educative/Supportive - the client and family require the use of resources and educational tools to learn to perform their own self-care. The client can perform, or can learn to perform, required

measures of therapeutic self-care. The client can meet self-care requisites but needs help in decision-making, behavior control, or knowledge acquisition.

INSTITUTION'S COMMITMENT

To ensure that these founding principles remain the core values of each UHS graduate, the institution commits to upholding the following:

1. Advocate the Mission and Philosophy of UHS to ensure that the school produces high quality graduates to serve their communities.
2. Provide a safe environment for students, staff, and faculty interaction.
3. Ensure the protection and interests of all UHS stakeholders.
4. Ensure information is not intentionally used or taken advantage of by perpetrators.
5. To protect the rights of all UHS members.
6. Guarantee UHS faculty members will be quality educators and will always adhere to the highest professional standards.
7. Assure faculty and staff about UHS's financial stability.

STATE CERTIFICATION AND APPROVAL

Ultimate Health School is certified to operate by the State Council of Higher Education for Virginia (SCHEV). Additional information regarding the school may be obtained by contacting:

State Council of Higher Education for Virginia
101 N 14th St, 10th floor Richmond, VA 23219
(804) 225 - 2600

As of May 15, 2026 the Practical Nurse program is conditionally approved by the Virginia Board of Nursing. Details about the conditional approval can be found on the institution's website.

Virginia Department of Health Professions, Board of Nursing
9960 Maryland Dr. #300
Richmond, VA 23233
(804) 367 – 4515

The Practical Nurse program is approved by the Maryland Board of Nursing at:

Maryland Board of Nursing

4140 Patterson Ave
Baltimore, MD, 21215
(410) 585-1900

ACCREDITATION

Ultimate Health School is institutionally accredited by the Accrediting Bureau for Health Education Schools (ABHES) to offer a certificate program in residential and blended modes of delivery. The Bureau can be reached by contacting:

Accrediting Bureau for Health Education Schools (ABHES)

6116 Executive Blvd., Suite 730
North Bethesda, MD 20852
(301) 291 - 7550 | info@abhес.org

PROGRAM OFFERING

Ultimate Health School currently offers a certificate program in Practical Nursing that is delivered in blended and residential modes.

SCHOOL ADDRESS

Ultimate Health School Main Campus

7839 Ashton Avenue
Manassas, VA, 20109

MICROCREDENTAL PROGRAM OFFERINGS (PILOT)

Ultimate Health School currently offers microcredentials in the areas of : Geriatric Care, Palliative Care and Advance Clinical Wound Care. The credentials are delivered online. Please see June 2026 Addendum on these programs.

OFFICE SCHEDULE

Typically, classes in UHS are held on weekdays and weekends in day and evening sessions to suit the individual needs of students.

Front Desk Hours

Mondays - Fridays 9:00 AM – 5:00 PM

Saturday Closed

Student support available by appointment/ email (front_desk@ultimatehealthschool.com)

Finance Office Hours

Mondays - Thursdays	8:00 AM - 4:30 PM
Friday	9:00 AM - 5:00 PM
Saturday	By appointment only

Any financial transactions and or questions should be conducted during business hours from Monday to Friday.

PRACTICAL NURSING SCHEDULE

Weekdays:

(**Day Classes**) Monday to Thursday 8:00 AM – 2:30 PM (52 weeks duration)

(**Evening Classes**) Monday to Thursday 5:00 PM – 10:30 PM (60 weeks duration)

Weekends: 70 weeks duration

Friday	5:00 PM – 10:30 PM
Saturday	8:00 AM – 2:30 PM
Sunday	2:00 PM – 8:30 PM (Day Classes)
Monday, Wednesday, & Friday	9:00 AM – 5 PM (6 weeks duration)

STATEMENT OF NON-DISCRIMINATION

UHS is an equal opportunity educational entity. Equal access is given to all students. **It is school policy to select the qualified students for its program.** Equal opportunity education and training without regards to race, gender, color, religion, age, sexual orientation, or disability shall be provided.

EXECUTIVE OFFICERS & ADMINISTRATIVE PERSONNEL

Role	Name & Contact
President and Chief Operating Officer	Ena Hull enahull@ultimatehealthschool.com
Founder and Advisor	Arangu L. Ngundam, RN, M.B.A. angundam@ultimatehealthschool.com
Director of Nursing (DON) and Director of Distance Education	Mabel Brempong, MSN, BSN, RN mbrempong@ultimatehealthschool.com
Assistant Director of Nursing & Clinical Coordinator	Efua Crentsil, RN, BSN, CMSRN ecrentsil22@ultimatehealthschool.com
Registrar	Bo Ruangratana registrar@ultimatehealthschool.com
Director of Admissions	Steve Rubalcaba admissions@ultimatehealthschool.com
Sr. Admissions Advisor	Julie Munso jmunso@ultimatehealthschool.com

Academic Compliance & Career Services Specialist	Manjot Saini careerservice@ultimatehealthschool.com
Senior Information Technology Manager	Zabihullah Latifi zabihlatifi@ultimatehealthschool.com
Director of Business Operations and Accounting	Asadullah Noori anoori24@ultimatehealthschool.com
Front Desk & First Impressions	Shelli Leon frontdesk@ultimatehealthschool.com

ACADEMIC CALENDAR

- Start and End of School Calendar Year – January to December
- Teachers Observance Day – one day during the Nurses’ Week celebration (week of May 8)
- Nurses Week – one day during the Nurses’ Week celebration (week of May 8)
- Students’ Observance Day - one day during the Nurses’ Week celebration (week of May 8)
- Staffs’ Observance Day - one day during the Nurses’ Week celebration (week of May 8)
- Administrators’ Observance Day – one day during the Nurses’ Week celebration (week of May 8)
- Anticipated Graduation Month – July month
- Morning classes (12 months): January to February & August - to September (52 weeks)
- Evening Classes (14 months): March to April (60 Weeks)
- Weekend classes (16 Months): October to January(70 weeks)

SPECIAL HOLIDAYS OBSERVED

- New Year Day
- Martin Luther King Day
- Memorial Day
- Juneteenth (June 19)
- 4th of July

- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Break (December 24 - January 1)

INSTITUTIONAL FACILITY

UHS facility consists of Administrative Offices, one large secured testing center, 3 large classrooms which accommodate between 25-60 students per class, 2 learning skills/simulation laboratory, break room/student lounge, electronic library/computer laboratory and bathrooms within the school facility. UHS is committed to keeping the facilities clean, safe, and comfortable at all times. It is the responsibility of every UHS student, staff, faculty, and administrator to maintain the upkeep of the facility. Please be advised that only registered UHS students are allowed to sit in our classrooms or attend clinical.

LEARNING SKILLS LABORATORY

All registered UHS students can utilize our nursing laboratories with the supervision of an instructor. Students are encouraged to learn, practice, and use available resources such as the laboratory package to reinforce all necessary skills to provide care to clients. Off-site clinical locations vary depending on supporting didactic content.

RESOURCE ROOM

UHS resource room is equipped with nursing periodicals, and electronic access to other informative education, CE access and employment sites. The hours of operation are Monday-Friday 8:00am-5:00pm, Saturday 8:00am-12:00pm, and Sunday- closed. UHS electronic library resources: CINAHL (EBSCO) online library allows students to access various digital materials, databases, and full-text periodicals across various journals, facilitating research and ongoing professional development. The Prince William County (PWC) library system is near UHS; UHS students may use and borrow any of the electronic/hard copy reference material.

UHS currently has subscriptions to:

1. American Journal of Nursing- hard copy and electronic
2. Nursing Made Incredibly Easy- hard copy and electronic
3. Nursing Journal - hard copy
4. Nursing World.org
5. Science Direct.com
6. Nursing Center.Com
7. Elsevier / Evolve, Vital Source E-Books, Shadow health, Clinical and Skill Lab Procedure Videos, PN EAQ Test Bank, Student and Faculty Resources
8. Hurst PN Review Resource Package with Live, lecture recorder core content videos and NCLEX PN Practice questions for capstone students

UHS is committed to maintaining a secure testing environment, providing both desktops and laptops for students' use. The computer laboratory is designated exclusively for educational and instructional purposes. Any student found downloading unauthorized applications, accessing external resources such as music, games, or pornographic content, or visiting websites that may introduce viruses poses a risk to test integrity. As a result, such actions will not be tolerated and

may lead to disciplinary measures, including suspension or even dismissal. All students are expected to uphold the integrity of their examinations by adhering strictly to the policies regarding the use of test integrity applications.

Computer Log-in information

Username: student

Password: student (lowercase)

BREAK ROOM & CAMPUS SURROUNDINGS

Ultimate Health School (UHS) has a break room on campus, and it must always be kept clean by students who utilize the space. Please do NOT dump food down the sink. All trash needs to be disposed of in the receptacles provided. UHS does not have the ability to store student's food. Any food left overnight will be disposed of. UHS always strives to keep the campus surroundings clean and looking presentable. UHS exercises zero tolerance for littering the campus.

ANY STUDENT FOUND LITTERING IN AND AROUND THE CAMPUS MAY BE DISCIPLINED.

SCHOOL SURVEILLANCE

UHS utilizes constant surveillance monitoring for the safety of its students and staff.

SECTION 2: ADMINISTRATIVE POLICIES

These foregoing technical standards, motor, sensory/observation, communication, cognitive, and behavioral skills are essential functions that a UHS student is expected to demonstrate to fulfill the requirements of its program.

The technical standards for each category identified below are consistent with the expectation of Section 504 of the Rehabilitation Act of 1973 and the American with Disability Act of 1990, including changes made by the ADA Amendments Act of 2008.

TECHNICAL SKILLS FOR STUDENTS

1. MOTOR SKILLS

- a. **GENERAL:** A student must have sufficient motor function to execute movements essential to providing effective health care activities required of a nurse.
- b. **SPECIFIC:** A student must possess the sensory and motor skills to perform inspection, palpation, percussion, auscultation and other diagnostic maneuvers, basic laboratory tests and diagnostic procedures. Such actions require coordination of gross and fine muscular movements, equilibrium, and functional uses of the senses of touch and vision.
- c. **SPECIFIC:** A student must be able to perform basic life support including CPR, transfer, and position patients with disabilities, physically restrain adults and children who lack motor control, and position and reposition him/herself around the patient and chair in a sitting or standing position. A student must promote and support the ability of co-workers to perform prompt care. A student must be able to use and calibrate equipment. A student must possess the ability to move safely within any confined client setting and assist patients with physical weaknesses. A student must be able to stand and/or sit for prolonged periods of time.

2. SENSORY/OBSERVATION

- a. **GENERAL:** A student must be able to acquire information through demonstrations and experiences in Basic English, basic sciences, and nursing courses consistent with standards of nursing care as taught by UHS.
- b. **SPECIFIC:** Such information includes, but is not limited to, information conveyed through physiologic, pharmacologic, microbiological, and microscopic images of microorganisms and tissues in normal and pathologic states.
 - i. Written documents and images.
 - ii. Nursing sciences.
- c. **GENERAL:** A student must possess auditory, visual, and tactile abilities sufficient for observation and assessment necessary to provide nursing care.

- d. **SPECIFIC:** A student must be able to use sight, hearing, and touch necessary to perform examinations, diagnose and treat conditions requiring nursing care.

3. **COMMUNICATION**

- a. **GENERAL:** A student must be able to communicate effectively and sensitively with patients, family members and other members of the healthcare team. This includes communication related to obtaining a health history as well as explaining diagnoses and plans of care. The student must be able to communicate in ways that are safe and not unduly alarming to patients.
- b. **SPECIFIC:** A student must have sufficient facility with English: to retrieve information from texts and lectures and communicate concepts on patient's care.
- c. Written exams and patient charts; Elicit patient backgrounds: Describe patient changes in moods, activity, and posture; And coordinate patient care with all members of the healthcare team. A student must be able to communicate in lay language so that patients and their families can understand the patient's conditions and, thereby, be more likely to comply with treatment and preventive regimens.

4. **COGNITIVE**

- a. **GENERAL:** A student must be able to measure, calculate, reason, analyze, integrate, and synthesize complex information and demonstrate acquired knowledge across multiple care settings.
- b. **SPECIFIC:** A student must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. Problem solving requires all these intellectual abilities. A student must be able to perform these problem-solving skills to ensure appropriate and timely patient care. A student must be able to make sound and rational decisions.

5. **BEHAVIORAL**

- a. **GENERAL:** A student must possess the mental health required for full use of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities pertinent to the diagnosis and care of patients and the development of mature, sensitive, and effective relationships with patients.
- b. **SPECIFIC:** A student must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems while at clinical rotation sites. In addition, a student must have compassion, integrity, concern for others; interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admissions and educational processes. A student must be able to manage apprehensive patients with a range of moods and behaviors in a tactful, professional manner so as not to alienate or antagonize them. A student must be able to accept criticism and respond by appropriate modification of behavior. A student must be able to interrelate among colleagues, staff and patients with honesty, integrity, respect, and a non-discriminatory attitude.

