

Destiny School of Nursing and Education LLC



Winter/Spring 2024 Catalog

January 23, 2024 – December 30, 2024 6

Administrative Office

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Classes are held at:

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675 Railroad Ave Pittsburg, CA 94565

3276 A Sonoma Blvd, Vallejo CA 94584

Hours of Operations, On-Campus Schedules

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HOURS OF OPERATION

APPROVAL & ACCREDITATION 7.13



Bureau for Private Postsecondary Education (BPPE)

DSNE is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is in compliance with the state standards as set forth in the California Private Postsecondary Education Act of 2009, section 94802 (a). **7**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, toll-free telephone number (888) 370-7589; (916) 574-8900 or fax (916) 263-1897. **13**



DSNE is approved to operate by CDHP.
The respective office address is:

Destiny School of Nursing and Education, LLC. does not have a pending petition in bankruptcy; is not operating as a debtor in possession; has not filed a petition within the preceding five years; and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.). **8**

Our institution is not accredited by an accrediting agency recognized by USDOE **22**

MANAGEMENT & STAFF 26

Directors

Genevieve Dace – MSN, FNP
Lanett Bush – BSN, RN

Faculty

Genevieve Dace – MSN, FNP, CNA Instructor, CNA Curriculum Developer, 20+ years in healthcare
Lanett Bush – BSN, RN, CNA Instructor, 20+ years in healthcare

Admissions Representative

Candyce Hilton
Ronda Simpson

ADMISSIONS POLICIES

Prior to enrollment students will be given a copy of this catalog either in writing or electronically. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. 9

General Admissions Policies 17

Destiny School of Nursing and Education is open to all students interested in starting a career in the medical field. It is required that all prospective students complete an interview with an admission representative. This allows the applicant the opportunity to ask specific questions relating to admission requirements, course length, course cost, curriculum and employment possibilities. Parents and spouses are encouraged to attend.

All prospective students shall be admitted regardless of race, creed, color, religion, national origin, sex, age, or sexual orientation as long as the student can meet the academic and physical standard.

To ensure the continuing success of our graduates, DSNE requires that the following be met prior to attending as a student. An applicant to the college must be at least 16 years of age or older, past the age of compulsory education Plus meet one of the following.

- a. High school graduate or GED. Evidence of High School diploma or GED must be on file prior to enrollment

OR

- b. Acceptable evidence of graduating from High School is a copy of the High School diploma, college transcript indicating date of graduation from High school or a letter from the High School registrar indicating date of High School graduation

OR

- c. Successfully pass the Combined English Language Skills Assessment Examination with a minimum raw score of 37 on Form 1 or a raw score of 34 on Form 2 equated to Ability to Benefit Testing with a minimum score of 97.

1. The candidate must complete an interview with a DSNE enrollment representative and Program Director.
2. Demonstration of basic English competency and basic English reading comprehension allowing the graduate to succeed in the training and in finding credible employment after graduation.
3. A display by the candidate that he or she has the motivation, career interest and determination to successfully complete the program they are enrolling in.
4. The candidate must demonstrate the time available to attend all scheduled classes as well as the competency to complete reading assignments and other projects.
5. Financial arrangements/plans are to be completed prior to signing enrollment agreement. 6.

Necessary enrollment documentation must be submitted to the office prior to or during enrollment.

All documents submitted to DSNE becomes the property of DSNE. DSNE has no obligation to provide student copies or photocopies of such.

Articulation Agreement

DSNE does not accept credits or credentials earned in another institution. The institution has not entered into an articulation or transfer agreement with any other college or university.

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GED Classes

DSNE does not offer General Education Development Certificate classes.

