



BLUE
HORIZON
SCHOOL OF NURSING

STUDENT HANDBOOK

2024 – 2025

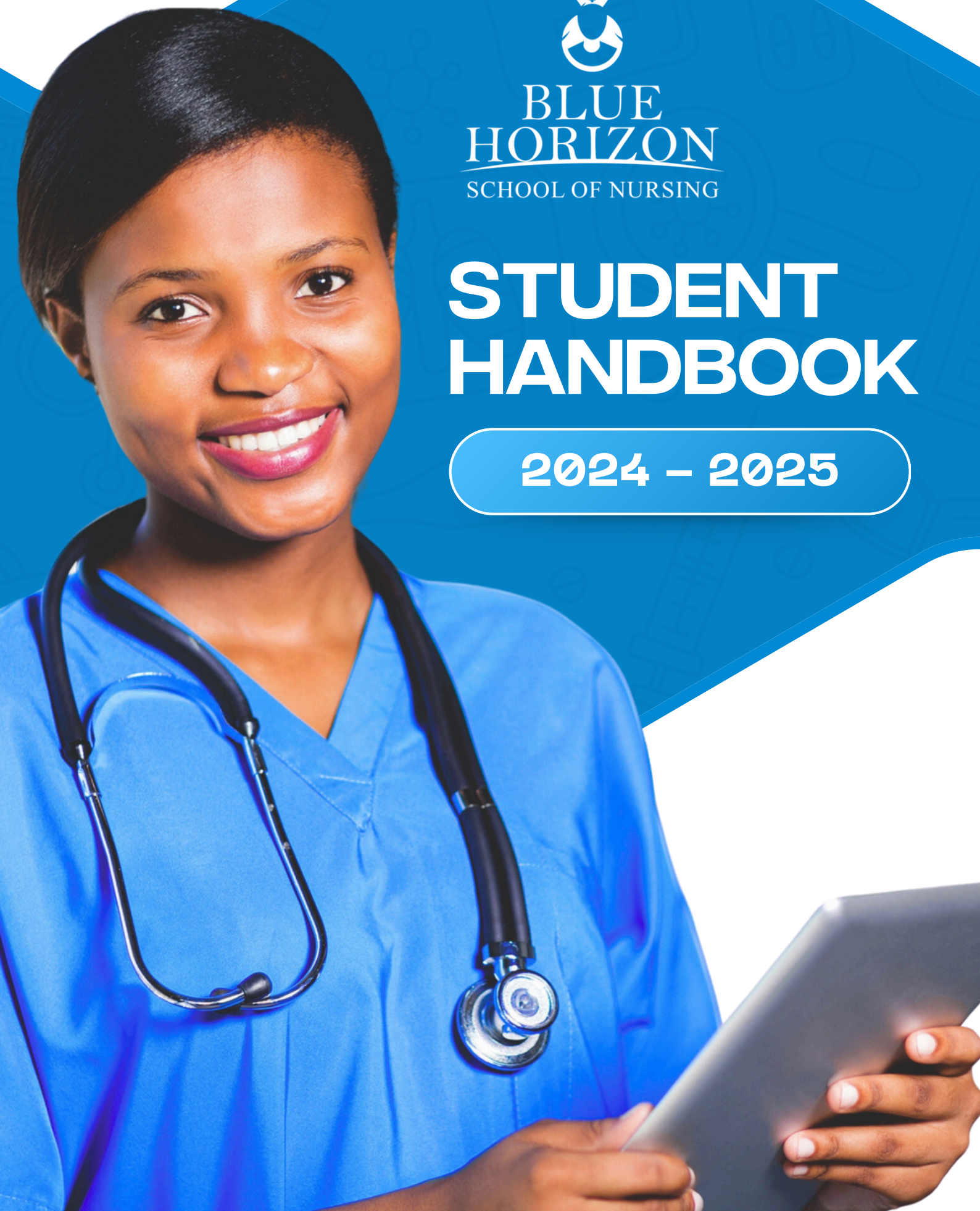


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GLOSSARY OF TERMS

Dosage Calculation Competency

Dosage calculation competency is the ability to accurately compute and administer medication dosages based on prescribed amounts, patient weight, age, and specific clinical needs. This skill is critical for nursing students and professionals to ensure the safe administration of medications and to prevent medication errors.

Purpose:

- To ensure proper medication administration based on accurate calculations.
- To maintain patient safety by preventing dosage errors, which could lead to adverse effects.
- To develop proficiency in interpreting medical orders and adjusting them as needed for individual patient requirements.

Key Elements:

- Knowledge of measurement units (e.g., milligrams, milliliters, micrograms).
- Ability to convert units and calculate proper dosages.
- Application of formulas for determining correct medication amounts based on body weight, age, or other specific patient factors.
- Practical application in clinical settings under supervision.

Student Code of Conduct

A set of guidelines and expectations for student behavior at the Blue Horizon School of Nursing, which governs both in-class and out-of-class conduct. It aims to foster a positive and respectful learning environment.

Academic Integrity

The commitment to honesty and ethical standards in academic work. This includes avoiding cheating, plagiarism, or falsifying academic work. Violating academic integrity may lead to disciplinary actions.

Clinical Placements

Practical, hands-on learning experiences where nursing students are placed in healthcare settings (such as hospitals or clinics) to apply their skills in real-world situations under supervision.

Compliance with Policies

Adhering to the institution's rules and guidelines, including policies related to attendance, behavior, clinical practices, and use of the school's facilities. Non-compliance may result in disciplinary action.

Grievance Procedures

A process for students to file complaints or concerns about issues that affect them, including conflicts with faculty or peers. The procedure includes informal and formal steps to resolve disputes.

Mediation

A process through which an impartial third party helps students and individuals involved in a conflict reach a mutually agreeable resolution. This is often used when informal discussions fail.

Formal Grievance

A structured process where a student submits a written complaint to the grievance committee or officer, which is then investigated and resolved based on documented evidence and testimony.

Grievance Officer/Committee

A designated person or group responsible for reviewing formal complaints and conducting investigations into the issues raised by students. They determine the course of action to resolve the grievance.

Appeal

The process by which a student can challenge a grievance resolution if they are unsatisfied with the outcome. An appeal is submitted to the Board of Directors for further review and final determination.

Written Complaint

A formal written account of a student's grievance, including the issue at hand, the involved parties, and any supporting evidence. This is the first step in filing a formal grievance.

Disability Accommodations

Adjustments made to support students with documented disabilities, allowing them equal access to educational opportunities. These accommodations might include changes to classroom settings, exam formats, or provision of specialized equipment.