Students are required to acknowledge receipt of the UHS Technical Standards for its Practical

Nursing program by providing his/her signature on the form included in the UHS application.

STUDENTS WITH DISABILITIES

Students with disabilities who think they may require accommodation in meeting the Technical Standards of UHS educational program should contact the UHS Disability Resource Services Coordinators (Director of Nursing/Lead Instructor) to discuss the process of identifying reasonable accommodations.

Students should seek accommodation and/or advice as soon as possible so that an individualized plan for accommodation can be in place prior to beginning the program. Applicants with questions about the Technical Standards are invited to discuss their questions with the Administrative Team. Reasonable accommodation will be directed toward providing equal educational opportunities for students with disabilities while adhering to the standards required for all students. The decision regarding appropriate accommodation will be based on the specifics of each individual applicant case.

ADMISSION

An applicant seeking admission to the UHS nursing educational program shall:

1. Complete the Ultimate Health School application form and pay the required, non-refundable entrance fee.
2. Pass the Wonderlic Scholastic Level Exam (SLE) with a minimum passing score of **15** for direct admission. One retake of the entrance examination is allowed within 6 months of the first attempt.
3. Provide two (2) Letters of Recommendation
4. Evidence of High School Completion, which may be:
 - a Official high school transcript or diploma,
 - b Copy of General Education Diploma (GED),
 - c Transcript of academic coursework completed at an accredited post-secondary institution

If the high school transcript or academic coursework is a language other than English, it must be translated and evaluated for US equivalency by a member of NACES or AICE.

5. Submit all the required admission documents. Students may be denied access to the first day of class if required documents have not been fully completed, signed, dated, and submitted prior to enrollment.
6. There are no unique admission requirements for the distance education component of the program. UHS admission follows the same process for all its Program. Our distance education program is provided through a remote class platform via Microsoft Teams video conferencing for students and instructors to have interactive discussions. Refer to the section on Distance Education.

Applicants who achieve an Entrance Exam score between **10 and 16** will be required to take additional

remediation coursework to support their transition into the Practical Nursing program.

This includes:

- **Structured Remediation:** Mandatory participation in class sessions and academic support meetings focused on nursing fundamentals and test-taking skills.
- **Supplemental Learning Activities:** Completion of assigned online or in-person enrichment assignments.
- **Benchmark Assessments:** Pass designated competency-based assessments during Term 1 to demonstrate academic readiness.

GENERAL REQUIREMENTS

1. Proof that applicant is at least 18 years of age or will be before first Clinical in Fundamental of Nursing (e.g., driver's license or state identification)
2. Copy of Social Security Card. A tax ID number may be accepted conditionally while the student is working on getting a social security number.
3. Attestations. If a Social Security card is not provided, applicants are required to sign attestations concerning their disclosures.
4. Verification with Licensing Boards. It is the responsibility of the applicants to verify with their respective state licensing boards to confirm acceptable forms of identification before taking the NCLEX examination.
5. Mandatory Urine Drug test
6. Mandatory Criminal Background Check
7. Valid CPR card issued by an agency certified by American Heart Association or American Red Cross

Health Requirements (prior to clinical experience)

- TB (PPD test/ chest X-ray)-within the last year
- Hepatitis B titers or declination
- MMR [Measles, Mumps, and Rubella]
- Varicella [Chicken Pox]
- TDAP [Tetanus, Diphtheria and Pertussis]
- Flu Vaccine or Declination note
- COVID vaccination STRONGLY encouraged.

Program Disclosure for Criminal Convictions

Students applying to the nursing educational classes must be aware that certain criminal convictions will deny or restrict access to a nursing license in Virginia. It is in the best interest of applicants with questions or

concerns to consult with the Virginia Board of Nursing before seeking admissions. PN student applicants sign a criminal conviction notice.

ADMISSIONS PROCEDURES

1. Following submission of all documents, to complete the admission process, the PN applicant package is reviewed by the admission team for deliberation and final approval. The team is made up of at least three nursing faculty and the Director of Nursing.
2. The applicant shall be officially informed by email and/or phone call of the status of application no later than 5 business days upon completion of all admission requirements.
3. Once approved, the student will be contacted by the appropriate offices for the completion of the enrollment agreement and cohort registration.
4. When accepted, students are required to maintain health insurance in the duration of their program, which shall cover expenses incurred in the event of health issues requiring medical attention and treatment. The school is not responsible for students' health costs related to illnesses and/or injuries.
5. Attestations: may be accepted by students who have no ability to obtain credentialing documents. The student must have exhausted all means necessary to produce transcripts and then must provide a notarized statement that the educational prerequisites have been satisfied. Statement must include high school name, city, state years attended, and credential conferred.
6. High schools are vetted by the DON, via the internet, to validate their accreditation, approval, and location.

TRANSFER OF COURSES POLICY

As a non-degree institution, Ultimate Health School does not accept transfer credits in the Practical Nursing Program. However, the two non-nursing courses, Anatomy and Physiology and Diet and Nutrition that may be transferable if taken within 3 years of the admission approval date. Any transferable course will be accepted at the discretion of UHS after the course is evaluated for the alignment of its contents with the Practical Nursing curriculum. A minimum passing grade of B is required for any transferable course.

Courses considered for acceptance must be earned from an institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Foreign-earned courses will be validated for qualitative and quantitative equivalency by an agency that has published standards for membership and affiliations to higher educational institutions (members of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE). Coursework completed in languages other than English must also be formally translated.

Ultimate Health School PN curriculum is equivalent to other similar practical nursing programs' curriculum in the State of Virginia, and its Practical Nursing program is approved according to Virginia State regulations requirements. UHS only provides nursing education to students located in the State of Virginia and Maryland. **UHS cannot guarantee the transfer of its coursework to other schools and acceptance is at the discretion of the receiving institution.**

COURSE CHALLENGE

UHS does not offer a course challenge or test-out option.

EXPERIENTIAL LEARNING

Related life and/or work experiences are not considered for earned coursework as part of the program. These experiences are advantageous to the individual student in terms of reinforcing educational experiences at UHS.

ADVANCE PLACEMENT

UHS does not accept Advanced Placement (AP) coursework.

LANGUAGE OF INSTRUCTION

All instruction takes place in English.

DEFINITION OF CLOCK HOUR

One clock hour is equivalent to 50 minutes of direct instruction with a 10-minute break.

STUDENT ACCOUNT HOLDS

Ultimate Health School reserves the right to place an administrative, financial, or academic hold on a student's account for reasons including, but not limited to:

- Outstanding compliance requirements;
- Past due tuition or other financial obligations;
- Violations of Institutional policies;
- Student conduct matters;
- Academic integrity investigations or violations.

Depending on the reason, students will generally receive written notice at least twenty-four (24) hours before a hold is placed, unless immediate action is required to protect the Institution or maintain regulatory compliance.

A student whose account is on hold may be denied access to academic records, transcripts, grades,

registration, examinations, clinical participation, student accounts, graduation processing, or other Institutional services.

Students are required to resolve the outstanding matter within seventy-two (72) hours of the hold being placed. Failure to resolve the issue within the required timeframe may result in administrative withdrawal, suspension, or termination from the program.

Ultimate Health School reserves the right to determine when a hold is appropriate and when it may be removed.

FINANCIAL ASSISTANCE

UHS provides the following financial assistance/referrals:

- Customized payment plans
- WIA program (A Commonwealth of Virginia grant for VA residents only)
- Private Financing Options

UHS currently does not participate in any Federal Financial Aid programs.

Payments are accepted in the form of Money Order, Cashier's check, VISA, ACH, MasterCard, and Discover cards only. UHS currently do not accept cash or personal checks.

TUITION PAYMENT PLANS

Students are required to pay their tuition accordingly. Students who are unable to pay their tuition in full are required to meet with the financial student representative to discuss available payment options. Payment options are available with 2500 and 3500 down payments.

The trimester tuition down payment for either plan must be paid prior to the start of the first class. Customized tuition payment plan for the remaining of the first, second, and third trimesters is available. The payment arrangement is suited to individual student needs; however, students are required to bring their student account balance to zero before taking their final exit exam at the end of the program.

PROGRAM TUITION AND FEES

Application Fee (Non-Refundable)	\$100
TUITION EXPENSE	
Tuition	\$19,874.00
REQUIRED EXPENSES (Non-Refundable)	
Ebooks & Educational Resources & Supplies	\$3,000.00
Technology fees (SIS, LMS, Self-Service Portal)	\$3,588.00
Liability Insurance	\$ 180.00
NCLEX Testing & Admin Fee	\$ 360.00

School Uniform	\$ 130.00
Program Completion Fee	\$ 500.00
Payment Plan Fee	\$ 75.00
SUBTOTAL	\$ 7,833.00
TOTAL DIRECT COST FOR PROGRAM	<u>\$ 27,807.00</u>
Institutional Discount (15.014%)*	\$ 3,000.00
TOTAL COST AFTER DISCOUNT	<u>\$ 24,807.00</u>

** All students admitted into the program are eligible for the institutional discount, which is applied to program direct cost.*

Students are responsible for purchasing their own school uniforms (daily and clinical) and hard copy textbooks.

LATE PAYMENT

\$50.00 will be charged for each late payment or incomplete payment.

\$50.00 will be charged to reconstruct a new payment plan for a student who falls behind on their original payment plan.

Tuition fees of less than \$750.00 carried forward from one term to the other will automatically incur a restructuring fee of \$50.00 to organize a new payment plan.

Students who owe tuition fees of \$750.00 or more from the previous term will have their accounts suspended and be sent out of the program until payments are brought to current.

CANCELLATION POLICY

Students have the right to cancel their enrollment in the Practical Nursing program or courses. Notice of cancellation must be requested in writing or in person at the Registrar office.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all money paid excluding the \$100 non-refundable application fee.

Other Cancellations: An applicant requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to refund all monies paid, less a maximum of 15% of the stated cost or \$100, whichever is less.

Rejection: An applicant rejected by the school is entitled to a refund of all tuition paid.

TUITION REFUND POLICY

If a student drops from a term prior to the first day of the term, the tuition charge will be canceled, and the student will receive a 100% tuition refund.

If a student drops the term on or after the first day of class and attends the class, the tuition refund is

calculated as shown in the calculation table below. Tuition refunds are calculated based on the percentage of attendance equivalent to the number of hours of class attendance.

1. Refunds are **calculated by the term** in which the student is enrolled.
2. The students' attended hours in the course is determined from the Date of Withdrawal or Last Date of Attendance.
3. Refund calculations use whole clock hours. Attendance is tracked to the nearest quarter-hour internally; however, for refund determination, use the integer hour totals in the tables below.
4. No tuition refund is available once the student has attended **75% or more** of the scheduled hours in a term.
5. Institutional refunds will be applied to any outstanding student account balance before disbursement to the student.

Tuition Refund Policy

This policy outlines the tuition refund structure for students who withdraw or are dismissed from the program during each trimester. Tuition refunds are based on the percentage of attendance or the number of clock hours completed in each trimester. Refunds are calculated according to the following schedules:

First Trimester (394 Total Hours)

Courses: NAS 101, NAS 102, NUR 100, NUR 101

% Attendance From	% Attendance To	# of Hours From	# of Hours To	% Tuition Refund
0%	25%	0	98	75%
25%	50%	98	197	50%
50%	75%	197	295	25%
75%	100%	295	394	0%

Second Trimester (536 Total Hours)

Courses: NUR 201, NUR 202, NUR 203, NUR 204

% Attendance From	% Attendance To	# of Hours From	# of Hours To	% Tuition Refund
0%	25%	0	134	75%
25%	50%	134	268	50%
50%	75%	268	402	25%
75%	100%	402	536	0%

Third Trimester (414 Total Hours)

Courses: NUR 301, NUR 302, NUR 303, NUR 304, NUR 305

% Attendance From	% Attendance To	# of Hours From	# of Hours To	% Tuition Refund
0%	25%	0	103	75%
25%	50%	103	207	50%
50%	75%	207	310	25%
75%	100%	310	414	0%

REFUND POLICY FOR U.S. MILITARY PERSONNEL / VETERANS RECEIVING VA ASSISTANCE

All U.S. Military personnel and veterans receiving educational benefits through the Veterans Administration (VA) will be furnished the V.A. refund policy. A refund policy will be signed by every student and school representative and filed in students' folders.