General Admissions Requirements

- Applicant be at least 16 years of age. If the applicant is under 18 years-old at time of enrollment, a parent or legal guardian must co-sign the enrollment agreement.
- Eligible US citizen or proof to work in the United States
- Completion of School application
- State issued picture ID or equivalent
- Ability to pass background clearance
- Up-to-date immunization record or blood titers

REQUIRED FOR CLINICALS

1. **TDAP:** Adult dose within the last 10 years.
2. **MMR:** Laboratory documentation of immunity titer or documentation of two doses of MMR vaccine. (Some clinical sites may require a titer)

3. **Hepatitis B:** Laboratory documentation of immunity or documentation of vaccine series, or signed declination (some clinical sites may require a titer)
4. **PPD/TB:** You must have 1 negative skin test within the last year. If your result is positive, a chest x ray report is required. Some facilities require a 2-step skin test. You may also provide proof of a negative QuantiFERON-TB Gold test.
5. **Varicella:** Laboratory documentation of immunity or documentation of two doses of Varicella vaccine. (Some externship/clinical sites may require a titer)
6. **Flu Vaccine** is required from September through March during externship/clinical for certain facilities.
7. **COVID 19:** Documentation of vaccine or a signed waiver. (Some facilities may NOT accept waivers)

Language Proficiency

All Programs/courses in DSNE are delivered in English Language only. If English is not the student's primary/first language, the student will receive a then explanation that the program of instruction they have selected is conducted in English only and that all materials are in English. Explain to the student that they will have to take a test to determine if they have sufficient English speaking, reading, and writing skills to succeed in their chosen field of study. Destiny will admit international students, no visa services and/or student status will be provided

English as A Second Language and English Competency

DSNE does not offer English as a second language classes. All courses are taught in English. Students must be able to read, speak, write and understand English. English abilities will be determined during the interview process.

DSNE English Language Proficiency Requirement

Students at DSNE must be able to read, write and speak English at a level necessary to actively pursue an academic program. Language proficiency documentation only applies if English is not your primary language. Therefore, unless English is the primary language of your country, you must provide official documentation of having met the DSNE English Language Proficiency Requirement.

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A) Students can fulfill this requirement by passing/having passed one of the following exams:

- Test of English as a Foreign Language (TOEFL) administered by an Educational Testing Service (ETS) in U.S. centers
- International English Language Testing System (IELTS)
- Cambridge English
- Ability to Benefit Tests (CELSA)

Test Name Minimum Score for DSNE

TOEFL (Internet Based) 45

TOEFL (Paper Based) 450

IELTS 5.0

Cambridge English Grade C

B) Students can also fulfill this requirement by providing official documentation of the following:

- Completion of College Level English Course with a grade of C or higher from an accredited educational institution.
- Minimum three years' attendance at an English-speaking secondary/high school or a four-year college or university. English must be the media of instruction in these educational institutions.
- Transcripts from a U.S. university/college may meet the DSNE English proficiency admission requirement. Please submit copy of your transcript for official evaluation.

ATTENDANCE POLICIES 31, 32

Regular and punctual attendance is essential to successfully complete an educational program. For all programs, students must be present in class at the time class begins to not be counted as tardy. All absences, including late arrivals and early departures, regardless of reason will be recorded in the student's permanent record. 100% completion of total program hours, and 100% of assigned clinical externship hours is required for all programs. Students in danger of being dismissed from a program due to excessive tardiness and absences will be given a written warning. If a student violates the policy and exceeds the maximum allowed absences, the student will be dismissed from the program and may counsel with their Admissions Representative for resubmission. The student has a right to obtain a refund (less the deposit or application fee not to exceed \$250 through attendance of the first day of class session or the seventh day after enrollment, whichever is later.

Dismissal Policy

Students may be dismissed from the program for violation of any of DSNE's policies including but not limited to academic dishonesty, inappropriate conduct by student or applicant, physical or verbal abuse or threat of abuse to students or staff, theft of property belonging to students or staff, sale or knowing possession of illegal drugs or narcotics, lewd or obscene behavior on DSNE's property, failure to follow safety rules or regulations of any kind, failure to follow other posted rules or any action that would grossly violate the purpose of Contra Costa Medical Career College.