Documentation of Disability

Official records or reports from medical or psychological professionals that confirm the presence of a disability and specify any accommodations that might be required for the student to succeed in their studies.

Health and Safety Policy

A set of rules and guidelines to ensure the health and safety of all students. It includes general safety practices, clinical safety protocols, and emergency procedures to maintain a secure learning and working environment.

Clinical Safety Protocols

Specific procedures and standards in clinical settings to ensure students' safety, including infection control, the proper use of personal protective equipment (PPE), and adherence to health regulations.

Emergency Procedures

Plans and guidelines that outline how to respond to emergencies, such as fire evacuations, medical incidents, or hazardous material exposure. Students must be familiar with these procedures to ensure their safety in an emergency.

WELCOME MESSAGE

Dear Students, On behalf of the faculty and staff at the Blue Horizon School of Nursing, I would like to extend a warm welcome to each of you! We are thrilled to have you as part of our community. As you begin this exciting journey, you are taking the first steps toward becoming skilled, compassionate healthcare professionals who will play a critical role in shaping the future of patient care.

The path you are about to embark on is both challenging and deeply rewarding. Nursing is more than just a profession; it is a calling. It is about making a meaningful impact on individuals' lives, advocating for their well-being, and continuously learning and growing to meet the needs of those in your care. Here at Blue Horizon School of Nursing, we are committed to helping you succeed in every aspect of your education and future career.

We strive to provide you with the best educational foundation possible. With the support of a dedicated team of faculty and staff, you will gain the knowledge, skills, and critical thinking abilities that are essential to becoming an effective and compassionate nurse. We are here to guide and encourage you, both academically and personally, as you navigate the demands of nursing school.

This Student handbook has been designed to serve as a comprehensive resource for your time here with us. It includes vital information about the policies, programs, and services that will support your journey. I encourage you to take the time to familiarize yourself with it, as it will help you navigate your academic experience and make the most of the opportunities available to you.

You are now part of a vibrant and dynamic nursing community, and we are excited to see the incredible contributions you will make. Remember, the challenges you face today will shape you into the confident, competent nurse of tomorrow. We are here to support you every step of the way.

Once again, welcome to Blue Horizon School of Nursing! We look forward to working with you as you prepare to make a profound difference in the world of healthcare.

Warm regards,

A handwritten signature in black ink that reads "Joseph". The signature is stylized and appears to be written on a light-colored surface.

Ms. Ambika Joseph RN BSN MPH
Chair & Director, Blue Horizon School of Nursing

PURPOSE STATEMENT

The purpose of this Student Handbook is to provide a comprehensive guide to support your educational journey at the Blue Horizon School of Nursing. This handbook serves as an essential resource, outlining important policies, procedures, and services that will help you succeed academically, professionally, and personally throughout your time here. It is designed to foster an understanding of our school's expectations, resources available to you, and the key principles that guide our nursing education program.

By adhering to the guidelines set forth in this handbook, you will be better equipped to navigate your academic responsibilities, engage with faculty and peers, and contribute to the dynamic learning environment that defines our community. Ultimately, this Handbook is intended to empower you to make the most of your time at the Blue Horizon School of Nursing, preparing you to become a skilled, compassionate, and knowledgeable nurse capable of leading in the evolving healthcare landscape.



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ABOUT BLUE HORIZON SCHOOL OF NURSING

History

Our Nursing School was established in August 2024 with the mission of providing high-quality, transformative education to aspiring nurses. As a newly established institution, we are focused on building a strong foundation in nursing education and creating a learning environment that fosters academic excellence and professional growth. Since our inception, we have diligently developed a comprehensive curriculum and have begun forging meaningful partnerships with healthcare organizations to enhance clinical training opportunities for our students.

Though our history is just beginning, we are proud of the progress we have made in offering an innovative, supportive learning environment. Our dedicated faculty and staff are committed to equipping students with the knowledge, skills, and compassion necessary to excel in the healthcare field and make a meaningful impact on patient care, both locally and globally.

As we continue to grow, we look forward to the future and the contributions our students will make to the nursing profession and the communities they serve.

Mission Statement

Our mission is to advance health equity and social justice by preparing nurse leaders who are dedicated to improving health outcomes. We strive for excellence in education, clinical practice, and nursing science, equipping our students with the skills and knowledge needed to make a meaningful impact on healthcare and communities. Together, we will shape the future of nursing, ensuring that the next generation of nurses leads change and improves global health outcomes.



Goals

- **Prepare Highly Educated and Competent Nurses:** We aim to ensure that our graduates are well-equipped with the necessary skills and knowledge to excel in the workforce and provide high-quality patient care.
- **Contribute to Nursing and Healthcare Knowledge:** Our institution is committed to advancing the nursing profession by contributing to and disseminating scholarly evidence that enhances healthcare practices and policies.
- **Foster Excellence in Teaching and Service:** We strive for excellence in our educational approach, providing outstanding teaching while also serving the nursing profession and broader communities with dedication and care.

Vision Statement

Our vision is to empower nurses to become catalysts for positive change in healthcare. We aim to build a diverse, compassionate workforce committed to advancing health equity and transforming healthcare systems to better serve individuals, families, and communities worldwide.

Core Values

- **Excellence:** We are dedicated to upholding the highest standards in education, clinical practice, and research, ensuring that we continually strive for greatness in all that we do.
- **Integrity:** We emphasize ethical principles and professional conduct, fostering an environment of trust and accountability in all actions and decisions.
- **Collaboration:** We value teamwork, recognizing the strength that comes from diverse perspectives and working together to achieve shared goals in healthcare and education.
- **Respect:** We honor the dignity, beliefs, and contributions of every individual, creating an inclusive and supportive environment for all students and staff.
- **Innovation:** We encourage creativity and forward-thinking approaches to address healthcare challenges and advance nursing practices for improved patient care.
- **Diversity and Inclusiveness:** We embrace and celebrate differences, ensuring an equitable and inclusive environment that promotes respect, understanding, and opportunity for all.

Faculty and Staff

Our faculty consists of experienced and dedicated professionals, including Registered Nurses (RNs) and Nurse Educators who are committed to providing high-quality education. In addition, our team includes social sciences educators who contribute to the holistic development of our nursing students by integrating essential concepts in social sciences into nursing practice. Each faculty member brings a wealth of knowledge and real-world experience to the classroom, ensuring that our students receive both academic rigor and practical insights to excel in their nursing careers.