DETAILS OF REFUNDS/CANCELLATIONS FOR ALL STUDENTS

1. All refunds will be made within 45 days of the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - The date on which the school receives written notice of the student's intention to discontinue the training program; or
 - The date on which the student violates published school policy, which provides for termination.
 - An applicant who provides written notice of cancellation within 3 business days, excluding weekends and holidays, of executing the agreement is entitled to a refund of all monies paid to the school, excluding the application fee.
 - An applicant requesting a cancellation more than 3 days after the execution of the enrollment agreement and making the initial payment, but prior to the first day of class shall receive a full refund of all tuition paid by the applicant, less a maximum tuition fee of 15% of the stated costs of the course or program or \$100 dollars; whichever is less.
2. The student will receive a refund of tuition and fees paid if the school discontinues a program/Stand Alone course within a period a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
3. Any student dismissed from the program by the School Administration shall be eligible for tuition/fee refund based on the UHS refund policy.
4. The application fee is nonrefundable.

Refund Policy for Leave of Absence

Refer to the **Leave of Absence Policy** for detailed information on the procedures. Should a student fail to return from an excused or approved leave of absence, or should a student fail to resume attendance on or before the end of an approved leave of absence, the last date of attendance is the date

the leave of absence was approved.

The effective date of termination for a student with a failure to return from a leave of absence is the date that the leave of absence was approved and shall be considered as the last date of attendance. The student eligibility for refund will be based on the UHS refund calculation policy.

STUDENT ORIENTATION

Students admitted to any of the educational classes shall undergo a mandatory orientation prior to attending classes. Each student receives an electronic copy and access to the student catalog or student handbook for reference at UHS. A student submits a signed orientation acknowledgment and catalog receipt. The student is then expected to strictly comply with the standards/policies of UHS and carry self in accordance with the UHS mission, philosophy, and values. The orientation shall include, but is not limited to, the following contents:

1. UHS General Information (mission, philosophy, vision, organizational structure, facilities, administrators, school personnel, school calendar)
2. Educational Program Curriculum
3. Distance Learning
4. Emergency Preparedness/OSHA Requirements
5. Grading, Progression, Retention
6. Students' Rights and Responsibilities
7. Grievance and Complaint Process
8. Students' Code of Conduct and Behavior
9. Student Resources (advisement, counselling, learning resources)
10. NCLEX Success Plan and Framework (as applicable to program)
11. State Testing and Registration (e.g., NCLEX)
12. Institutional Certification and Accreditation Status
13. Program Employment & Licensure Disclosure
14. Acknowledgement and Receipt of UHS Catalog & Student Handbook

SECTION 3: ACADEMIC POLICIES AND PROCEDURES

STUDENT EVALUATION AND PROGRESSION

1. Regular evaluation of student performance will be conducted in each course and used as criteria for determination of course grades.
2. The scholastic rating of each student is determined by testing, class preparation, laboratory competence, and conduct. Grades are assigned according to the letter system and correlated to a Numerical percentile as follows:

GRADING SCALE

Letter Grade	Number Grade	GPA	Performance Interpretation
A	90-100	4.0	Excellent
B	80-89	3.0	Good
C	70-79	2.0	Poor (Failed)
D	60-69	1.0	Poor (Failed)
F	59 and below	0.0	Very Poor (Failed)
AUD	Audit	-	-
IP	Actively in Progress	-	-
W	Withdraw	-	-
I	Incomplete	-	-

3. Learners receive a letter grade as indicated in the course handbook. Learners who receive an F, D or C are required to repeat the course. Learners who fail a course must retake and pass the course to progress to any course for which the failed course is a prerequisite.

Those who wish to repeat a course to improve their grade may be allowed to do so at the discretion of the Director. Learners must pay for all repeated coursework and any updated required course materials.

4. Students must pass theory courses with 80% (B) and achieve a passing grade in lab and clinical courses to be considered successful in a course.
5. Students earning less than a “B” grade in any course at mid-term will receive written notice of academic performance and will be recommended for academic advice.
6. An incomplete grade may be given when the instructor, in consultation with the Lead Faculty and/or Director of Nursing, determines that there is justifiable cause for the student not to have completed course requirements. Such cause must be authenticated by official documentation of major illness,

death of a close relative or some other emergent event. Incomplete can be changed to an earned grade provided course work is completed before the end of that term. If course requirements are not completed during the time allotted, the student will receive a failure for the course. An incomplete in a course must be removed before the student can enroll in any other course.

7. Any student who obtains a grade of 80% or better in any given course progresses to another course and/or level within the program.

SATISFACTORY ACADEMIC PROGRESS

All learners are required to maintain Satisfactory Academic Progress (SAP) toward graduation. SAP sets minimum standards for program completion, course completion, and cumulative grade point average. SAP is measured at the end of each trimester (see course catalog for trimester breakdowns) and is checked prior to advancement.

This policy determines academic standards that all learners must meet and sets a schedule of measuring the achievement of Quantitative and Qualitative standards as well as the maximum time frame allowed to achieve SAP.

MAXIMUM TIME FRAME

Maximum time frame is 150% of the program length, in clock hours, that a student must successfully complete the program of study. Students who fail to do so will be dismissed. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the Practical Nursing program is as follows: 2 016 (150% of 1344)

The MTF for students with hours that have been transferred into the Practical Nursing program will be adjusted individually according to the total number of hours they successfully transferred into the program.

EVALUATION PERIODS

At each formal SAP evaluation (end of each course, the institution checks:

Quantitative Measure (Pace based)

A learner must complete a certain percentage of clock hours to be considered as making Satisfactory Academic Progress. To be considered meeting SAP, learners are required to attend a minimum of 100% of their educational program in no longer than 150% of the length of the program as measured in clock hours and determined by the program. Evaluation is conducted at the end of each trimester to determine if a learner has the minimum requirements.

Pace is calculated by dividing the total number of clock hours successfully completed by the total number of clock hours attempted for all courses. At the end of each evaluation period the institution determines if learners have maintained at least a 100% course completion rate since the beginning of the trimester. This indicates that, given the same completion rate, the learner will graduate within the maximum

time frame allowed.

Qualitative Measure (Grade based)

A “B” grade is required to pass a course. Completion of the mandatory, faculty-prescribed remediation is required on all courses where a “B” grade has not been achieved. Should the mandatory, faculty-prescribed remediation not be completed, an “F” grade will be assigned.

Failure to complete any required learning activity may prevent learners’ progression to the next level of or graduation from an academic program. Any course with a failing grade must be repeated. If the course is a prerequisite for a higher-level course, it must be completed before progressing in the academic program. For standardized exam requirements, see the corresponding academic program section of the Catalog.

Learners must also achieve specific cumulative GPA requirements at certain points during enrollment at the Institution to meet SAP. Learners are required to achieve a cumulative grade point average of at least 3.0 to graduate from the Academic Program. To avoid being placed on academic probation, a learner must achieve a cumulative grade point average of 3.0 at the end of each trimester.

EVALUATING SAP

- Learner’s SAP evaluations occur at the end of a term.
- Each evaluation includes qualitative, quantitative, and maximum timeframe standards.
- The Institution reviews all courses taken toward a learner’s program of study, regardless of any academic amnesty.

At the time of review, any learner who is not in compliance with SAP standards is placed on Academic Warning. This is true whether the student has not achieved the required qualitative assessment or is not successfully completing the program at the required pace of completion and will not complete within the maximum time frame.

ADDITIONAL SAP REQUIREMENTS

Course Audit (AUD)

AUD is recorded when a learner takes a course for no earned hours. An AUD status has no effect on grade point average (GPA) or rate of progress for purposes of calculating SAP. All students are able to audit any course with approval or as recommended as part of an action plan.

Incomplete (I)

Incomplete is recorded when a learner is unable to complete the coursework by the end of the trimester or if additional remediation is required. If a learner fails to complete the required coursework by the end of the trimester, or if additional remediation is required, and reasonably believes that, with additional time, he/she could fulfill the requirements, the learner should request an Incomplete status from the course instructor. The decision to grant this request is at the discretion of the instructor.

When an Incomplete status is granted, both the learner and instructor must agree in writing on provisions for the make-up and/or remedial work. The Incomplete status cannot extend beyond the end of the following trimester. When all required make-up and/or remedial work is completed in a satisfactory manner and within the allowed timeframe, the instructor will request that the Incomplete status change to the letter grade earned. Failure to complete the required work within the allowed timeframe will result in a failure of the course and the Incomplete status will be changed to an “F” grade.

Leave (L)

Leave is recorded when a learner takes an approved Leave of Absence before completing the required coursework for the semester. The “L” status has no effect on GPA or rate of progress for purposes of calculating SAP.

Withdrawal (W)

Withdrawal is recorded when a learner officially withdraws from a course. Withdrawals have no effect on GPA; however, course hours will be considered as attempted but not completed for the purpose of calculating the maximum time frame and course completion rate portions of SAP.

Repeat (R)

The (R) grade replaces the grade in the previous attempts when a course is repeated. The new grade is used in GPA calculation. All attempts count toward the maximum time frame (150%) for program completion.

Transfer of Courses (TC)

Transfer of Courses is recorded when the requested courses have been approved. To receive earned hours, an official transcript must be requested by the learner directly from the institution attended. Specific grades for courses transferred from another institution are not recorded. For more information see the Transfer of Courses Section of the Catalog.

TRANSFER BETWEEN COHORTS

Transfer between cohorts may be permitted only once. The student must put the transfer request in writing and must justify the reason for the transfer. Approval for transfer between cohorts must be obtained by the DON. The student will be responsible for any changes in fee structure or tuition payment structure or changes related to the new cohort.

REMEDIAL COURSES

Remedial Courses are offered at the end of NUR 305 review course at Ultimate Health School for a fee for eligible students.

PROFICIENCY CREDIT

Proficiency credits are not awarded at Ultimate Health School.

NON-CREDIT COURSES

Non-Credit Courses are currently not offered at Ultimate Health School.

PASS/FAIL GRADES

All courses at Ultimate Health School are assigned alphanumeric grades; no pass/fail courses are offered.

ACADEMIC WARNING

Learners who do not meet the Satisfactory Academic Progress (SAP) requirements will automatically be placed on an Academic Warning for the following trimester. An Academic Aid Warning letter will be sent to the learner within fourteen (14) days of failing to meet SAP. Learners placed on an Academic Warning will not need to do anything but bring up their GPA or their completion rate.

ACADEMIC PROBATION

At the end of each trimester, the learner's cumulative GPA and rate of progress is reviewed to determine if the learner is meeting SAP. Learners are placed on academic probation if they fail to bring up their GPA at the end of the warning period. Learners will remain on academic probation until the learner is meeting the SAP requirements or has violated the terms of the probation and therefore is withdrawn from the academic program. However, the learner must achieve a 3.0 cumulative GPA to graduate.

Learners must participate in academic advising with the assigned Faculty Academic Advisor and meet predetermined objectives for the duration of the probationary period.

Removal from Warning/Probation

Learners who meet SAP objectives by the end of the Warning or Probation period will be removed from that status and will regain eligibility for academic advancement.

ACADEMIC APPEAL

The Academic Appeal process allows learners who are not meeting SAP to appeal to the Institution for reinstatement and academic continuation. Learners can appeal the decision and be placed on Academic Probation. Learners have ten (10) business days after being notified to submit an appeal. The appeal must be in writing and given to the Director of Nursing, who will meet with an appeals Committee to decide on the appeal request. A learner may file an appeal based on injury or illness; death of a relative; or other special circumstances. The learner must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Information as to why SAP was not met and what changes have occurred that will allow the learner to meet SAP by the next evaluation period are required.

If the appeal is approved by the Institution, the learner may be placed on probation after it is determined that the learner did not meet SAP during the previous evaluation period. Probation will be for one additional trimester during which the learner remains eligible for academic continuation. The learner is placed on an academic plan to progress toward meeting SAP and the written academic plan. Upon the completion of the plan the learner will either be within SAP, have completed the program or removed from the course because they failed to meet the standards set by the academic plan.

REINSTATEMENT AFTER ACADEMIC TERMINATION

If a learner has not been successful during a probationary period and has been terminated from the

program, the learner may reenter the program the following trimester or the next time the course is offered. Before being accepted for re-admission after termination, the learner must meet re-entry criteria and accept recommendations while agreeing to adhere to the plans and requirements set by the academic committee.

WITHDRAWAL

Learners who withdraw prior to completion of the course and wish to re-enter the program will return in the same SAP status as at the date of withdrawal.

Learners withdrawing from school will earn hours for all work successfully completed up to the point of withdrawal.

Official Withdrawals

The Date of Determination for learners who complete the formal withdrawal process by submitting a signed copy of the Withdrawal Form is the date on which the learner notified the Institution in writing to indicate that the learner planned to withdraw after the last day of attendance, whichever is later. The date of determination should be no later than 14 calendar days after the student's last date of attendance.