Excused/Unexcused Absence

Students with three (3) unexcused absences shall constitute constructive notice of cancellation. The last day of attendance shall be considered for cancellation. Excused absences are due to extenuating and unforeseen circumstances. Students are to notify the Admissions office or email the instructor directly prior to the start of class if the student is going to be absent or tardy.

Tardy Policy

A student may be 1-9 minutes late three (3) times during the classroom portion of the course. Students must make up their tardy the same day after class or during instructor's approved day and time. Students who are more than ten (10) minutes late will be considered absent. Three (3) tardies equal one (1) absence.

Late Assignments & Make-up Policy

Students may make up missed assignments and exams for excused absences only. Make-up must be arranged with the instructor scheduled outside of lecture and clinical hours.

LEAVE OF ABSENCE POLICY 33

Due to the short length of the Certified Nursing Assistance program, the Leave of Absence policy is not granted. Students who need to withdraw for personal issues may do so and reapply to the course at a later date.

PAYMENT, CANCELLATION, WITHDRAWAL & REFUND POLICIES 25

Methods of Payment: Credit card, personal/business check, ATM/Debit card, money order, cashier's check, scholarships and cash. Registration fees are non-refundable.

Student's Right to Cancel

Cancellation shall occur when a student gives a written NOTICE OF CANCELLATION at the address of the school shown on the top of the front page of the ENROLLMENT AGREEMENT. Students can do this by mail, hand delivery, or email. The written NOTICE OF CANCELLATION, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid with date as reflected on post office stamp. The written NOTICE OF CANCELLATION need not take any particular form, and however expressed, it is effective if it shows that students no longer wish to be bound by students' ENROLLMENT AGREEMENT. Students will be given a 'NOTICE OF CANCELLATION' form when they enroll, but if a student chooses to cancel, the student can use any written notice that the student wishes. The notice of cancellation can also be downloaded on the school website.

Refund Policy 25, 28

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Students who have completed 60% or less of the total instructional days of a Program will be entitled to a prorated refund based upon the Total Tuition Cost, divided by the number of class days the student attended, or was scheduled to attend prior to withdrawal. Other fees subtracted from the refund are \$250.00 for enrollment fee.

If DSNE has collected money from a student for transmittal on the student's behalf to a third party for a bond, library/resource usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, DSNE shall refund the money to the student within 45 days of the student's withdrawal or cancellation. However, if DSNE has already submitted that money to a third party, the student will not receive a refund of that money.

DSNE shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Student Drop/ Cancellation Policy Students may be dropped by the school from a program for any of the following: unsatisfactory academic performance (below a "C") after given a probationary period; insufficient lesson responses, failure to complete program within the maximum timeframe allowed; medical excuse from physician; failure to adhere to Student Code of Conduct; failure to pay charges when due; breach of the school's ENROLLMENT AGREEMENT. Students may be readmitted to their program of study only upon approval of the Director.

Example of a Refund Calculation:

Nurse Assistant Training Program (NATP) = \$1,490.50 (30 instructional days). There will be no tuition refund if student withdraws after the 60% of the scheduled days.

Date of Determination for refunds are determined based on the date the student notifies the school of the student's cancellation or on the date of the student's withdrawal, whichever is later. All refunds are made within 45 days following the date upon which the student's cancellation/withdrawal has been determined.

Hypothetical Refund

160 Hours total hours

Withdrew after 16 hours of instruction

\$1,490.50 (total tuition cost) - \$250 (non-refundable application/ registration fee) =

\$1,240.50 \$1,240.50 remaining tuition/ 160 hours attempted = \$7.75 per hour

\$7.75 per hour x 16 hours attempted = \$124.05

\$1,240.50 Tuition paid - \$124.05 = \$1,116.45

Refund Amount: \$1,116.45

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

If you cancel, any payment you have made, and any negotiable instrument signed by you shall be returned within 45 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 5 business days of the date you signed a cancellation notice. If you do not return the equipment within this 5-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. All materials are supposed to be returned unused and sealed or in the condition they were received in. Failure to that, DSNE will deduct the value indicated on the enrollment agreement.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or mail to:

-at _____ (Name of Institution) (Address of institution)

NOT LATER THAN _____

I cancel the contract for the school.