The Administrative staff plays a crucial role in supporting the day-to-day operations of the Nursing School. They are here to assist students with a variety of needs, including scheduling, academic advising, and other student services. The staff is committed to ensuring that students have a smooth and positive experience throughout their time at the school, helping to create an environment where students can focus on their education and professional development.

BOARD OF DIRECTORS

Governing Body

The institution will establish a duly authorized Governing Body, responsible for overseeing the institution's strategic direction, policies, and overall governance. The governing body will ensure the institution remains committed to its mission while meeting all regulatory and legal requirements.

Composition of the Governing Body:

The Blue Horizon School of Nursing is governed by a distinguished and diverse board of members, each bringing their unique expertise and perspectives to guide the institution's mission and strategic direction.

The governance structure ensures that the institution operates efficiently, maintains high educational standards, and remains committed to its goal of providing exceptional nursing education.

The Board consists of seven members, including:

- 1 Chair
- 1 Vice-Chair
- 1 Secretary
- 4 Trustees

The board is made up of highly qualified individuals from diverse professional backgrounds, such as healthcare, academia, business, finance, and project management. Their combined expertise ensures that both operational and academic decisions are made with insight and foresight.

Meetings and Responsibilities:

- The governing body will meet regularly to review the institution's performance, including strategic goals, financial performance, and regulatory compliance.

Organizational Leadership

The institutional leadership structure is designed to foster efficient operations, academic excellence, and student success.

The organizational structure at Blue Horizon School of Nursing is designed to ensure operational efficiency, foster academic excellence, and promote student success. It comprises the following key leadership positions:

- 1. Director
- 2. Chief Financial Officer (CFO)
- 3. Faculty
- 4. Clinical Coordinator
- 5. Student Representative
- 6. Registrar

The Director is responsible for managing the team and overseeing day-to-day operations and activities of the institution. This role ensures that all operational functions run smoothly and that the academic and administrative needs of the school are met.

Reporting Lines and Communication

Clear and transparent reporting lines are essential to maintaining smooth operations and effective communication across the institution

- **Governing Body to Director/ Chair :** The governing body will have oversight of the Director, providing strategic guidance and support.
- **Director to Faculty Members and Clinical Nurse:** The Director will report directly to the governing body and will oversee faculty members and clinical nurses to ensure proper execution of academic and clinical duties.
- **Faculty Members to Director:** Faculty members will report to the Director, keeping them informed about academic progress, curriculum development, and student outcomes.
- **Student Representatives to Director:** Student representatives will regularly communicate with the Director and faculty to address student concerns and ensure that their needs are met.

Academic and Admission Office

The Academic and Admission Office will play a crucial role in managing student recruitment, admissions, and academic services.

Responsibilities:

- **Admissions:** The office will be responsible for processing applications, maintaining admissions records, and supporting prospective students through the application process.
- **Academic Services:** The office will support the delivery of academic programs, ensuring that students are registered for courses, have access to academic resources, and are guided in their academic journeys.

Communication between the Academic Office and Faculty will be seamless to ensure that student needs are addressed promptly, academic records are maintained, and students receive the support necessary for their success.

Academic and Administrative offices

Location: Archibald Ave St George

Telephone: +1 473 537 6365/537 6362

Opening hours: 8am – 4pm Monday – Friday

Websites: www.bluehorizonschoolofnursing.gd

Email: info@bluehorizonschoolofnursing.gd

Advisory Committees

- **Student Advisory Committee:** This committee advises on student-related policies and services, ensuring the needs of students are met in terms of academic support, counseling, extracurricular activities, and overall well-being. The committee also reviews student complaints and concerns, making recommendations for improvements where necessary.
- **Academic Advisory Committee:** This committee will work with faculty and administration to ensure that the nursing curriculum is up-to-date and aligns with current healthcare trends and standards. It evaluates the effectiveness of academic programs, reviews course content, and suggests modifications to enhance educational outcomes for nursing students.

Licensing and Accreditation

Licensing

The Blue Horizon School of Nursing prepares students for licensure as Registered Nurses (RN). Upon successful completion of the nursing program, graduates will be eligible to sit for the *Regional Council Examination for licensure*. The nursing school ensures that students meet all academic and clinical requirements necessary for eligibility to take the licensure examination. It is the responsibility of students to adhere to all licensing requirements and remain informed about state-specific licensure procedures.

Accreditation and Certification Status

The Blue Horizon School of Nursing, as a newly established institution, is currently in the process of seeking institutional registration for accreditation through the Grenada Accreditation Board, as well as certification from the Grenada Nursing and Midwifery Council.

Our goal is to meet and uphold rigorous academic and professional standards, and we are actively working toward full compliance with all regulatory requirements. This process is well underway, and we are committed to ensuring that our programs reflect the highest levels of quality and integrity in nursing education

3.0

STUDENTS' EXPECTATION AND RESPONSIBILITIES

Student Code of Conduct

All students at Blue Horizon School of Nursing are expected to adhere to the highest standards of behavior and professionalism. The Student Code of Conduct outlines the rules and expectations for student conduct, both in and outside of the classroom, to promote a positive learning environment.

Student Code of Conduct include:

- **Respect for Others:** Students must treat all members of the nursing school community (faculty, staff, and peers) with dignity and respect. Discrimination, harassment, bullying, or any form of disrespectful behavior will not be tolerated.
- **Academic Integrity:** Students must maintain the highest standards of academic honesty. Cheating, plagiarism, or falsifying academic work is prohibited and will result in disciplinary action.
- **Compliance with Policies:** Students must adhere to all institutional policies, including those related to attendance, clinical placements, use of facilities, and student conduct and during clinical rotations.
- **Use of School Resources:** Students must use school materials, and equipment, responsibly and for academic purposes only.
- **Respect for Diversity:** Students should foster an inclusive environment where all individuals feel valued and respected, regardless of background, culture, or identity.

Professionalism

As future healthcare professionals, students are expected to demonstrate professionalism both inside and outside the classroom. Professionalism is a key part of the nursing school experience, and students are expected to:

- **Maintain Ethical Behavior:** Nursing students must act in accordance with ethical principles and professional standards set forth by the nursing profession, including maintaining patient confidentiality and respecting patient autonomy.
- **Effective Communication:** Students should communicate effectively with patients, faculty, peers, and healthcare teams. This includes both verbal and non-verbal communication and an openness to feedback and collaboration.