Unofficial Withdrawals

If a learner stops attending the Institution or being absent for 14 calendar days without providing official notification, Ultimate Health School will determine the student's intent to continue or withdraw from the course or the school. If the intent is to withdraw, the date of determination will be after 14 calendar days from the last date of attendance. The refund calculation starts at the end of the 14-day period.

The Registrar's Office will submit a copy of withdrawal paperwork to the Director of Nursing and will record information in Populi.

Withdrawal Procedure:

- A. Before requesting a withdrawal from a course or program, students must first clear all outstanding balances.
- B. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the program director. The notice must include the expected last date of attendance and be signed and dated by the student.
- C. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return from the leave of absence but fails to do so.
- D. A student will be determined to be withdrawn from the institution after the student is absent for 14 calendar days from the last attendance date and all the days are unexcused.
- E. All refund requests must be submitted within 45 days of the determination of the withdrawal date.
- F. Upon the completion of the withdrawal process, students will either receive a refund or be required to settle any outstanding balances with Ultimate Health School.

(Please, refer to the Detailed Refund Calculation Breakdown with clock hours computation for every course posted on pages 14 & 15 of the Enrollment Agreement).

ACCESS TO GRADES

Students shall access their grades through the school's database system (POPULI), using their student access code. Instructors are expected to upload course requirement grades within 5 days from submission of assignments, class reports and/or presentations, and examinations. For inquiries pertaining to grades, students shall email their respective instructors and expect a response within 72 hours.

Upon completion of all course requirements, the students' final grades are made available through POPULI within 24 hours from course termination. Signed copies of the course grades may be requested by the students, through their program lead faculty.

GRADE APPEAL

A written initiation of a grade appeal should be within 5 days from the time that grades had been released to students. Failure to contest within the said timeframe automatically finalizes the grade/s. The student must first address concerns with instructor who assigned the grade for a review. Should the instructor detect a discrepancy or error that may have influenced the students' grade assignment, the instructor will initiate a change of grade using the change grade form.

However, if a student is not satisfied with the action taken by the instructor, then the student should inform the program lead faculty to look over the issue. The final step is for the student to elevate the grade by appealing to the Director of Nursing.

If a learner is meeting satisfactory academic progress before the beginning of a trimester but will exceed the maximum time frame after the end of the trimester, the learner must submit a successful appeal to extend the maximum time frame to at least the end of the trimester. If the learner does not meet the above criteria and has not been granted a favorable appeal the learner will be required to start the program over.

CLASS REPETITION

A student who does not achieve the required grade of B /80% in theory AND a pass in clinical/lab/sim lab will be required to repeat the full course and pay the associated fees. A student can only repeat the same course once.

If a student has 2 successive failures in any core course (core courses are defined as Pharmacology, Mental Health, Gerontology, Medical Surgical, Fundamentals of Nursing, Maternal Child Health, Pediatrics, Leadership, or the Integration classes) the student may be dismissed from the program and may be able to appeal the first dismissal. Readmission will be contingent upon reapplication and review by the academic committee. A third failure after a readmission will result in a final dismissal of the nursing program.

LEAVE OF ABSENCE

Students may request a leave of absence (LOA) at any point during the program. A student must submit a written notice to the school explaining the reason(s). If a student fails to notify the Director of Nursing about their leave of absence the student will be held to the standards discussed in the attendance policy, which includes probation and possible dismissal for lack of attendance.

Reasons for leave of absence may include illness, accidents, complications of pregnancy, immigration issues, etc. Students wishing to return to classes after a leave of absence must contact the Director of Nursing with a return date. A leave of absence is limited to 3 months unless otherwise noted. A student will be officially terminated from the program after 3 months if the student does not return.

If a learner fails to return in a timely manner to the Institution after a Leave of Absence, the date of determination will be the date the learner was approved from the LOA.

The Academic Committee along with the Director of Nursing shall review and determine readmission of a student after a 6-month time frame. Each case will be evaluated on its own merits.

If a learner takes a Leave of Absence (LOA), he/she will return to the same SAP status prior to the LOA. Clock hours that have elapsed during LOA will extend learner's contract period by the same number of clock hours taken in the Leave of Absence and will not be included in the cumulative attendance percentage calculation.

RIGHTS, PRIVILEGES, AND RESPONSIBILITIES OF STUDENTS

UHS students have rights, privileges, and responsibilities which should be made known to them. Every member of the Ultimate Health School is duty-bound to protect the rights of students, afford them their privileges, and expect them to comply with their responsibilities.

STUDENT RIGHTS

1. The right to be informed about school policies, regulations, and any changes thereof.
2. The right to quality education.
3. The right to express one's academic opinion and ideas.
4. The right to non-discriminatory treatment regardless of race, color, national origin, religion, sex or sexual orientation, age, or disabilities.
5. The right to receive instruction from qualified faculty.
6. The right to file complaints or grievances.
7. The right to due process prior to disciplinary action or dismissal
8. The right to be treated fairly after filing grievance and/or complaints.
9. The right to receive responses to inquiries and/or requests.
10. The right to access one's academic records.
11. The right to explain grades obtained when requested.
12. The right to a quiet, comfortable, clean, and safe learning environment.

13. The right to inquire about fees incurred.
14. The right to be given prior notice for cancellation of classes and other academic activities.

STUDENT PRIVILEGES

1. Use of UHS facilities for academic activities.
2. Access to UHS intranet and internet systems.
3. Use of computers relevant to coursework.
4. Access to open laboratory sessions for practicing nursing skills.
5. Discounted fees for referrals (family members, friends, and acquaintances to UHS).
6. Learn in a supportive, friendly, and wholesome academic environment.

STUDENT RESPONSIBILITIES

1. Comply with UHS rules, regulations, and policies.
2. Uphold the standards and ideals of UHS.
3. Carry oneself in a respectable and dignified manner.
4. Respect the rights of other UHS members: students, staff, faculty, and administrators.
5. Check announcements published in the UHS intranet system.
6. Respond to communication within 48 hours.
7. Follow protocol for filing complaints and grievances.
8. Maintain academic integrity by avoiding acts such as, but not limited to plagiarism, cheating, receiving, or providing unauthorized assistance for assignments and/or reports. Any such violations are grounds for IMMEDIATE dismissal.
9. Settle fees due to UHS in a timely manner.
10. Comply with rules, regulations, and policies of UHS affiliated agencies such as, but not limited to clinical sites and community resources.
11. Provide prior notice for absences, tardiness, and/or academic leaves.
12. Support the commitment to keep the school environment clean, safe, quiet, and conducive to learning.
13. Successfully complete all academic requirements
14. Prepare and pass state licensure or certification examination, as may be applicable to specific classes.

STUDENT CONDUCT

It is the responsibility of UHS students to reasonably avoid any behavior that shall be detrimental to the attainment of learning goals and outcomes. Students are expected to cooperate in taking reasonable care of the school environment / properties and avoid behaviors that may be grounds for dismissal and/or criminal prosecution.

VIOLATIONS

A student who indulges in any of the following actions will be subject to disciplinary action or dismissal after due process:

1. Failure to maintain good academic standing as outlined in this catalog.
2. Being declared unsafe in the clinical areas.
3. Frequent tardiness or absenteeism in accordance with program policy.
4. Improper conduct, dishonesty, or break in academic integrity (such as but not limited to cheating during examinations / school requirements, plagiarism) Academic integrity refers to the ethical code and moral

principles of academia, which emphasizes honesty and integrity in scholarly work.

5. Destroying school property, inappropriate use of school facilities, defacing or removing materials from school campus without authorization.
6. Inappropriate behavior either verbally or physically including threats to fellow students, faculty, and staff.
7. Failure to maintain professional behavior (such as but not limited to telling lies, being disrespectful to faculty, school, and clinical facility staff members) and includes the following:
 - Sexual harassment.
 - Theft
 - Alcoholism or drug abuse.
 - Failure to observe or follow the policies of Ultimate Health Care and clinical affiliates.
 - Failure to pay tuition in accordance with signed enrollment agreement.
 - Conducting or participating in a demonstration or activities to disrupt class or the program.
 - Profane or abusive language
 - Disruptive conduct – use of cell phones while academic sessions are ongoing, disturbing class.
 - Inappropriate use of technology (computer abuse) or any other school property
 - Unsatisfactory grades (“C” grade in 2 or more classes)
 - Failure to follow the directions of classroom or clinical faculty.
 - Inappropriate/disruptive behaviors at clinical sites

Violations of academic integrity include, but are not limited to, the following:

A. Cheating:

- Copying from Another Student: Observing or obtaining answers from another student’s examination or assignment.
- Using Unauthorized Materials: Accessing prohibited notes, textbooks, or electronic devices during assessments.
- Collaboration with Others: Engaging in joint efforts on assignments intended for individual completion without permission.

B. Plagiarism:

- Failure to Attribute Sources: Using another’s work, ideas, or expressions without proper citation.
- Paraphrasing Without Credit: Rewriting content from a source without acknowledgment.
- Submitting Purchased Papers: Turning in pre-written essays or assignments obtained from unapproved sources.

C. Unauthorized Assistance:

- Seeking Help from Unauthorized Individuals: Obtaining assistance from individuals not allowed per UHS guidelines.

D. Use of Unauthorized Technology:

- Accessing Exams/Assignments via Unauthorized IP Addresses: Using a VPN, proxy, or similar tools to access restricted assessments.
- Sharing Access Credentials: Providing or using someone else's login information to access university resources.

E. Fabrication:

- Falsifying Data: Misrepresenting or inventing details in academic work.

F. Impersonation:

- Taking an Exam for Another Student: Participating in assessments on behalf of another individual.
- Submitting Work under Another's Name: Presenting someone else's work without proper authorization.

Consequences of Violating Academic Integrity

Violations of this policy may result in, but are not limited to, the following consequences:

- Academic probation or expulsion from UHS.
- Receiving failing grades for specific assignments or courses. Notations placed on the student's academic record.

Reporting Violations (Academic and Conduct)

Any student who suspects a violation of academic integrity must report the incident to faculty or the Director of Nursing.

Review and Appeal Process

Students accused of violating this policy will be provided with an opportunity to respond to the allegations.

STUDENT APPEAL OF CONDUCT VIOLATIONS

A student desirous to appeal shall follow the steps:

1. The student submits an appeal to the Director of Nursing within five (5) business days from the day the student had been officially informed of the disciplinary action. Failure to submit an appeal in writing will constitute a waiver of the right to appeal.
2. The Disciplinary Action Committee reconvenes to review the case.
3. The student will not be allowed to report back to class and/or clinical site while the case is being reviewed.
4. The student will be officially informed of the appeal process result by the Director of Nursing.
5. If the decision is in favor of the student, all requirements missed will be made-up and be marked accordingly.
6. If the student disagrees, they may make a final appeal to the President, whose decision is final.

DISCIPLINARY ACTION AND DUE PROCESS

The following are the steps in disciplining a student found to be in violation of conduct unbecoming of a UHS student:

1. The student is asked to leave the school and/ or clinical site and will be prohibited from reporting back

until summoned in writing.

2. The Disciplinary Action Committee (currently composed of the Director of Nursing, Chief Financial Officer, Lead Faculty, and Campus Administrator) will investigate.
3. Depending upon the gravity of the offense, the following are the progressive disciplinary actions:
 - a. Verbal Reprimand
 - b. Written Reprimand
 - c. Suspension
 - d. Dismissal from the program
4. The disciplinary action shall be documented and will be filed in the student's personal record, for future reference.
5. A student who is on suspension will not be allowed to make-up any missed pop quizzes and/or assignments. The student automatically gets a zero (0) and a grade of F for the missed requirements.
6. If the decision is in favor of the student, all missed requirements will be made up by the student and will be marked accordingly.
7. When a student is dismissed from the program, the school has the obligation to release the student's transcript of records when requested in writing.
8. UHS is responsible for protecting the rights of dismissed students in accordance with the Privacy Act.

STUDENTS DISMISSED FROM THE PROGRAM MAY BE ENTITLED TO REFUNDS ACCORDING TO THE SCHOOL'S REFUND POLICY.

Responsibilities

All students are responsible for understanding and adhering to this policy. Faculty members are expected to uphold and reinforce standards of academic integrity in their courses.

ATTENDANCE POLICIES

Students are expected to attend all classroom and laboratory sessions and maintain a minimum of 80% class attendance and 100% clinical attendance. Make-up of missed academic activities may be required. Attendance is evaluated daily; written and verbal notice will be provided to the students if they are in danger of disciplinary action.

A student should make every effort not to miss clinical. Should clinical absence be required for illness, or other approved reason, make up sessions will be scheduled within the current course trimester. A fee (\$250.00) may be charged for makeup clinical sessions.