(Date)

(Student's signature)

Course Description 20

60 Classroom hours; 100 Clinical hours; 6 instructional weeks

Credential Awarded: Certificate of Completion of Hours

Classes are limited to 20 students per rotation

The CNA program is a study of principles and procedures used by the nurse in long term care, home health and hospital settings. It is taught through lectures, discussions, role play, supervised laboratory activity and actual clinical experience. The course includes safety and emergency procedures including Basic Life Support (BLS) & CPR training. Also covered are patients' rights, interpersonal skills, observation & charting, and patient care procedures.

Standard Occupational Classification 39

31-1131

CNA Applicant Requirements : 21

- Be at least sixteen 16 years of age.
- Complete a [CNA training program approved by CDPH](#) and take the required [CNA test](#) to assess the applicant's skills and knowledge related to basic patient care services.
- Obtain a criminal record clearance.

You must complete and submit the following to CDPH:

- [An Initial Application \(CDPH 283B\) \(PDF\)](#), upon enrollment in the training program.
- A copy of the [Request for Live Scan Service \(BCIA 8016\) \(PDF\)](#) form. Please also download the [Request for Live Scan Service Sample \(BCIA 8016 Sample\) \(PDF\)](#), which will show you how to correctly complete the BCIA 8016 form.

Tuition of Fees 23

Application/Registration Fee	\$ 250.00 (non-refundable)
Tuition	\$ 1100.00 (refundable - based on refund schedule)
Lab/Insurance Fee	\$ 138.00 (refundable)
STRF Fee	\$ 0
Tuition Fee for Period of Instruction	\$ 1,490.50
<i>Out-of-Pocket Expenses (additional cost)</i>	
Live Scan	\$ 75.00
CPR/BLS	\$ 75.00
Books	\$ 49.00
Uniform	\$ 45.00 cost varies based on product type & distributor
White shoes (closed toe & heel)	\$ 50.00 cost varies based on product type & distributor
Watch with second hand	\$ 18.00 cost varies based on product type & distributor

CNA State Exam	\$ 100.00
Total Out-of-Pocket Expense	\$ 412.00 (additional cost not paid to the school)
Estimated Schedule of Total Charges for entire educational program \$ 1,904.50	

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PROGRAMS**Current Schedule of Charges 23**

Students must secure tuition costs or payment arrangements prior to the first day of class.

Requirements for Course Completion 20

To be eligible for graduation a student must complete all of the required courses with a minimum GPA of 2.0 and a minimum of 70% attendance. (If externship is a requirement for your program, all externship hours and original documentation must be submitted to the office.) Some courses will require 100% attendance per licensing body requirement. In addition, all financial obligations must be fulfilled prior to graduation. After completing all of the above requirements, the student will be awarded the appropriate certificate

CNA Class Schedule**Theory Days Hours**

Day: Monday – Friday 10:00 a.m. – 2:30 p.m.

Evening: Monday – Friday 5:00 p.m. – 9:30 p.m.

Clinical

Day/Evening Monday – Friday 7:00 a.m. – 3:30 p.m.