- **Accountability:** Students are expected to take responsibility for their actions, including their academic performance, clinical conduct, and interactions with others. Accountability is vital for the trust placed in healthcare professionals.
- **Punctuality and Reliability:** Students are expected to be punctual for classes, clinical placements, and other professional activities. Reliability in fulfilling commitments is a key component of professionalism.
- **Appearance and Dress Code:** Students must follow the established dress code for clinical placements, including proper attire and grooming standards that reflect the professionalism expected in healthcare settings

Failure to uphold the standards of professionalism may result in corrective actions, including counseling, probation, or removal from the nursing program

Grievance Procedures students' complaints.

Step 1: Informal Resolution

- **Discussion:** Students are encouraged to first address the issue informally by discussing the concern directly with the individual involved (e.g., instructor, student).
- **Mediation:** If the issue cannot be resolved through direct conversation, students may request mediation through the Director or a designated representative to help facilitate an amicable resolution.

Step 2: Formal Grievance

If informal resolution is not successful, students may file a formal grievance. The formal grievance procedure includes the following steps:

- **Written Complaint:** The student must submit a written grievance to the grievance committee or the designated grievance officer within 2 days of the occurrence of the issue. The written complaint should clearly describe the problem, the parties involved, and any evidence supporting the student's claim.
- **Investigation:** Upon receipt of the formal grievance, the officer will investigate the matter thoroughly. This may include interviewing relevant parties and reviewing any supporting documentation.
- **Resolution:** After completing the investigation, the grievance officer will provide a written response to the student within 2 days outlining the findings and any actions taken to resolve the issue.

- **Appeal:** If the student is dissatisfied with the resolution, they may appeal the decision directly to the Board of Directors for further review. The board will conduct a final review and issue a determination on the matter.

Students with Disability Policy

Students with documented disabilities are encouraged to contact the Office of Admission as early as possible to request reasonable accommodations. These accommodations may include adjustments to classroom settings, exam formats, or the provision of specialized equipment and support services.

To initiate accommodations, students should follow these steps:

Submit appropriate documentation of their disability: Students should provide medical or psychological documentation that clearly outlines the nature of the disability and any specific accommodations required. Students are encouraged to initiate the accommodation process during the admission process or at least two weeks prior to the start of the semester to allow sufficient time for the necessary arrangements.

Health and Safety policy

- **General Safety:** All students must comply with safety rules and procedures, including fire safety, emergency evacuation, and protocols for hazardous materials.
- **Clinical Safety:** Nursing students are expected to follow specific clinical safety protocols, including infection control practices and the proper use of personal protective equipment (PPE). Students must complete health screenings, immunizations, and safety training prior to clinical placements.
- **Emergency Procedures:** All students are required to familiarize themselves with the school's emergency response plans, including fire drills, first aid, and emergency contacts.

Library Use

Library Hours: The online library is available 24/7, allowing students to access digital resources such as e-books, journals, and databases at their convenience. For any technical support or inquiries, students can contact the office of admission between the hours of 8 am – 4pm. Please visit the website for any updates or special hours.

Computer Use

students are encouraged to use their own personal computers or devices for academic purposes.

- **Email Use:** Students are required to create and use a professional email account for all official school-related communication. This email should be used for correspondence with faculty, staff, and peers regarding coursework, assignments, and school-related matters. Students must check their email regularly for updates, course materials, administrative notices, and other important communications. The email account should be used in a professional manner, reflecting the standards expected in the nursing profession.
- **Internet Use:** Students are provided with internet access to facilitate academic research and support their coursework. The internet should be used solely for educational purposes. Accessing inappropriate websites or content, such as those with offensive material, illegal activities, or unrelated to coursework, is strictly prohibited. Students are expected to use the internet in a way that aligns with academic goals and the values of the institution.

Student Privacy and Confidentiality

Blue Horizon school of nursing are committed to protecting the privacy and confidentiality of student information in accordance with healthcare privacy regulation

Safety and Security

The safety of students, faculty, and staff is of utmost importance. Our Safety and Security policies are designed to ensure a safe and secure onsite environment. Key components of the safety and security policies include:

- **Emergency Procedures:** In the event of an emergency, students and staff are expected to follow established emergency procedures, which include evacuation routes, emergency contact numbers, and instructions for specific types of incidents (e.g., fire, natural disaster, or lockdown).
- **Workplace Safety in Clinical Settings:** Students are required to follow all safety protocols while in clinical environments, including proper use of personal protective equipment (PPE), adherence to infection control practices, and reporting any safety hazards promptly to clinical supervisors.

Attendance Policy

- **Classroom Attendance:** Students must attend all scheduled classes. In cases of illness or emergencies, students should inform the instructor in advance.
- **Clinical Attendance:** Clinical placements have strict attendance requirements, as missed hours may result in the need to reschedule or retake the clinical rotation.

Excessive Absences: Students who exceed the allowed number of absences, as outlined in their course syllabus, may receive a reduction in grade or fail the course

Student ID Verification Process

The Student ID Verification Process is designed to ensure that each student has a valid, up-to-date identification throughout their time in the nursing program. The Student ID is essential for accessing various onsite services, clinical rotations, and ensuring that all records are accurately associated with the correct individual. Below is the process for obtaining and maintaining your Student ID.

Issuance of Student ID

Upon admission to the Blue Horizon School of Nursing, all students will be issued a Student ID. This ID is an important part of the student's identity within the school and must be carried at all times in school or during clinical placements.

Required Documentation for Student ID Verification:

- **Proof of Enrollment:** Students must present proof of enrollment, such as an acceptance letter or registration confirmation.
- **Valid Photo Identification:** A government-issued photo ID (e.g., passport, driver's license, national ID) is required for verification during the ID issuance process.
- **Current Enrollment Status:** The ID is only valid for the duration of the student's enrollment. Any changes in enrollment status (e.g., withdrawal, leave of absence) will require an updated ID.

Use of Student ID

The Student ID is essential for various school functions, including but not limited to:

- **School Access:** The Student ID may be required for entry into buildings, and specific areas of the school.
- **Clinical Rotations:** Students must wear their Student ID during clinical rotations to identify themselves as nursing students to staff, patients, and other healthcare professionals.
- **Exams and Assessments:** The Student ID will be required for identification during exams, clinical assessments, and certain classroom activities.

Maintaining and Updating Student ID

Students are responsible for keeping their Student ID up to date and in good condition. In the case of a name change or other relevant updates, students must notify the school administration immediately to have their ID updated accordingly.

Reporting Lost or Stolen IDs:

Immediate Reporting: If a Student ID is lost or stolen student should report it to the office of admission immediately. A replacement ID may be issued after verification, and a fee may apply for replacement.