RECORD RETENTION

All students' financial/academic transactions including refunds, payments from students and transactions made with Ultimate Health School on behalf of a student will be properly maintained up to 3 years after the last date of attendance. Academic records (transcripts) are maintained indefinitely.

EMERGENCY PREPAREDNESS PLAN

Introduction

Ultimate Health School (UHS) in Manassas, VA is committed to ensuring the safety and security of its students, faculty, staff, and visitors. This **Emergency Preparedness Plan (EPP)** outlines procedures for responding to various emergencies, including natural disasters, fire, medical emergencies, and security threats. The plan aligns with local, state, and federal regulations and meets the standards set forth by the **Accrediting Bureau of Health Education Schools (ABHES)**.

Emergency Contacts

Local Emergency Services:	Dial 911
Manassas Police Department:	(703) 257-8000
Manassas Fire Department:	(703) 257-8458
Prince William Health District:	(703) 792-7300
Poison Control Center:	(800) 222-1222
UHS Emergency Coordinator: Ena Hull	(949) 400-4305
Building Manager: Brisk Management Stephen Gershberg Jennifer Weisman	(240)882-4996 (Cell) (240)422-5253

Emergency Notification System

UHS utilizes multiple communication channels to notify students, staff, and faculty of emergencies, including:

- **Emergency Text Alert System** (SMS and email notifications)
- **Public Address (PA) System**
- **UHS Website & Social Media Updates**
- **Phone Tree for Faculty & Staff**

Evacuation Plan

Fire or Smoke Emergency

1. Activate the nearest **fire alarm pull station**.
2. Call **911** and provide details of the fire.
3. **Evacuate** using the nearest emergency exit. **Do NOT** use elevators.
4. Gather at the designated **Assembly Point** (Main Parking Lot on Ashton Road).
5. The **Emergency Coordinator** will conduct a headcount and report missing persons.

Severe Weather & Natural Disasters

1. **Tornado Warning:** Seek shelter in designated safe zones, away from windows.
2. **Flooding:** Move to higher ground. Do not walk or drive through flooded areas.
3. **Earthquake:** Drop, Cover, and Hold. Evacuate if instructed after the shaking stops.

Lockdown & Active Shooter Protocol

1. **Lockdown Order:** Lock doors, turn off lights, silence cell phones, and remain silent.
2. **Run-Hide-Fight Strategy:**
 - **Run:** If safe to escape, do so quickly.
 - **Hide:** If running is unsafe, find a secure place to hide.
 - **Fight:** As a last resort, defend yourself using available objects.
3. Call **911** when safe.

Medical Emergencies & First Aid

1. **CPR-trained personnel:** (DON and Nursing faculty members)
2. **Automated External Defibrillator (AED):** Located at main skill Lab room
3. **First Aid Kits:** Available at main skill lab room and frontdesk
4. **Medical Emergency Response:**
 - Call **911** and report the medical issue.
 - Administer **basic first aid** as needed.
 - Remain with the person until help arrives.

Hazardous Materials Response

1. **Chemical Spills:**
 - Evacuate the area and notify management.
 - Contact **Hazardous Materials Team** if necessary.
2. **Biohazard Exposure:**
 - Follow **bloodborne pathogen protocols**.
 - Report to the Management immediately.

Pandemic & Infectious Disease Plan

1. **Screening & Monitoring:** Daily symptom checks when required by public health authorities.
2. **Sanitization:** Increased cleaning frequency of high-touch surfaces.
3. **Social Distancing & Mask Protocols** (if mandated by state health officials).
4. **Remote Learning Protocols:** Transition plan for virtual instruction if needed.

Training & Drills

1. **Annual Fire & Evacuation Drills** (twice per year)
2. **Lockdown Drills** (annually)
3. **CPR & First Aid Training** (annually)
4. **Tabletop Exercises** (to review emergency scenarios)

Roles & Responsibilities

1. **Emergency Coordinator (Ena Hull):** Oversees emergency response procedures and compliance.
2. **Faculty & Staff:** Ensure student safety and guide evacuations.
3. **County Police:** Monitor threats and enforce lockdowns.
4. **Management:** Maintain emergency equipment and alarm systems.

Plan Review, Distribution & Maintenance

1. This plan will be **reviewed annually** and updated as needed to reflect changes in policy, regulations, or campus layout.
2. After any emergency event or drill, a **post-incident review** will be conducted to assess effectiveness and areas for improvement.

Plan Distribution

1. Hard copies will be placed in **faculty lounges, administrative offices, and classrooms**.
2. An **electronic version** will be emailed to all staff and available on the **UHS website**.
3. Staff will be **trained annually** on updates to the plan.

Maintenance

1. The Emergency Coordinator will ensure **quarterly inspections** of emergency equipment.
2. Emergency contact lists will be updated **every six months**.
3. Any facility changes affecting evacuation routes will be incorporated into the plan immediately.

Ultimate Health School is committed to fostering a safe learning environment by ensuring preparedness for all potential emergencies.

INCLEMENT WEATHER

The Director of Nursing shall post, via the school website and online system, any notice of cancellation or delay in classes or clinical due to inclement weather. Students, however, have the right to make reasonable judgment and decisions pertaining to their travel safety based on their specific location circumstances. The school's closing will follow Prince William County Public Schools.

STUDENTS EVENTS

Due to facilities limitations, Ultimate Health School does not allow students to use premises for any social events.

INACTIVE STUDENTS PENDING GRADUATION

Ultimate Health School will be required to take exit exams. Specific UHS nursing curricula mandate all students are required to take the course Integration of Nursing Review Concepts which encompasses a thorough review with standardized exams. Inactive students who have been out of school not more than 2 years who were previously unable to graduate because of their inability to successfully pass the exit exams will be evaluated for class enrollment on a case-by-case basis by the DON.

COMPLETION OF THE INTEGRATED NURSING REVIEW COURSE

After completing the Integrated Nursing Review course, students must maintain a minimum course grade of 80% or "B" and take and pass three prescribed 3 exit examinations. Students are afforded **two attempts**. A student who fails the second attempt of any one of the examinations will fail the course and will be required to retake the courses and meet with the course instructor and the academic committee to formulate an action plan.

This plan may include enrolling in a remediation course (for a fee) in addition to retaking the Integrated Nursing review course. The student must then successfully pass the exit examination(s) they previously failed

Materials will be prescribed by the **remediation** course instructor. The student may then be required to attend refresher by re-enrolling, for a fee, in courses where weakness had been identified by the instructor and academic committee based on examination performance. (i.e.: Fundamental of Nursing, Medical-Surgical Nursing, Mental Health, Maternity, Pediatrics).

WITHDRAWAL AND RE-ADMISSION

A student may request to withdraw from a course. A student who stops attending class without notification will be withdrawn from the school after missing **14 calendar days from the last attendance date**. Shorter-term classes and their related absences will be evaluated by DON and the academic committee on a case-by-case basis. Approval of the withdrawal will allow the student to re-register and continue in the program on a date no later than the start of the next class. Students will complete a withdrawal form and the withdrawal process will be completed with a refund in **45 days if any**. A student out of the program for more than six (6) months must reapply. All students granted readmission are subjected to the tuition rate and fees at the time of re-entry. Students should also pay particular attention to the withdrawal policy in relation to the grading system and billing.

WITHDRAWAL AND GRADES

1. A student that withdraws from a class before or up to 3 days into the course will be removed from the class without any penalties.
2. A student that attends a class for more than 3 days but less than 50% of the course will have a withdrawn (W) grade.
3. A student that withdraws after completing more than 50% of a course will earn an F for that course.
4. Incomplete will be granted by DON and lead faculty on a case-by-case basis.

CHILDREN ON SCHOOL PREMISES

Children are not permitted in the classrooms, computer labs, and nursing laboratories unless with administrative permission.

STUDENTS EMAIL ACCOUNTS

Email addresses are provided to all students by the end of the first week of class. It is the responsibility of every student to check their e-mails daily for current information about classes and general school announcements. Failure to do so does not excuse students from non-compliance with any requirement and/or policy. UHS faculty and administration staff will utilize school email as their primary means of communication to students even though face to face meetings and telephone calls are occasionally used. All communication related to the school must be sent from Ultimate Health School e-mail (e.g., jdoe@ultimatehealthschool.org)

To log in to the Ultimate Health School e-mail system:

1. Go to our website at www.ultimatehealthschool.com
2. Click on student e-mail at the top right corner of the welcome page.
3. Enter your information as provided below:

Enter Username: **Jdoe**

Enter Password: **xxxxxxxxxx**

POPULI LOG IN

Ultimate Health School (UHS) has a database like Blackboard known as Populi. Every student will be given a username and password to log in and access grades, attendance, tuition bill, make payments online, and read school announcements. It is the responsibility of every student to view their academic progress in Populi.

PURCHASES

Ultimate Health School (UHS) has reduced the inventory sold in the bookstore. UHS shall only sell school uniforms to Practical Nursing students.

UHS provides E-Books access to all students. Hard Copies can be purchased from any bookstore using the correct ISBN number referenced in the syllabus.

SUPPLIES

Students are required to bring their own supplies to school (e.g., stapler, calculator, pencils,

sharpeners, hole punchers, etc.) because UHS will not provide any of the mentioned items to students. **Fax machine and printer/copier are for office use only.**

STUDENT SERVICES

The school does view advising/tutorials and counseling of students as an essential process in assisting each student with their academic work. Student services offered by UHS includes:

2. **Placement Assistance/Career Services:** UHS provides career services counseling to assist with post-graduation job placement efforts. However, UHS does not represent, promise, or guarantee that a graduate will obtain employment.

A student should not consider any employment information or career services provided by the School to Student as an express or implied (a) guarantee or promise of employment, (b) likelihood of employment, (c) indication of the level of employment or compensation student or graduates may expect, or (d) indication of the types of job titles of positions for which the student or graduate may qualify.

3. **NCLEX preparation**

4. **Tutoring/Faculty Accessibility**

The faculty is accessible and available before and after school sessions for student academic assistance. The instructor's schedule for academic advice is indicated in every course syllabus and will be shared with students during orientation to the course. Students may reach faculty via e-mail after school hours for academic assistance.

5. **Academic Advising**

6. **Referrals for Personal Counseling**

Assistance concerning academic, personal, and vocational needs will be provided on an individual basis by the Administration and/or Faculty of the school as needed and throughout the entire program. Other referrals will be made to appropriate community agencies, if necessary.

LEARNING RESOURCES

The online library can be accessed through <http://ultimate.populiweb.com/library> and is accessible at any time.

TRANSCRIPT REQUEST

The turnaround time for students seeking an official transcript is 7 business days. A student must first fill in a transcript request form at the front desk, pay a \$20.00 fee, and state reasons for requesting transcript on the request form. In addition, the student must be in good financial standing with the school before an official transcript is prepared and released. Students must pay \$50.00 for all other service requests. Ultimate Health School reserves the right not to release official transcripts to third parties.

RECORDS RESEARCH

Any student requesting records copies or research for needed documents will be charged a flat fee of \$50.00.

WORK OPPORTUNITY, EMPLOYMENT APPLICATION ASSISTANCE, AND DISCLAIMER

Ultimate Health School does not guarantee job placement; however, the school is committed to assisting graduates to gain employment by providing interview tips, guidance in writing application letters/resume, and referring them to agencies and companies that are hiring.

A student who completes the program will be able to work in Nursing Homes, Hospitals, Assisted Living Facilities, Doctors' Offices, and Home Health Agencies. Available job postings can be found on the Notice Board.

SEXUAL HARASSMENT

UHS will not tolerate any form of sexual harassment or any conduct that interferes with an individual's work or academic performance. Sexual harassment is **defined as** any repeated or unwanted verbal or physical sexual advance, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone in the workplace or classroom, which is offensive or objectionable to the recipient or which causes the recipient discomfort or interferes with the recipient's education or job performance.

It is the responsibility of UHS to provide an environment free from verbal, physical and visual forms of sexual harassment such as posters, signs, or documents. Sexual harassment of any kind is considered a violation of UHS policies and will be investigated. Sexual harassment should be reported immediately to Administration.

Corrective counseling and disciplinary action (such as suspension or dismissal) will be taken, depending on severity of the violation.

MOBILE PHONE USE

Ultimate Health School does not permit students to turn on or use their cell phones in the classrooms and hallways while classes are in session. Students are also not allowed to use their cell phones in studying environments of the school such as the computer laboratory, library, and the nursing laboratory.

Students must advise their loved ones, children's schools, and daycare centers (as may be applicable) to call the administration office during an emergency if classes are in session at 571-379-7045.