CNA Course Schedule

Module	Name of the Module	Theory Hours	Clinical Hours
Module I:	Introduction	2	
Module II:	Patients' Rights	3	1
Module III:	Interpersonal Skills	2	1
Module IV:	Prevention & Management of Catastrophe & Unusual Occurrences	1	1
Module V:	Body Mechanics	2	4
Module VI:	Medical and Surgical Asepsis; Infection Control	2	8
Module VII:	Weights and Measures	1	1
Module VIII:	Patient Care Skills	14	40
Module IX:	Patient Care Procedures	7	20
Module X:	Vital Signs	3	6
Module XI:	Nutrition	2	6
Module XII:	Emergency Procedures	2	1
Module XIII:	Long – Term Care Patient	5	4
Module XIV:	Rehabilitative Nursing	2	4
Module XV:	Observation and Charting	4	4
Module XVI:	Death and Dying	2	
Module XVII:	Abuse	6	
	Total hours	60	100

TOTAL REQUIRED CLOCK HOURS 160

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PROGRAMS

CNA Course Descriptions 20

Module I: Introduction

The purpose of this unit is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the Nurse Assistant, including requirements for Nurse Assistant certification, professionalism, ethics, and confidentiality.

Module II: Patient's Rights

This unit will introduce the Nurse Assistant to patient/resident rights. The fundamental principle behind resident rights is that each resident is a member of a family and of society as a whole. They must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.

Module III Communication / Interpersonal Skills

The purpose of this unit is to introduce concepts and skills required for the Nurse Assistant to communicate effectively and interact appropriately with patients/residents, patients'/residents' families and guests, and other members of the health care team.

Module IV: Prevention & Management of Catastrophe & Unusual Occurrences

This unit introduces the student to the concepts and procedures related to the patient's/resident's safety including environmental emergency issues. The Nurse Assistant's role in creating a safe environment for the patient/resident is discussed.

Module V: Body Mechanics

The purpose of the unit is to provide students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting patients/residents and will implement these principles when providing patient/resident care.

Module VI: Medical and Surgical Asepsis: Infection Control

The purpose of this unit is to present information about asepsis and the control of infection. Procedures and precautions to protect patient/patients/residents, health care workers and others from infection are presented, including standard precautions, transmission-based precautions and biohazardous waste management

Module VII: Weight and Measures

The purpose of this unit is to introduce a measuring system for weight, length, and volume used by nursing assistant in the clinical setting.

Module VIII: Patient Care Skills

The purpose of this unit is to teach the students skills needed to support and/or assist the patient/resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The Nurse Assistant should assist with or perform personal care only when

patients/residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the patient/resident.

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PROGRAMS

Module IX: Patient Care Procedures

The purpose of this unit is to provide learning experiences that will prepare the Nurse Assistant to safely carry out procedures that support the patient/resident in meeting physical care needs that cannot be performed independently.

Module X: Vital Signs

The purpose of this unit is to prepare students to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

Module XI: Nutrition

The purpose of this unit is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a patient/resident to meet nutrition and hydration needs.

Module XII: Emergency Procedures

The purpose of this unit is to introduce the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the Nurse Assistant in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

Module XIII: Long Term Care Patient

Statement of Purpose: The purpose of this unit is to introduce the student to the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.

Module XIV: Rehabilitative Nursing

The purpose of this unit is to introduce the Nurse Assistant to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The Nurse Assistant assists the patient/resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures

Module XV: Observation and Charting

The purpose of this unit is to prepare students to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations

Module XVI: Death and Dying

The Nurse Assistant is introduced to the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological,

and spiritual needs of the patient/resident during this period to understand coping mechanisms and provide support to the patient/resident and family members.

Module XVII: Abuse

The purpose of this unit is to introduce the Nurse Assistant to patient/resident abuse. The module will focus on the nurse assistant role in preventing, recognizing, and reporting instances of patient/resident abuse.

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NOTICE OF TRANSFERABILITY CREDITS & CREDENTIALS EARNED AT OUR INSTITUTION 15

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

ACADEMIC POLICIES 30

Satisfactory Academic Progress (SAP)

Every student must maintain satisfactory academic progress to remain enrolled at the college. Each student is evaluated for compliance with the Satisfactory Academic Progress (SAP) standard at the end of every course or module. SAP standards are the same for every student at the College, regardless of the payment method. Qualitative Measure (GPA).