Replacement Process: Students must submit a request for a replacement Student ID, providing any required documentation. The replacement ID will be processed and issued once verification is complete.

Final Verification of Student ID

Before participating in clinical rotations, students will be required to confirm that their Student ID is accurate and up to date. This final verification ensures that all student records, including clinical hours, assessments, and evaluations, are correctly associated with the individual.

Student Responsibility

It is the responsibility of each student to maintain their Student ID in a safe and accessible manner. Students should ensure that their ID is always visible during clinical rotations and in school activities. Failure to comply with ID requirements may result in restricted access to essential services or clinical placements.

For more information or assistance with the Student ID process, please contact the admission office.

Distance Learning Policy for Hybrid

The Blue Horizon School of Nursing offers a Hybrid Nursing Program combining both in-person and online learning to provide flexibility and comprehensive education.

General Guidelines:

- 1. Eligibility & Enrollment:** Students must be enrolled in the nursing program to participate in online courses.
- 2. Course Structure:** The program includes in-person clinical training and online coursework such as lectures, assignments, and discussions. Specific courses may have varying in-person and online requirements.
- 3. Technology Requirements:** Students must have a reliable computer, internet connection, to navigate our Learning portal.

4.Attendance & Participation: In-person attendance is mandatory for clinical sessions and practical assessments. **Online participation:** includes attending live sessions, completing assignments, and engaging in discussions.

5. **Assessments:** Students will be assessed through online quizzes, assignments, and in-person exams or practical assessments.

6. **Clinical Placements:** Clinical placements are mandatory and scheduled in healthcare facilities. Students are responsible for transportation and scheduling.

7. **Communication & Support:** Virtual office hours, email communication, and online discussion forums will be used for student support. Academic advising is also available.

8. **Academic Integrity:** Students must follow the Academic Integrity Policy and avoid cheating, plagiarism, or falsifying clinical records.

9. **Feedback & Evaluation:** Students will have opportunities to provide feedback on the hybrid learning experience to help improve the program.

4.0

TUITION FEES AND PAYMENT PLAN

The total program cost for the nursing program at the Blue Horizon School of Nursing is \$30,000. Below are the details regarding the tuition payment process, including deposits, monthly payment plans, penalties for late payments, and available payment methods.

Deposit and Payment

Registration Fee

A non-refundable deposit of \$150 is required at the time of registration to secure your place in the program. This deposit must be paid by the registration close date.

Tuition

The total tuition is \$30,000. A payment of \$5,000 is required each semester. This payment plan will continue until the full tuition amount is paid.

Students will receive updated statements showing the remaining balance and upcoming due dates. All semester payments must be made on time to avoid a hold on course registration and participation.

Time Frame for Payments

- Payments must be made consistently on time.
- Payments must be made according to the established schedule. Failure to adhere to the agreed-upon timeline may result in penalties, late fees, or other restrictions on your academic progress.

Penalty for Late Payment

- A late fee of \$50 will be charged for any payments not made by the due date.
- Students with overdue accounts may be placed on a payment hold, which will restrict their ability to register for future semesters or participate in clinical rotations until all outstanding fees are paid.
- Students with chronic late payments may face additional academic consequences, including suspension or dismissal from the program.

Tuition Fees and Expenses

In addition to the base tuition cost, students may incur additional expenses related to the following:

- **Textbooks and Supplies:** These costs are separate from tuition and are the responsibility of the student.
- **Uniforms and Clinical Equipment:** Students must purchase specific uniforms and clinical supplies, which will be outlined in the program orientation.
- **Licensing Fees:** Once eligible, students must pay for their nursing licensure exams and associated fees.

Payment Methods

Students may pay their tuition through a variety of methods, including:

- **Online Payments/Debit Cards:** Tuition can be paid through the school's payment portal using debit or credit cards.
- **Bank Transfers:** Students may also arrange for direct bank transfers to the school's designated account.
- **Installment Payment Plans:** students may request customized installment plans, subject to approval by the Academic / Administrative Office.

It is essential that all students adhere to the payment schedule to avoid late fees, payment holds, or disruptions to their academic progression.

Responsibility for Payment

Students are ultimately responsible for ensuring that their tuition is paid in full, any outstanding balance must be cleared by the end of the program to receive their final transcript or diploma and to be eligible to sit for licensure exams.

For any questions or assistance regarding payment methods, or tuition fees, please contact the admission offices.

Scholarships

The Blue Horizon School of Nursing is dedicated to supporting Grenadian students who demonstrate financial need. Scholarships are available to students who are experiencing financial difficulties but remain committed to pursuing their nursing education. These scholarships aim to alleviate the financial burden of tuition, allowing students to focus on their studies and clinical training.

Eligibility for Scholarships

To be eligible for a scholarship, students must meet the following criteria:

- **Demonstrated Financial Need:** Scholarships are awarded based on financial need, and students must provide proof of financial hardship. This may include:
 - A statement of financial difficulties (personal or family circumstances affecting financial stability).
- **Enrollment Status:** Scholarships are open to all students, not just full-time students. However, applicants enrolled in the nursing program and actively pursuing their education will be given first preference.
- **Good Academic Standing:** While financial need is the primary criterion, students must also maintain a satisfactory academic record. Typically, students must maintain a minimum GPA of 3.0 or higher.
- **Commitment to the Nursing Profession:** Scholarship applicants should demonstrate a strong commitment to their nursing education and a passion for pursuing a career in healthcare. This commitment can be demonstrated through a personal statement or an interview.
- **Completion of Application:** To apply for a scholarship, students must complete and submit the Scholarship Application Form, which includes:
 - A personal statement explaining the financial difficulties and reasons for pursuing nursing.
 - A letter of recommendation (optional but encouraged).
 - Any supporting financial documents as requested by the Admissions Office.

Application Process

- **Submit Application:** Students must submit the completed scholarship application form by the designated deadline. Late applications will not be considered.
- **Review and Verification:** The director will review all applications, verify financial need, and assess eligibility based on the provided documentation.

- **Notification of Award:** Eligible students will be notified of their scholarship award in writing. The notification will include the scholarship amount and any applicable conditions.
- **Award Distribution:** Scholarships are generally credited directly to the student's tuition account. Students will be notified once the scholarship has been applied to their balance.

Scholarship Conditions

- **Renewal:** Scholarships are typically awarded for one academic year. Students may apply for renewal in subsequent years, subject to re-evaluation of financial need and academic performance.
- **Enrollment Requirement:** Students receiving scholarships must remain enrolled in the nursing program. If a student reduces or withdraws from the program, the scholarship may be revoked.