SAFE AND UNSAFE PRACTICES

The nursing faculty has an academic, legal, and ethical responsibility to prepare graduates who are competent as well as to protect the public and health care community from unsafe nursing practice. It is within this context that students will be disciplined or dismissed from school. All students are expected to be familiar with the principles of safe practice and are expected to perform in accordance with these requirements.

Definition of Unsafe Practice: An unsafe practice is defined as an act or behavior of the type which violates:

- Virginia Nurse Practice Act
- The Code of Ethics for the American Nurses Association
- The physical, emotional, mental, or environmental safety of the client, family member, fellow student, faculty member or other health provider.

If a student's performance is judged to be unsafe (i.e., hazardous to the health or wellbeing of patients of whom there is direct or indirect contact), the student will be advised and immediately counseled by the instructor and/or dismissed. The instructor will refer students to the Director of Nursing with a written evaluation and recommendation regarding each incident. The student will not continue in the clinical practicum until the matter is resolved once documentation exists indicating the student's awareness of at least one critical incident of practicing unsafe procedures. The students may be terminated from the program.

Examples of offenses pertaining to unsafe practices:

- Failure to ascertain and/or implement patient care directives (medical or nursing orders) satisfactorily.
- Failure to demonstrate adequate understanding of the theoretical or psychological implications of nursing care.
- Failure to communicate or satisfactorily establish a relationship with the hospital and/or nursing home personnel, peers, instructors, and patients.
- Vandalism or stealing
- Arguments/fights at the clinical site
- Intoxication(alcohol) or being under the influence of illegal drugs.
- Insubordination
- Sleeping

The clinical instructor may deny a student access to the clinical site if the student is:

- Unprepared for patient care
- Physically or emotionally ill
- Unaware of his/her own limitations
- Fails to seek help when he/she recognizes limitations.
- Unkempt and/or exhibits poor oral or body hygiene.
- Late
- In violation of the uniform policy
- Disruptive in attitude, behavior, or conduct

CHEATING AND PLAGIARISM

The Nursing Code of Ethics published by the American Nurses Association requires Nurses and student nurses to embrace the value of honesty and practice with moral integrity.

Cheating and plagiarism are dishonest behaviors and will not be tolerated. This includes behavior, actions and attitudes that create the appearance or suspicions of cheating or plagiarism. Cheating means unauthorized use of assistance, or materials by a student or giving assistance to another student. This includes illegally securing examinations, copying during an examination and/or using items containing information with answers to an examination, sharing your LMS credentials with others on or off campus to test on your behalf, forging, altering or misuse of documents.

If a student is found cheating on an examination, the examination will be canceled. The student will be asked to leave the classroom immediately and will receive an automatic F grade for the entire course and face possible suspension or dismissal based on the gravity of the behavior. The consequence of a second offense will be final dismissal from the nursing program from school. The student's case will be referred to the Director of Nursing for further action.

GIFT GIVING AND ACCEPTANCE

Instructors and administration must not accept gifts from students at any point in time. Students are not allowed to give gifts to faculty or administration. Gifts can be in the form of lunches, money, jewelry, clothing, outings, and any item with monetary value more than \$20.00.

INTIMATE RELATIONSHIPS

Sexual relationships between students and staff/faculty are expressly prohibited. Such incidents will result in immediate dismissal from the program, termination of employment, and will be reported to the state board of nursing.

ALCOHOL, SMOKING, FIREARMS, AND DRUGS

Alcoholic beverages, smoking, firearms and unlawful drugs or other illegal substances shall not be consumed, carried, used, sold, or unlawfully manufactured on any property or in any building owned, leased or used by the Ultimate Health School, or any activity sponsored by the school. ULTIMATE HEALTH SCHOOL IS A SMOKE FREE FACILITY.

SECTION 4: ACADEMIC PROGRAM

PRACTICAL NURSING PROGRAM

Program Schedule: 1344 clock hours

Morning – 52 Weeks

Evening – 60 Weeks

Weekend – 70 Weeks

Mode of Delivery: Blended

Program Objectives:

The graduate knowledge and skills acquired in the nursing program prepares them for an entry level position in long-term care facilities, home health setting, doctors' offices, and clinics in developing broader critical thinking and nursing management skills across the lifespan. Application of key concepts and prioritizing of nursing interventions skills used. Nursing care, nutritional requirements, pharmacological therapies, communication, developmental and cultural considerations, medical terminology, and nursing skills required when caring for clients with alterations in the different organ systems. Graduates are encouraged to understand expected developmental changes, related health promotion/disease prevention activities, and apply the nursing process to clients with disorders in phases of the life span and specialty areas of basic care and comfort, Medical Surgical, Geriatrics, Mental Health, Maternity and Pediatrics.

Program Disclosure: Licensure is required for employment.

UHS endeavors to plan and implement a practical nursing education that is consistent with current professional standards, guidelines, and competencies which reflect best practices and national safety standards. The institution is a career technical school that combines both classroom didactics with clinical and laboratory experiences. This blended delivery training is intended for any individual with a focused interest and aptitude for health-related career fields. The school attempts to involve the faculty, students, and other interest communities to conduct regular review of curricula for rigor and currency.

The program would be sufficient to meet Practical Nursing licensure requirements in the Commonwealth of Virginia and State of Maryland. Please refer to the Disclosure in the Distance Education section.

PRACTICAL NURSING CURRICULUM PLAN

Course Code	Course Name	Theory Hours	Laboratory Hours	Observations	Simulation Hours	Direct Client Hours
FIRST TRIMESTER						
NAS 101	Anatomy and Physiology / Medical Terminology -	134	0	0	0	0
NAS 102	Nutrition and Diet Therapy	24	0	0	0	0
NUR 100	Introduction to Nursing	6	0	0	0	0
NUR 101	Fundamentals of Nursing	142	40	0	16	32
SECOND TRIMESTER						
NUR 201	Pharmacology and Medication Administration	82	8	0	0	0
NUR 202	Medical-Surgical I	182	24	0	24	72
NUR 203	Gerontology	40	0	0	0	24
NUR 204	Mental Health	36	4	0	16	24

THIRD TRIMESTER						
NUR 301	Maternal and Child Health Nursing	48	4	0	8	8
NUR 302	Pediatric	50	8	0	8	8
NUR 303	Leadership and Management	12	0	0	0	0
NUR 304	Integrated nursing Skills	CLINICAL	0	0	0	152
NUR 305	Integration and Review of Nursing Concepts	100	0	0	8	0
TOTAL HOURS		Didactic 856	Laboratory 88		Simulation 80	Direct Care 320
TOTAL THEORY HRS		944 HOURS				
TOTAL CLINICAL			400 HOURS			
TOTAL PROGRAM HOURS			1344 HOURS			

COURSE DESCRIPTIONS

NAS 101 Anatomy and Physiology/Medical Terminology

134 hours

Prerequisite: None

This course introduces the student to the structure and function of the different organ systems of the human body and the relationship to disease processes. Topics include cell structure and function, the major chemicals required for normal function, levels of organization, medical terminology, and anatomy and physiology of organ systems.

NAS 102 Nutrition and Diet Therapy

24 hours

Prerequisite: NAS 101

This course focuses on basic scientific principles of normal and therapeutic nutrition and their application to patient-centered care in health and disease. Students are introduced to the function and need for macro and micronutrients and are taught to read food labels in relation to healthy meal planning. Basic nutrients, diet planning, food selection, preparation, age, culture, religion, and socioeconomic conditions will be addressed in relation to the practical nurse's client care situations. Standard hospital and nursing home diet modifications are examined, as well as enteral and parenteral nutrition.

NUR 100 Introductions to nursing

6 hours

Prerequisite: None

This course is an overview of the basic components of nursing. It will prepare the student for immersion into the practice of nursing and succeeding in the practical nursing program as well as within the nursing environment. It begins with an introduction to the health care system, defines the roles of and responsibilities of the health care team with emphasis on practical nursing, professional ethics and legal aspects of nursing care.

NUR 101 Fundamentals of Nursing

230 hours

Prerequisite: NAS 101, NAS 102

In this course students will start applying subjects taught in the introduction to nursing course such as meeting the needs of individuals throughout the lifespan in a safe, legal, and ethical manner utilizing the nursing process. Students apply basic concepts and theories that are important to the integration of theory to practice. The role of the practical nurse as a member of the healthcare team is emphasized. Infection control, physical and psychological safety, health promotion, infection control, communication, documentation, cultural diversity, and fluid/electrolytes balance are taught. Additionally, basic nursing care skills related to promoting personal hygiene; Promoting comfort, activity, and rest; Promoting proper nutrition and elimination; Wound care, promoting respiratory and cardiovascular function; Caring for the immobilized client; Applying bandages and binders; Admission, transfer, and discharge and assessment skills.

NUR 201 Pharmacology & Medication Administration

90 hours

Prerequisite: NUR 100, NAS 101, NAS 102, NUR 101

This course provides the practical nursing student with an introduction to the principals of pharmacology along with the skills required to administer medications. Topics covered include: a basic overview of drug classifications, basic pharmacological principles, dosage calculations, and the role of the nurse when administering medications, legal regulations related to medications, components of the medication order, and documentation. Students will practice skills related to administering medications via the oral, topical, and parenteral route in the nursing skills laboratory. Emphasis is placed on application of the nursing process and always maintaining safety when administering medications.

NUR 202 Medical Surgical Nursing I**302 hours****Prerequisites:** NUR 100, NAS 101, NAS 102, NUR 101, NUR 201

This course introduces the student to the role of the practical nurse in assessing and meeting the medical and surgical nursing needs of adults across the lifespan in various healthcare settings by utilizing the nursing process. It will introduce nursing students to the care of clients with alterations in the integumentary, musculoskeletal, hematological, lymphatic, immune, respiratory cardiovascular, neurological, endocrine, gastrointestinal, genitourinary, and reproductive systems. Topics include a brief review of anatomy and physiology, pathophysiology, nursing care, nutritional requirements, pharmacological therapies, communication, developmental and cultural considerations, medical terminology, and nursing skills required when caring for clients with alterations in the different organ systems. Students are encouraged to understand expected developmental changes, related health promotion/disease prevention activities, and apply the nursing process to clients with disorders.

NUR 203 Gerontology**64 hours****Prerequisites:** NUR 100, NAS 101, NAS 102, NUR 101, NUR 201

This course introduces students to the nursing care of geriatric patients, focusing on the physiological, psychological, cultural, and social processes. Topics include healthy aspects of the aging process as well as a review of medical-surgical conditions related specifically to the aged, including issues of death and dying, patient's rights, elder abuse, neglect, and abandonment.

NUR 204 Mental Health**80 hours****Prerequisites:** NUR 100, NAS 101, NAS 102, NUR 101, NUR 201

This course provides nursing students with an introduction to care of the client with an alteration in mental health in various care settings. Topics covered include therapeutic communication and coping skills, thought, mood, personality, cognitive and addictive disorders.

NUR 301 Maternal and Child Health Nursing**68 hours****Prerequisites:** NUR 100, NAS 101, NAS 102, NUR 101, NUR 201, NUR 202, NUR 203, NUR 204

This course introduces nursing students to the nursing care of the childbearing family. The focus is on normal and abnormal pregnancy, including physiological and psychological changes, and care of the normal newborn. The nursing process is used in identifying and meeting the needs of the childbearing family to facilitate optimal functioning. The impact of psychosocial, cultural values and practices of the childbearing family are discussed. Nutrition, pharmacology, communication, and cultural concepts are integrated throughout this course.

NUR 302 Pediatric Nursing**74 hours****Prerequisites:** NUR 100, NAS 101, NAS 102, NUR 101, NUR 201, NUR 202, NUR 203, NUR 204

This course provides practical nursing students with the basic information required to care for the pediatric client from newborn through adolescence. Topics include developmental theories, cognitive, moral, and Psychosocial development, safety risks at each stage of development, nutritional needs, and medications commonly prescribed for children, common disorders seen in children, suggested immunization schedules, and recognizing and reporting signs of child abuse, neglect, and abandonment. The nursing process is used in identifying and meeting the needs of the pediatric patient and family to facilitate optimal functioning. The impact of psychosocial and cultural values and practices of the childbearing family are explored.

NUR 303 Leadership and Management**12 hours****Prerequisites:** NUR 100, NAS 101, NAS 102, NUR 101, NUR 201, NUR 202, NUR 203, NUR 204, NUR 301, NUR 302

This course prepares the student nurse for practice as a graduate nurse. Concepts include staff development, conflict management, preventing burnout, managing change, professional self-care, leadership styles, charge nurse responsibilities, chain of command, Nurse Practice Acts, Role of the State Board of Nursing, obligations to report, licensure, and the importance of ongoing education and creating an evidence-based practice. Resume writing and interviewing skills are taught.