A student must maintain a weighted cumulative GPA of at least 2.0 for all required courses/modules in their program of study. The GPA will be based on evaluations from written examinations, assignments and projects. Additionally, a student may not earn an overall grade lower than a C in any required course.

Quantitative Measure (Pace)

A student must complete his program of study within attempting 150% of the

Grading System (Qualitative Assessment)

Grade	Number Grade	Definition	Quality Points
A	90-100%	Excellent	4.0
B	80-89%	Good	3.0
C	70-79%	Satisfactory	2.0
F	0-69%	Non-Satisfactory	0.0
P	Pass	Course assigned as pass or fail evaluation	Not calculated

F	Fail	Course assigned as pass or fail evaluation	Not calculated
I	Incomplete	Incomplete	Not calculated
W	Withdrawal	Withdrawal	Not calculated

Calculation of Grade Point Average.

A student's Grade Point Average (GPA) calculation method:

1. Multiple credits for each course by grade points associated with the grade earned
2. Totaling the grade points earned for all courses.
3. Divide total grade points earned by the total number of quality credit 4. The College uses a 4.0 scale in assigning grade points.

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Incomplete Grades (I)

At the end of a module or course, student's failure to complete the required class work, clinical hours, assignments and/or tests will result in an incomplete grade. A student with an Incomplete work will not earn a final grade. For a student to remove an incomplete from their record, the student must decide with the Program Director to repeat an examination or training module. At successful completion of the module the incomplete will be replaced with the grade earned. If the module or course for which the "I" grade was given is a prerequisite, the student will be dropped from the subsequent module or course.

Withdrawal grades (W)

Grades are awarded at the end of each module and so are Withdrawal Grades. A student who withdraws after attending any portion of a module will receive a grade of "W" on their transcript. Withdrawal credits are counted as attempted, but not earned and will be included in the calculation of the final grade and recorded in the student files.

Repeated & Remedial Modules or Courses

Students who earns a grade lower than "C" in any course or module is considered to have failed that course or module and is required to repeat it. The grade received during the repeat is used to calculate the cumulative GPA. If repeating the course or module is required, the length of the program must not exceed 150% of the projected program length. A student may repeat a failed course or module only once. The ability to repeat a course or module is on a "seat availability" basis.

Clinical Evaluation

Evaluated as Pass or fail following CDPH approved guidelines.

Academic & Conduct Dismissal

Dismissal is defined as the condition wherein the student is formally expelled from DSNE pertaining to the student's academic performance or any other unacceptable behaviors relating, but not limited to, the Student Conduct Code. The procedure is as follows:

DSNE will inform the student of his/her being on Probation for a specified period:

1. If, at the end of the probationary period, the student has shown no improvement or progress, the school may proceed to expulsion process.
2. At the end of the first or any additional probationary periods of time, a thorough academic and/or behavioral evaluation will take place. If the conclusions from the evaluation determine that substandard academic/behavior performance continues, the student will be separated from DSNE.

3. At the time of dismissal, the student will be notified through writing of the student's status.
4. Academic Probation

A student will face a 7-day Academic Probation from the following:

1. Attendance below 80%
2. Accumulative GPA below 2.0
3. Three consecutive unexcused absences
4. Failure to comply with school/program policies.

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Removal of Academic Probation

A student will have the Academic Probation removed for the following:

Attendance for a 10-day period meeting the required 80% attendance. Maintaining an equal or greater than 2.0 GPA for a 7-day period

Showing overall academic and behavioral improvement Approval from Program Director and faculty A student wishing to re-enter after termination must petition to the Program Director for re-admittance and must demonstrate that the conditions leading to termination have been resolved.

Transfer Grades and Proficiency Credit

DSNE does not accept transfer credits or give proficiency credits.