Limitations and Availability

- **Limited Funding:** Scholarships are limited and may not cover the entire cost of tuition or additional educational expenses. Students may need to seek additional financial assistance through other means or private loans.
- **Variable Amount:** The number of scholarships available and the amount awarded will vary each year, depending on available funding and the number of applicants.

Refund Policy

Students who withdraw from the program may be eligible for a partial refund of tuition fees, depending on the timing of their withdrawal.

- **Withdrawal within the first week of the program:** partial tuition refunds may be available.
- **Refund Schedule:** A detailed refund schedule will be provided by the admission office.
- **No Refunds:** Students who are dismissed for academic or disciplinary reasons are not eligible for a refund.

Refunds will be processed within 30 days and may be issued via check or credited to the student's account.

Academic Calendar

The Academic Calendar is an essential resource that outlines important dates and deadlines for each academic year. Students are encouraged to refer to the calendar regularly to stay informed about critical information, such as the start and end dates of each semester, holidays, and registration deadlines. It is important to keep track of the academic calendar to ensure that all academic and administrative requirements are met.

For the Fall Semester, classes will begin on August 19th and conclude on December 6th. During this period, there will be various public holidays, which are specified for each year. The exact dates for these holidays will be announced at the start of the semester. Additionally, midterm breaks will be scheduled, and specific dates for these breaks will be communicated to students.

The Spring Semester will begin on January 16th and end on May 6th. Similar to the fall semester, there will be public holidays observed throughout the spring semester, and these dates will also be listed. Midterm for the spring semester will be noted. Other significant dates to be aware of include Orientation Day, which will be held annually on August 15th to welcome new students, exams day will be placed on your course schedule each semester. Graduation Day is scheduled for May 28th, and this will occur every three years for those who meet graduation requirements during that time.

It is crucial for students to adhere to dates as it ensures that they stay on track with their studies, exam schedules. Students should remain updated on any changes throughout the year and plan accordingly to accommodate holidays, exams, and other academic deadlines.

Spring 2025: JANUARY 16th, 2025 – MAY 6th, 2025

Fall 2025: AUGUST 19th – DECEMBER 6th, 2025

Admission Requirements

To be admitted to the nursing program at Blue Horizon school of nursing, applicants must meet the following criteria:

Admission criteria

To gain admission into Blue Horizon school of Nursing, applicants must meet a range of entry requirements that ensure they are prepared for the rigorous academic and clinical demands of the program. The following is a detailed overview of the necessary qualifications:

- **Educational Requirements:** Applicants must possess a high school diploma, which is the basic prerequisite for entry.
- **Subject Requirements:** In addition to a high school diploma, applicants will need to have completed a total of five CXC (Caribbean Examinations Council) subjects. These should include English A and at least one science subject. I.e Biology, human and social biology Chemistry, or integrated science.
- **Experience Requirements:** While healthcare experience is not always mandatory, having experience in relevant fields can strengthen an application. This could include volunteer work or training in areas such as CPR (Cardiopulmonary Resuscitation) or BLS (Basic Life Support). Such experience demonstrates an applicant's commitment to the healthcare field and can be beneficial when applying, but it is not a strict requirement for admission.
- **Personal Statement or Essay:** our program requires applicants to submit a personal statement or application essay. This is an opportunity for applicants to express their motivation for pursuing a career in nursing. The essay should outline their long-term career goals, the personal experiences that have shaped their decision to become a nurse, and any relevant skills or experiences that make them a strong candidate.
- **Letters of Recommendation:** Applicants are required to submit two reference letters. These letters should be from individuals who can speak to the applicant's character, work ethic, and potential for success in nursing school. Teachers, healthcare professionals, or employers who have worked closely with the applicant may be appropriate sources for these recommendations.
- **Background Check:** Before admission, applicants require to undergo a criminal background check. This ensures that candidates meet the ethical and legal standards required for a career in healthcare.
- **Immunizations and Health Requirements:** To ensure the safety of both students and patients, applicants may be asked to provide proof of certain immunizations, including those for measles, mumps, rubella, and hepatitis B. Additionally, a negative TB (tuberculosis) test might be required, particularly for students who will be participating in clinical rotations during their training.
- **Interview:** As part of the admissions process, applicants will also be asked to attend an interview. This is an opportunity for the admissions committee to assess the applicant's communication skills, passion for nursing, and overall fit for the program. It also allows the applicant to learn more about the school and the nursing program they are applying to.

Detailed information about the admission process can be found on the school's website or by contacting the Admissions Office.

Course selection

Students are not required to select their own courses. The institution provides a set curriculum based on the program's requirements, ensuring that students receive the necessary courses for their academic progression.

Each semester, the Academic Calendar and course offerings will be published, and students will be asked to be enrolled in the appropriate courses as per their program's schedule. Students should consult with their academic advisor if they have any questions or concerns about their course schedule to ensure they are meeting all program prerequisites and requirements.

Assessment and Examination Policy

The Blue Horizon School of Nursing utilizes a hybrid learning format to provide students with the flexibility of online learning while ensuring hands-on experience and assessment. As part of this hybrid structure, students are expected to adhere to the following guidelines regarding assessments:

In-Person Exams (Finals and Midterms)

- **Final Exams:** All students are required to attend in person for the final exams at the scheduled date and time. These exams will assess students' comprehensive understanding of course material and clinical skills.
- **Midterm Exams:** Midterm exams will also be conducted in person. These exams will cover material from the first half of the course and are intended to evaluate students' progress and understanding.
- **Attendance Requirement:** It is mandatory for students to be physically present for both midterm and final exams. In cases where students cannot attend an in-person exam due to illness, emergency, or other valid reasons, they must notify the faculty in advance and request an extension or rescheduling (subject to faculty approval).

Online Quizzes and Assignments

- **Online Quizzes:** Students will complete quizzes online throughout the course. These quizzes will be open-book and are designed to reinforce learning and assess comprehension of course material. Quizzes will be available within specified timeframes and must be completed by the due date.
- **Assignments:** Assignments, including written papers, discussion posts, and case studies, will be submitted online via the Learning portal. These assignments are intended to test both theoretical understanding and critical thinking. Students should follow the specific submission guidelines and deadlines outlined for each assignment.

- **Open-Book Format:** Quizzes and assignments will be open-book to allow students to reference course materials and external resources. However, students are expected to demonstrate a thorough understanding of the content and apply critical thinking skills in their responses.