NUR 304 Integrated Nursing Skills (Clinical Practice)

160 hours

Prerequisites: NUR 100, NAS 101, NAS 102, NUR 101, NUR 201, NUR 202, NUR 203, NUR 204, NUR 301, NUR 302, NUR 303

This course will utilize knowledge and skills acquired in Medical-Surgical Nursing I and previous nursing courses, to assess, manage and meet the complex and holistic needs of clients across the life span in various health care settings. Using the nursing process, students will develop broader critical thinking skills in the management of clients in Medical Surgical, Geriatrics, and Psychiatric environments. Theories mastered in previous nursing courses are integrated with clinical practicum in the sub-acute and long-term care facilities and specialty clinics.

NUR 305 Integration and Review of Nursing Concepts

100 hours

Prerequisites: NUR 100, NAS 101, NAS 102, NUR 100, NUR 101, NUR 201, NUR 202, NUR 203, NUR 204, NUR 301, NUR 302, NUR 303, NUR 304

This review course will utilize the student's knowledge and skills acquired in previous nursing courses to develop broader critical thinking and nursing management skills across the lifespan. Application of key concepts and prioritizing of nursing interventions are emphasized. Topics include a brief review of anatomy and physiology, pathophysiology, nursing care, safety and infection control, basic care and comfort, nutrition, pharmacology, communication, developmental and cultural considerations required when caring for clients with alterations in the different organ systems. Students are encouraged to understand expected developmental changes, related health promotion/disease prevention activities, and apply the nursing process in all phases of the life span as previously discussed in the prerequisite courses as follows: Fundamental of Nursing, Medical Surgical, Gerontology, Mental Health, Maternity and Pediatrics. In this course students will be exposed to answering practice test and case study test questions from different external exams companies (E.g., HESI, ATI, etc.) As deemed necessary to enhance and give exposure to variety of NCLEX style questions. Upon completion of all course lectures topical cumulative exit exams will be administered.

EXTERNSHIP (CLINICAL) POLICY

Clinical experiences, internships, and production-based training are required and integral parts of the Practical Nursing Program. These experiences are designed to meet stated learning objectives, align with course outcomes, and support preparation for the NCLEX-PN examination.

Supervision and Oversight

Students are supervised by licensed nursing professionals at clinical sites and by UHS faculty designated as Clinical Coordinators. A Clinical Evaluation Form is used to monitor student performance and progress. The Lead Faculty and Director of Nursing maintain oversight through regular site visits, student check-ins, and evaluation reviews.

Student Eligibility and Readiness

Students must meet all prerequisite academic, health, and legal requirements before participating in clinical work. These include:

- Successful completion of foundational courses
- Health clearance (e.g., TB, immunizations)

- Background check and drug screening
- CPR certification from an approved organization

Eligibility criteria are outlined in the catalog and student handbook.

Hours and Attendance Requirements

Students must attend 100% of clinical sessions. Any absence must be made up within the same trimester. Makeup sessions may incur an additional fee. Attendance is tracked daily and documented in student records. Students do not receive compensation for clinical or externship participation.

Evaluation and Credit

Clinical performance is evaluated using standardized rubrics based on core competencies. Students must demonstrate satisfactory performance to pass. Clinical hours and evaluations are recorded in the student's academic file and reflected in transcripts.

Student Protections

Students must not replace or displace employees during their externship or clinical experience. UHS ensures students are not subjected to unsafe working conditions or exploited in any way. All sites are reviewed and approved by the Director of Nursing.

Grievance Process

Students who experience issues during clinical placement or production work may file a formal grievance using the UHS Grievance Policy (see Section 6 of the catalog). Complaints are investigated by the Director of Nursing and resolved in a timely manner.

COMPLETION OF THE PN PROGRAM

To complete the PN program, a student must meet the following requirements:

1. Successfully completed the curriculum by earning a minimum passing academic grade of 80% (B) in all course requirements.
2. Completed all 400 clinical hours as indicated by the curriculum.
3. Passed 3 prescribed exit examinations administered by the school according to cut-off scores.
4. Complete the final HESI with a 900 score or higher

Students who are assigned to preceptorship for their integrated clinical must follow the clinical procedures and the UHS policy on preceptorship. A signed contract must be signed by the site official or the assigned preceptor, the clinical faculty, and the student before the start of the preceptorship. All required documents must be completed and submitted at the end of the preceptorship rotation.

GRADUATION REQUIREMENTS

Graduation is yearly. A student has met graduation requirements if he/she has successfully completed the program curriculum requirements and met all financial obligations. A student is considered a candidate for graduation two weeks from the last official date of completion of Integration and Review of Nursing Concepts and completion of the PN HURTS review or HESI 360 NCLEX preparatory videos, core content and readiness predicting exams

APPLICATION PROCESS FOR THE NCLEX-PN EXAMINATION

The Virginia Board of Nursing shall authorize the administration of the NCLEX-PN examination for practical nurse licensure. A candidate shall be eligible to take the examination upon receipt by the board of the completed application, fee, and an official transcript/letter from the nursing education program and when a determination has been made that no grounds exist upon which the board may deny licensure pursuant to the Code of Virginia. To establish eligibility for licensure by examination, an applicant for the licensing examination shall:

1. Fill in the required application, any necessary documentation, and pay the fee no later than 60 days prior to the first day of the month in which the applicant expects to take the examination.
2. Arrange for the board to receive an official transcript/letter from the nursing education program which shows either that the certificate has been awarded or that all requirements for awarding the certificate have been met and specify the date of completion.
3. The letter/transcript for examination eligibility will not be released by UHS until each student has been cleared by clinical and administrative faculty.
4. Students who do not sit for the NCLEX examination within 6 months of course completion will be required to take an approved remediation course before their transcripts will be released to the VBON.

For more information on licensure examination application, the candidate should go to: VIRGINIA BOARD OF NURSING: www.dhp.Virginia.gov/Nursing

NCLEX RESULTS

Quarterly results are posted in the public corridor at UHS.

SECTION 5: DISTANCE EDUCATION

LICENSURE AND CERTIFICATION DISCLOSURE

What Students Need to Know About Professional Licensure

Many students attend college to earn a credential that prepares them for a specific field such as licensed practical nurse (LPN) one of the many other occupations regulated by State and/or other government entities. States and other government entities have established standards of practice for the occupations or professions they have chosen to regulate, and they provide legal permission to practice those professions only to individuals who meet those standards. This is called *professional licensure*: professions for which people need to meet certain criteria to practice in that field.

Program with Licensure Requirements

Ultimate Health School's Practical Nursing program requires licensure for entry-level employment as a licensed practical nurse. Information about the licensure requirements in the State of Maryland and the Commonwealth of Virginia can be found here:

Certificate in Practical Nursing: [Virginia Board of Nursing](#) or the [Maryland Board of Nursing](#)

If you are planning to apply for professional licensure outside of Commonwealth of Virginia and the State of Maryland, please contact that State's licensing board to determine whether Ultimate Health School's program meets the professional licensure/certification requirements in that State.

Program Name and Credential Awarded	Program Meets the State Educational Requirements for Licensure or Certification	Program Does NOT meet the State Educational Requirements for Licensure or Certification
Certificate in Practical Nursing	Virginia, Maryland	AL, AK, American Samoa, AZ, AR, CA, CO, CT, DC, DE, FL, GA, Guam, HI, ID, IL, IA, KS, KY, LA, MA, ME, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VT, Virgin Islands, WA, WV, WI, WY

Ultimate Health School offers the Practical Nursing program through blended instruction with a combination of both online and residential instruction for its didactic coursework, and in-person requirements for labs and clinical experiences. Online instruction includes synchronous learning using MS Teams. Other academic activities are used to supplement live instruction including discussion boards, practice drills, video presentations, and case studies.

Admission Determination

Prior to being admitted into the blended program, prospective students are required to complete the Distance Education Admission Survey/Interview which is an assessment of the student's ability to succeed

in the online mode of delivery.

Student Access and Security

Consistent with the academic integrity expectations of UHS, it is expected that students who are enrolled in the course will complete all coursework to earn hours for clock hours completed.

To that end, students are **required** to turn their cameras on for the entire duration of the online class.

Student and Faculty Orientation

Prior to participating in their first online class students and instructors will complete a guided training orientation on the Populi learning management system. The instructor will first do real time training via the MS Teams platform to gain a full knowledge of their course tools and program features. The students will also have a guided training orientation that ensures proper understanding of all the program's tools and class expectations and expected outcomes.

Computer Requirements

Students are required to have a laptop or Mac Laptop or desktop with the following specifications:

	Minimum	Recommended
Operating System (PC)	Microsoft Windows 10	Microsoft Windows 10
Operating System (Mac)	MAC® OS X 10.13 (<i>High Sierra</i>) (	MAC® OS X 10.15 (<i>Catalina</i>)
Processor	Core: i5 Processor 8 th Generation	Core: i7 Processor
Hard Drive	250 GB standard hard drive	250 GB solid state hard drive or greater
Memory	8 GB random access memory (RAM)	16 GB RAM or greater
Networking	Integrated Gigabit Ethernet and Wi-Fi ac/a/n or 802.11 ac/a/n	Integrated Gigabit Ethernet and Wi-Fi ac/a/n or 802.11 ac/a/n
Devices	8 GB USB drive	16 GB USB drive or greater

Additional requirements include:

- Sound Card with speakers and headphones
- Monitor/display video card capable of 800x600 depict with 256 colors
- Connection speed of at least 56k modem; Broadband or DSL highly recommended
- Microsoft Office 2007 or higher
- Windows: Google Chrome, Firefox

- Pop-up Blockers need to be disabled

**** MAC Operating Systems** - The student must understand that although the recommended MAC operating system works with most software programs utilized at UHS, the system may not be compatible with platforms such as NLN testing.

The following devices are not acceptable:

- Google Chromebook
- Tablets such as the iPad, Android tablets, and Microsoft Surface devices running Windows RT, 10 Home S Mode (or any mobile operating system) do not meet. While a tablet can be a valuable accessory to your work environment, it is not a replacement for a laptop. The Microsoft Surface Pro is also not recommended as they are prone to getting hot when running for long periods of time and thus may start to run slow and or shut down randomly.
- Pixel book laptops

Internet Connection

	Minimum	Recommended
Internet Connection	Wi-Fi Connection	Wired Connection
Internet Download Speed	3.8 Mbps	12 Mbps
Internet Upload Speed	3.0 Mbps	3 Mbps

The student must have reliable access to a broadband internet connection with cable modem or DSL, with a minimum connection speed of 3.8 Mbps download. Satellite or cellular connections can be unreliable, as can public wi-fi networks.

Complete a computer and internet speed assessment to ensure technology minimums are met to attend online courses. You will need a minimum of 3.8 Mbps download speed. Test your download speed by following the link this link: <https://www.speedtest.net>.

Minimum System Requirements for Video Conferencing

Minimum Requirements 640x480 resolution	Recommended Requirements 1280x720 resolution
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To participate in web conferencing sessions (which are a required component of many courses), the student will need a webcam and a headset with a microphone. If these are not built into the machine, the student must purchase them separately.

Software Requirements

A modern office productivity suite (e.g., Microsoft Office, Apple iWork, Apache Open Office, LibreOffice, etc.) The following multimedia apps/plugins:

- PDF reader software (e.g., Adobe Reader, Apple Preview, Foxit Reader, etc.)
- Adobe Flash
- Adobe Shockwave
- Adobe AIR
- Apple QuickTime
- Java
- Microsoft Silverlight

It is recommended that students have an up-to-date anti-virus program.

The student will sign in with a unique username and password; they will then have access to all the information in the course.

Student's Technical Support

If students are experiencing technical difficulties with their coursework or with features in Populi, Teams, Evolve and ATI that are generating errors, they should contact UHS IT department or DON for assistance.

Student Academic Support

Since the program is offered via blended instruction, students are required to come to the school for in-person activities. Academic services are offered on campus during normal business hours, but students also have the option to set up a telephone or video-conference appointment to meet with faculty or any member of the administration.

The student is expected to remain in regular contact with the instructor via e-mail or other communication means, by participating in the discussion forum, submitting assignments, and taking exams/module quizzes, all in a timely fashion.

Online Teaching Ratio

The maximum student/teacher for online didactic classes is 25:1.

Online Classroom Attendance

Students must log into the Teams classroom at the scheduled time, during which attendance will be recorded by the faculty. The faculty determines participation requirements and how they relate to a student's grade.