Program Completion Time Frame

The maximum time frame to complete a program will not exceed 150% of the normal program length, in which the educational objective must be successfully completed (e.g. months, weeks, terms or modules to be completed). Students who fail to fulfil this requirement will be obligated to repeat the entire program with more financial obligations to cover for the repeated portion of the program. The minimum requirement for each of these categories must be met for a student to receive a Satisfactory Progress Report.

Student Appeal Process

DSNE Students have a right to appeal actions, policies decisions enforced by the institution. In most cases, a complaint can be resolved at the College level.

Grades and Attendance Appeal:

1. Student disputing a grade is required to communicate with the instructor within not more than 10 business days of the last scheduled class day.
2. The student must provide evidence substantiating the request.
3. The instructor will review, and communicate the decision within 10 business days after receiving the appeal
4. If not resolved, the student may appeal the instructor's decision in a written form to the Program Director within 10 business days of the instructor's decision.
5. The Program Director will review, meet with the instructor/student and decide and communicate the decision To the student within 10 business days.
6. The decision of the Program Director will be final

Appeal on Policies and Decisions

1. Student with the concern should appeal in writing within 10 business days of the decision and submit documentation to the College Administrator with evidence substantiating the appeal.
2. The College Administrator will review, decide, and communicate the decision within 10 business days after receiving the appeal.
3. If not resolved, the student may appeal the College Administrator's decision in a written form to the College President within 10 business days of the College Director's decision.
4. The College President will review, meet with the College Administrator or/student and decide, and communicate decision to the student within 10 business days.
5. The decision of the College President is final

STUDENT TUITION RECOVERY FUND 24

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number." Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

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LOANS 28

If a student obtains a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of the refund.

If a student defaults on a federal or state loan, one or both the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan
2. The student may not be eligible for any federal student financial aid at another institution or other government financial assistance until the loan is repaid

STUDENT COMPLAINT & GRIEVANCE POLICY 34

It is the policy of this institution to handle grievances in the following manner:

1. Fill out a grievance form and list all grievances. Forms can be obtained online or in-person in the Admissions Office. A student may file a complaint to any instructor, administrator, admissions personnel, or counselor. The staff member receiving the complaint must forward it immediately to the school's Director.
2. Hand deliver or mail all forms to:
ATTN: School Director

Destiny School of Nursing & Education LLC
9670 Empire Rd.
Oakland, CA 94603

3. The director will evaluate the grievance and set up an appointment with the person within five (5) working days from the receipt of the form. If the grievance is an emergency, it will be addressed within twenty-four (24) hours.
4. All complaint documentation, including any course of action and complaint resolution is maintained by the Director and filed securely in the back of the student's file records.
5. If the student feels that the school failed to sufficiently resolve the complaint, the student may notify the Bureau for Private Postsecondary Education (BPPE).

BPPE Complaint Procedure 14

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free telephone number (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internal website www.bppe.ca.gov

RETENTION OF RECORDS 38

State law requires DSNE to maintain complete and accurate records at its place of business for a period of no less than five (5) years. Transcripts are permanently retained and student records are protected from unauthorized access. Requests for release of information by the student or from outside agencies must be made in writing to ensure that only authorized individuals have access to information requested.

Catalog Notice about Office of Student Assistance and Relief. Pursuant to CEC section 94909(a)(3)(D), institution catalogs must include the following notice: "The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, or by visiting osar.bppe.ca.gov."

STUDENT SERVICES 35

Library 12

DSNE has signed a contract with a virtual 24-hour online Library, LIRN. DSNE has also contracted with a professional librarian to assist Faculty and students on use of library resources.

DSNE Library Use Policy

1. You must be a DSNE current student or employee to use these Library Resources.
2. You cannot share the username or password with anybody else.