Importance of Adherence to Deadlines

- **Late Submissions:** All quizzes and assignments must be submitted by the specified deadlines. Late submissions may result in penalties, including grade deductions, unless prior arrangements have been made with the instructor.
- **Technical Issues:** Students are responsible for ensuring that they have reliable internet access and the necessary technology to complete online quizzes and assignments. In the event of technical difficulties, students must contact the instructor immediately to discuss possible accommodations.

Academic Integrity: Cheating and Plagiarism – Statement and Procedures for Handling

- **Cheating:** Cheating refers to any form of dishonesty or deception intended to gain an unfair advantage during exams, assignments, or projects. This includes, but is not limited to, copying from others, using unauthorized materials, or collaborating inappropriately on individual assignments.
- **Plagiarism:** Plagiarism is the act of using someone else's work, ideas, or research without proper acknowledgment. This includes copying text directly from sources, paraphrasing without citation, or presenting someone else's ideas as your own.

Procedures for Handling Violations:

- **Initial Investigation:** When an allegation of cheating or plagiarism arises, the instructor or course coordinator will investigate the matter. The student will be notified of the allegation and provided with an opportunity to explain.
- **Action Taken:** If the violation is confirmed, the instructor may impose academic penalties, such as:
 - A zero on the assignment or exam.
 - A failing grade for the course.
 - Reassignment or resubmission of coursework.

In addition to academic penalties, students may face disciplinary action depending on the severities of the violation.

- **Formal Reporting:** The instructor will report the incident to the director of school for further review.
- **Right to Appeal:** Students have the right to appeal decisions related to academic integrity violations. The appeal process is outlined below

Student Disciplinary Standings

- **Good Standing:** A student is considered to be in good standing when they are meeting all academic and behavioral expectations, adhering to the Student Code of Conduct, and not subject to any disciplinary action.
- **Warning:** A student may be placed on warning if there are concerns regarding their behavior, academic performance, or adherence to policies. A warning is an official notification that improvement is expected. No further action is taken unless the behavior persists.
- **Probation:** A student may be placed on disciplinary probation if their behavior or academic performance does not meet the standards outlined by the institution. Probation may come with conditions, such as mandatory counseling, attendance at workshops, or a reduction in privileges (e.g., participation in extracurricular activities). The student must demonstrate improvement within a specified period to avoid further disciplinary action.
- **Suspension:** A student may be suspended for a specified period if their behavior or academic violations are severe or persistent. Suspension may include removal from classes, or clinical placements, The student may be required to meet specific conditions before being allowed to return.
- **Expulsion:** Expulsion is the most severe form of disciplinary action and may result from major violations of the Student Code of Conduct or academic integrity. Expulsion results in permanent dismissal from the institution, with no opportunity for readmission.

Disciplinary Probation, Suspension, Appeals Process, and Disciplinary Committee

Disciplinary Probation:

Students placed on probation must meet the conditions (e.g., maintaining a specific GPA, attending counseling, refraining from certain behaviors). Failure to meet these conditions may result in suspension or expulsion.

Disciplinary Suspension:

Suspension may occur for serious violations, such as repeated cheating, significant breaches of conduct, or endangering the safety of others. Suspended students may not attend classes or participate in clinical activities during the suspension period.

Appeals Process:

- **Filing an Appeal:** Students who wish to appeal a disciplinary action (e.g., probation, suspension, or expulsion) must submit a written appeal to the director of school within 3 days of receiving the disciplinary decision.
- **Review of Appeal:** The board, will review the appeal. The student may present evidence or make a statement at the hearing.
- **Decision:** After the review, the board will issue a final decision. If the appeal is upheld, the disciplinary action may be reduced or removed. If the appeal is denied, the original decision stands.
- **Final Outcome:** The final decision will be communicated in writing to the student. The outcome of the appeal is binding and final.

Exam Policies

Blue Horizon school of nursing expects students to conduct themselves professionally during exams and assessments. All exam policies must be followed to ensure fairness and integrity in the assessment process:

- **Exam Scheduling:** Exams will be scheduled in advance, and students must be present at the scheduled time. If a student is unable to attend an exam due to illness or another emergency, they must notify the instructor as soon as possible and provide documentation if required (e.g., a doctor's note).
- **Exam Conduct:** During exams, students must:
 - Arrive on time. Late arrivals may not be allowed to take the exam.
 - Bring only authorized materials into the exam room (e.g., pens, calculators, etc.).
 - Not engage in any form of cheating, including talking, looking at another student's paper, or using unauthorized devices.
 - Follow the instructions provided by the instructor regarding exam procedures.

Use of Technology: The use of mobile phones, smartwatches, or any electronic devices is prohibited during exams unless explicitly allowed by the instructor. Any student found using unauthorized technology during an exam will be subject to disciplinary action.

Academic Integrity During Exams: All exams must be completed independently unless stated otherwise. Collaboration, cheating, or any other form of dishonest behavior will result in an automatic failure of the exam and may lead to further disciplinary action.

Units of Credit

Courses at Blue Horizon are assigned credit hours based on the amount of instructional time and coursework required

Missed Skills Performance Evaluation Test Process

Skills performance tests are a crucial part of assessing a student's clinical competency and ensuring they meet the required standards for the nursing program. It is essential that students attend the scheduled performance tests on the assigned date and time.

Scheduled Test Attendance

- **Test Dates and Times:** Skills performance tests are scheduled in advance and must be completed on the assigned date and time.
- **Test Preparation:** Students are expected to prepare thoroughly for the test in advance to ensure they demonstrate the necessary skills during the evaluation.

Missed Test Procedure

If a student is unable to attend a scheduled skills performance test due to valid reasons (such as illness, emergency, or other unforeseen circumstances), the following steps should be followed:

- **Notify Faculty:** Students must notify the course instructor or faculty member as soon as possible, preferably before the test date, if they are unable to attend. This should be done via email, phone call, or through the school's communication platform.
- **Provide Documentation:** If the absence is due to illness or another significant reason, the student may be required to provide documentation (e.g., a doctor's note or evidence of an emergency) to support the reason for the absence.

Extension Request Process

- **One Extension Allowed:** Students are allowed to request an extension for a missed skills performance test only once during the course. The extension must be approved by the faculty member.
- **Approval Process:** After notifying the instructor, the student must formally request an extension in writing, explaining the reason for missing the test and providing any necessary documentation.
- **The faculty member will review the request and documentation.** If deemed valid, an alternative date will be scheduled for the student to complete the test. This will typically be within a reasonable timeframe, based on the instructor's availability and the course schedule.