SECTION 6: GRIEVANCE PROCESS

GRIEVANCE POLICY & GUIDELINES

UHS students have the right to express grievance towards another student, a Faculty, Staff, and/or Administrator. All grievances must be formally filed in writing to include specifics about the concerns. Any student with a grievance shall go through the following progressive steps:

1. Grievances should be communicated to the identified individual, based on the individual being accused:
 - Against another student – **course instructor**
 - Against an instructor or clinical site staff – **clinical coordinator** or **Director of Nursing**
 - Against an administrator staff member, Director of Nursing, or the School - **President**
2. If the issue remains unresolved, or is not addressed to the student's satisfaction, the student may request a formal hearing by the Grievance Committee for reconsideration within five (5) business days of their notice of the final decision. The formal hearing request should include the original complaint, document of the wrongdoing, and any communication from the instructor, director of Nursing, or President. The student should also indicate the resolution being sought.
3. Upon receipt of the Request, the President will compose the Grievance Committee within five (5) business days to investigate the allegations and the institution's response. The Committee will include at least one student.
4. If the issue remains unresolved at the school level, the student reserves the right to file a written complaint to the Virginia Board of Nursing or Maryland Board of Nursing, indicating the steps taken within the school level, prior to resorting to the Board. The complaint shall be addressed to:

Virginia Board of Nursing
Perimeter Center
9960 Maryland Drive, Suite 300
Henrico, Virginia 23233-1463
Phone: (804)367-4400

Maryland Board of Nursing
4140 Patterson Ave
Baltimore, MD, 21215
(410) 585-1900

The student also has the right to elevate any grievance or concern to the State Council for Higher Education for Virginia (SCHEV). The complaint shall be addressed to:

State Council for Higher Education for Virginia (SCHEV)
101 N 14th St # 9,
Richmond, VA 23219
Phone: (804) 225-2601

The same may also be done with our current accrediting agency, Accrediting Bureau for Health Education Schools (ABHES). The complaint shall be addressed to:

Accrediting Bureau for Health Education Schools (ABHES)
6116 Executive Blvd., Suite 730
North Bethesda, MD 20852
(301) 291 - 7550 | info@abhес.org

The student is assured that no adverse consequences shall result from filing a grievance. A student who files a complaint will not be subjected to adverse action by any school officials as result of initiating complaint.

CURRENT FACULTY PERSONNEL

Faculty Name and Status	Academic Credential	Contact
Gladys Akame, BSN, RN (PT)	Bachelor of Science in Nursing Grand Canyon University	gakame@ultimatehealthschool.com
Sakpa Amara, DNP, RN (PT)	Doctor of Nursing Practice Johns Hopkins University	samara@ultimatehealthschool.com
Jatto Ayodola, MSN, BSN, RN (PT)	Bachelor of Science Howard University	ajatto@ultimatehealthschool.com
Mabel Brempong, FNP-BC, MSN, BSN, RN (FT)	Walden University Family Nurse Practitioner Master of Science in Nurse Educator Grand Canyon University Bachelor of Science in Nursing Trinity Washington University	mbrempong@ultimatehealthschool.com
Efua Crentsil, DNP, FNP-BC, BSN, RN (FT)	Georgetown University Doctor of Nursing Practice Family Nurse Practitioner Bachelor of Science in Nursing, Pennsylvania State University	ecrentsil22@ultimatehealthschool.com
Jamelia Georgestone	Bachelor of Science in Nursing University of Maryland Global Campus Associate of Science in Nursing Standard Health College Practical Nursing Radians College	jgeorgestone@ultimatehealthschool.com
Lydia Deyegbe BSN RN (PT)	Bachelor's of Nursing George Mason University	ldeyegbe@ultimatehealthschool.com
Walid Ibrahim, MSN, BSN, RN (FT)	Master of Science in Nursing Capella University Bachelor of Science in Nursing Capella University	wibrahim@ultimatehealthschool.com

	Associate of Science in Nursing Rasmussen University	
Sahr Marrah, BSN, RN (PT)	Bachelor of Science in Nursing University of Maryland, Baltimore	smarrah@ultimatehealthschool.com
Dr. Muskuda Deen , DNP, MSN, RN (PT)	Doctor of Nursing Practice Master of Nursing Bachelors of Nursing Walden University	mdeen@ultimatehealthschool.com
Michael Oladejo, MD (PT)	Doctor of Medicine University of Lagos, Nigeria Doctor of Business Administration South University	moladejo@ultimatehealthschool.com
Leslie Larty, MSN, BSN, RN (PT)	Master of Science in Nursing Bluefield College Bachelor of Science in Nursing Bluefield College	llartey@ultimatehealthschool.com
Dr. Fatema Hashemi, PHD, MS, BS	PhD Bioscience, George Mason University Master of Science Cellular Biology, Ferdowsi University Bachelor's of Science Biology, Azad Science University	fhashemi@ultimatehealthschool.com

STUDENT ACKNOWLEDGEMENT

ACKNOWLEDGEMENT AND RECEIPT OF THE SCHOOL CATALOG

I, _____,
have received, read, and reviewed the UHS Catalog / Student Handbook. I attended the orientation session and had an opportunity to have my questions about my education addressed and answered. I have been made aware of the UHS policies and procedures. I agree to abide by UHS policies and procedures while in attendance at UHS. I understand that infractions of UHS policies and procedures will result in disciplinary actions and/or in removal from the program. I also understand as specifically stated in this catalog and on UHS website, UHS is accredited by the Accrediting Bureau of Allied Health Education (ABHES).

Student Signature

UHS Representative Signature

Printed Name

UHS Representative Printed Name

Date: _____

Date: _____

Ultimate Health School
Catalog Addendum – Microcredential Programs
(ABHES Microcredential Pilot Program)

Ultimate Health School offers a limited number of non-credit microcredential courses designed to provide specialized professional development for licensed healthcare professionals. These microcredentials are short-term courses under 300 clock hours intended to enhance clinical knowledge and workforce skills.

Microcredentials do not lead to initial licensure, are not vocational entry programs, and are not eligible for Title IV federal financial aid.

Microcredential Addendum #1

Advanced Wound Management

Program Description

The Advanced Wound Management microcredential provides healthcare professionals with advanced knowledge and clinical competencies in the assessment, prevention, and treatment of complex wounds. The course explores evidence-based wound care practices including pressure injury staging, diabetic ulcer management, infection control, and the use of advanced wound care technologies and dressings.

Learners will develop the ability to assess wound etiology, implement appropriate treatment protocols, and collaborate effectively with interdisciplinary healthcare teams in acute care, long-term care, and community healthcare environments.

Educational Objectives

Upon completion of this microcredential, the learner will be able to:

1. Identify and classify common types of wounds including pressure injuries, diabetic ulcers, venous ulcers, and surgical wounds.
2. Perform comprehensive wound assessments including staging, measurement, and documentation of wound characteristics.
3. Apply evidence-based wound care treatments including debridement methods, advanced dressings, and infection prevention strategies.
4. Evaluate risk factors for impaired wound healing and implement prevention strategies for at-risk patient populations.
5. Collaborate with interdisciplinary healthcare teams to develop individualized wound care treatment plans.

Schedule of Instruction

Total Clock Hours: **60 Hours**

Program Length: **6 Weeks**

Delivery Method: **100% Distance Education**

Instruction includes both synchronous and asynchronous learning activities.

Typical weekly instructional components include:

- Online lectures and faculty-led discussions
- Case-based learning modules
- Virtual simulation activities
- Weekly quizzes and knowledge checks
- Clinical scenario analysis
- Final examination

Assessment Methods

Student learning is evaluated using the following methods:

- Weekly Quizzes
- Online Discussion Participation
- Simulation-Based Assessments
- Final Comprehensive Examination

Students must achieve a **minimum score of 80%** to successfully complete the microcredential.

Intended Audience

This microcredential is designed for healthcare professionals seeking advanced knowledge in wound management, including:

- Licensed Practical Nurses (LPNs)

- Registered Nurses (RNs)
- Nurse Practitioners
- Healthcare professionals working in long-term care, wound care clinics, home health, or acute care settings

Enrollment Criteria

Applicants must meet the following requirements:

- Hold a **current healthcare license** such as LPN or RN

OR

- Be employed in a healthcare setting providing direct patient care

Applicants may be required to provide documentation of licensure or employment verification.

Microcredential Addendum #2

Geriatric Care: The 4Ms of Age-Friendly Nursing

Program Description

The Geriatric Care: The 4Ms of Age-Friendly Nursing microcredential provides an intensive exploration of evidence-based geriatric care practices. The course is centered on the **Institute for Healthcare Improvement (IHI) 4Ms Framework**: What Matters, Medication, Mentation, and Mobility.

Learners explore clinical scenarios involving cognitive decline, polypharmacy, fall risk, and the social determinants of health affecting older adults. Virtual simulation activities allow learners to apply geriatric care principles to realistic patient situations. Micro Credential Syllabus - Ger...

Educational Objectives

Upon completion of this microcredential, the learner will be able to:

1. Identify and explain the four components of the IHI 4Ms Framework: What Matters, Medication, Mentation, and Mobility.
2. Recognize common signs of delirium, dementia, and depression in geriatric patients.
3. Identify high-risk medications for elderly patients using geriatric safety guidelines such as the Beers Criteria.
4. Apply fall prevention strategies and mobility interventions appropriate for aging populations.
5. Analyze social determinants of health that affect care outcomes for elderly patients.

Schedule of Instruction

Total Clock Hours: **60 Hours**

Program Length: **6 Weeks**

Delivery Method: **100% Distance Education**

Instruction includes synchronous online sessions and asynchronous learning activities.

Weekly instructional topics include:

Week 1 – The 4Ms Framework and Holistic Assessment

Week 2 – Mentation and Cognitive Disorders

Week 3 – Pharmacology and Medication Safety in Older Adults

Week 4 – Mobility, Falls, and Frailty Prevention

Week 5 – Managing Complex Comorbidities

Week 6 – End-of-Life Transitions and Family Communication

Approximately **30 hours** of the program include **virtual simulation exercises** where learners make real-time clinical decisions in simulated patient care environments.

Assessment Methods

Student performance is evaluated through:

- Weekly Quizzes
- Discussion Board Participation
- Simulation Assessments
- Final Comprehensive Examination

Students must earn a **minimum score of 80%** to successfully complete the microcredential.

Intended Audience

This microcredential is designed for healthcare professionals working with aging populations, including:

- Licensed Practical Nurses (LPNs)
- Registered Nurses (RNs)
- Social Workers
- Nurse Practitioners
- Healthcare professionals working in assisted living, long-term care, and home health settings

Enrollment Criteria

Applicants must meet the following requirements:

- Hold a **current LPN or RN license**

OR

- Possess a healthcare-related professional credential and work in a geriatric care setting
Documentation of licensure or employment may be required.

Microcredential Addendum #3 Palliative and End-of-Life Care

Program Description

The Palliative and End-of-Life Care microcredential focuses on the holistic management of patients experiencing serious or life-limiting illnesses. Instruction emphasizes advanced symptom management, psychosocial support, ethical decision-making, and communication with patients and families during end-of-life care.

The course introduces the **Total Pain model**, which integrates physical, emotional, spiritual, and social aspects of patient care. Learners develop skills necessary to support patients and families during complex healthcare decisions and the final stages of life.

Educational Objectives

Upon completion of this microcredential, the learner will be able to:

1. Define the Total Pain model and explain its application in palliative care settings.
2. Apply effective communication techniques such as active listening and the SPIKES protocol when discussing serious medical news.
3. Describe hospice regulations and end-of-life care requirements applicable in healthcare settings.
4. Develop individualized care plans that prioritize patient autonomy and end-of-life preferences.
5. Explain ethical considerations in end-of-life decision making.

Schedule of Instruction

Total Clock Hours: **60 Hours**

Program Length: **6 Weeks**

Delivery Method: **100% Distance Education**

Weekly instructional topics include:

Week 1 – Principles and Ethics of Palliative Care

Week 2 – Advanced Pain Management

Week 3 – Respiratory and Gastrointestinal Symptom Management

Week 4 – Communication of Serious Medical News

Week 5 – Cultural and Spiritual Considerations in End-of-Life Care

Week 6 – Recognizing and Managing the Final Stages of Life

The program includes **30 hours of simulation-based learning** using online clinical scenarios.

Assessment Methods

Students are evaluated through:

- Weekly Quizzes
- Online Discussions
- Simulation Assessments
- Final Examination

A **minimum grade of 80%** is required to complete the microcredential successfully.

Intended Audience

This microcredential is intended for healthcare professionals working with patients experiencing serious or life-limiting illness, including:

- Licensed Practical Nurses (LPNs)
- Registered Nurses (RNs)
- Hospice and Home Health professionals
- Long-term care clinicians

Enrollment Criteria

Applicants must meet the following requirements:

- Hold an **active LPN or RN license**
OR
- Be employed in a healthcare setting providing palliative, hospice, or long-term care services
Applicants may be required to submit proof of licensure or employer verification.