3. You may access the online Library on any computer/ smartphone or come the DSNE campus.: **Oakland Campus:**

9670 Empire Rd., Oakland, CA 94603

Wednesday 10 am – 2 pm

Person of Contact: Candyce Hilton 707-774-3825

4. You cannot print or distribute the information without consent. Remember the California Copy Right Laws.

Additional materials available for check out include Textbooks, Study Guides, and Gait belts, and Anti-Embollic Stockings. (5, CCR §71810(b) (12))

Tutoring

Tutoring is defined as a time of clarification. Students will be required to submit their questions requiring clarification to the instructor no less than 24 hours before the scheduled tutoring time. Instructors will post their schedule for tutoring times outside of their office.

Housing 37

Destiny School of Nursing and Education does not have dormitory facilities under its control. The school does not offer nor assist in locating or securing housing assistance. Two bedroom housing range from \$2,300 - \$2,900 per month. [Housing options in the 94603 area](#)

Placement Assistance 36

DSNE does not guarantee employment. We are, however, dedicated to assisting each student in seeking and securing employment. DSNE offers employment placement assistance by providing the following: Current job board, screening for prospective employers, resume creation and review, interview prep, posting of community workshops, monitoring and advising graduates of new job postings. Graduates should be aware that each employer has the right to set the required qualifications for their job openings. Many employers require the following to be considered for employment:

- Proof of current immunizations
- Live Scan clearance
- Ability to pass a drug screen
- Ability to communicate in English, both written and orally

Test - Students with Disabilities

Students with a disability and/or special needs are required to notify the instructor before the test date and will be required to provide medical documentation of educational and/or special needs. The school will make reasonable arrangements to accommodate the student.

Transportation

DSNE employees, including instructors, do not provide students with transportation. DNSE does not make arrangements regarding student's transportation. However, there is public transportation which could be used by students to commute to the campus.

Student Advisement

DSNE does provide academic advisement if deemed necessary. DSNE does not provide other personal counseling. In those cases where students may require services not provided by DSNE, the student will be referred to general local services in their area. Students are encouraged to maintain their own healthcare insurance.

MISCELLANEOUS POLICIES

Financial Aid 27

DSNE does not participate in Federal or State Financial Aid programs at this time.

Distance Education 40

Destiny's School of Nursing and Education LLC does not currently offer distance education.

Experiential Learning

DSNE does not award credit for prior experiential learning.

EQUIPMENT LIST

1. Fully functioning hospital bed
2. Privacy curtain
3. Call light
4. Flat and fitted bed sheets
5. Mattress pads
6. Pillowcases
7. Bedspread
8. Towels
9. Washcloths
10. Thermometers: oral, rectal and tympanic
11. Hygiene supplies: briefs, pads, wash basins, rinse free wash, emesis basins, toothbrushes, towelettes, dentures, razors, shaving cream, emery boards, orange sticks, combs and hand lotion
12. Washing equipment: sink, soap and paper towels
13. Infection control disposable gloves, gowns, masks, alcohol wipes and alcohol base hand sanitizer
14. Clothes for dressing: slacks, shirts, socks, underwear, non-skid slippers and hospital gowns
15. Elimination equipment: standard and fracture pans, urinal, graduate cylinder for measuring output, specimen cups, drainage devices, catheter bags, ostomy bags, closure dietary needs cups, glasses (clear, sizes 120 ml & 240 ml)
16. Clothing protectors: diet cards, dishes, silverware,
17. Food items: single serving pudding; apple sauce, etc.
18. Charting forms for documentation of care
19. Vital signs: Input and Output forms, blood pressure cuffs and stethoscope
20. Anatomically correct male/female perineal models, mannequin
21. FWW, CANE, wheelchair

Holidays

DSNE is closed on the following holidays:

School Holidays	2023
Martin Luther King Jr. Day	1/16/2023
Presidents' Day	2/20/2023
Memorial Day	5/29/2023
Juneteenth	6/19/2023
Independence Day	7/4/2023
Labor Day	9/4/2023
Veteran's Day	11/10/2023
Thanksgiving Break	11/23/2023
Winter Break	