- **Test Rescheduling:** The rescheduled test will be scheduled as soon as possible. However, the student must complete the test within the time frame set by the instructor to maintain their standing in the course.

Consequences for Multiple Missed Tests

- **Subsequent Missed Tests:** If a student misses a second skills performance test (even with prior notification), there will be no extension granted. In this case, the student will receive a score of zero for the missed test.
- **Impact on Grade:** A score of zero may significantly affect the student's overall grade and ability to pass the course. Students are encouraged to take the test on the scheduled date to avoid any negative impact on their academic standing.

Impact on Clinical Progress

Skills performance tests are critical to demonstrating competency in nursing skills. If a student fails to complete a required test, whether due to a missed test or lack of successful performance, it may affect their ability to progress to the next level of clinical practice.

Evaluation System

Student performance is evaluated through a combination of methods, including exams, assignments, clinical evaluations, and participation. Faculty members will provide specific details about grading and evaluation criteria for each course in the course syllabus.

- **Final Exams:** and midterm Most courses include a final exam, which will count toward the final grade.
- **Clinical Evaluations:** Clinical performance is evaluated separately from classroom performance. Students must meet the standards of care and professionalism as outlined by their clinical instructors.

Leave of Absence

Students who are unable to continue their studies due to personal, medical, or financial reasons may request a Leave of Absence (LOA).

Acceptable Reasons for Requesting a Leave of Absence: Blue Horizon School of Nursing understands that students may encounter situations that require them to pause their education temporarily. The following reasons are considered acceptable for requesting a Leave of Absence:

- **Medical Reasons:**
 - Physical or mental health conditions that prevent a student from performing academically or attending clinical rotations. A doctor's note or medical documentation is required for medical-related LOAs.
- **Personal or Family Emergencies:**
 - Significant personal, family, or life events (such as the loss of a loved one or a serious family crisis) that require the student's attention and temporarily hinder their ability to attend classes.
- **Financial Hardship:**
 - Circumstances where students are facing unexpected financial challenges that prevent them from continuing their education, including the inability to pay tuition or living expenses. Documentation of financial hardship may be requested.
- **Pregnancy or Childbirth:**
 - If a student becomes pregnant or needs to take time off for childbirth and recovery. Medical documentation may be required.
- **Academic or Personal Reasons:**
 - Other personal circumstances that may significantly affect the student's ability to succeed in their program, with a written explanation from the student.
- **Duration:** The leave may be granted for a specified period (e.g., one semester or one year).
- **Return to School:** Students returning from a leave of absence must notify the head of school and may be required to submit documentation regarding their readiness to resume studies.

Deferral Policy

Students who are accepted into a program but are unable to begin studies on the scheduled start date may apply for a deferral.

- **Deferral Request:** Students must request a deferral before the program start date. Deferrals are generally granted for one academic year.
- **Conditions:** Students must meet specific conditions (e.g., providing valid reasons for deferral) and may be required to submit updated documentation for readmission.

Satisfactory Academic Progress

Students must maintain Satisfactory Academic Progress (SAP) in order to remain in good standing and continue their enrollment

- **GPA Requirements:** Students must maintain a minimum cumulative GPA of 3.0

Probation

Students who fail to maintain satisfactory academic progress may be placed on Academic Probation.

- **Probationary Status:** If a student's GPA falls below the minimum requirement, they may be placed on probation. While on probation, students are required to meet with their academic advisor and follow a remediation plan.
- **Consequences of Probation:** Failure to improve academic standing during the probationary period may result in suspension or dismissal.

Appeals

Students who are placed on probation, suspension, or have any academic concerns may appeal the decision. The appeal process is as follows:

- **Filing an Appeal:** Students must submit a written appeal to the head of school within 2 days of receiving notification.
- **Review Process:** The head of school will review the appeal and any supporting documentation before making a decision.
- **Decision:** The outcome of the appeal will be communicated to the student in writing.

Withdrawing from a Course

Students are generally not permitted to withdraw from nursing courses once enrolled, as the courses are required components of the program. If a student chooses to withdraw from a nursing course, it will be considered a failure for the semester, which may impact their academic standing.

Transfer

Students wishing to transfer to care transition school of nursing must follow the established transfer policy.

- **Transfer Students:** Transfer students must provide transcripts from previous institutions, and course credits will be evaluated for transfer eligibility.

Grading System

Final Letter Grade

The final letter grade for NUR/PNU courses will be determined based on the following scale, once an unweighted unit exam average of 74.5% or higher is achieved:

Final Numerical Average Letter Grade

89.5-100	A
84.5-89.4	B+
79.5-84.4	B
74.5-79.4	C+
69.5-74.4	C
64.5-69.4	D+
59.5-64.4	D
0-59.4	F

Grading: Progression

- Students must achieve an unweighted unit exam average of 74.5% or higher before additional evaluation methods are used to determine the final grade.
- A minimum final grade of C+ is required for program progression.
- A failed final clinical evaluation will result in an F for the course.
- Students who receive "approaching" scores on clinical evaluations must submit an action plan and follow it, or they risk not progressing in the program

Grading: Grievance

- Students who believe there has been a grading error should discuss the matter with the faculty member within 10 days of receiving the grade.

Graduation Policy

- Students must meet the following requirements to graduate from the nursing program:
- Completion of all required courses and clinical hours.
- A minimum GPA of 3.0
- No outstanding financial obligations to the school.
- Submission of a graduation application to the office of admission by the required deadline.

Student Records, Transcript Requests, and Access to Records.

At blue horizon school of nursing student records, including academic history, transcripts, and personal information, are maintained securely by the Admissions Office. These records are stored in both physical and digital formats, with protocols in place to protect confidentiality and ensure secure access.

Storage of Student Records:

At Blue Horizon School of Nursing, student records, including academic history, transcripts, and personal information, are maintained securely by the Admissions Office. These records are stored in both physical and digital formats, with protocols in place to protect confidentiality and ensure secure access.

Physical Storage:

- **Location:** Physical copies of student records are securely stored in locked filing cabinets within the Admissions Office. Access to these records is strictly limited to authorized personnel only.
- **Retention:** Student records are retained indefinitely following institutional policy and best practices for record retention. The records are organized and maintained according to academic year and student ID for easy retrieval.

Digital Storage:

- **Cloud-Based Backup:** All student records will be digitized and stored in a secure cloud-based system. This ensures that records are safely backed up and accessible, while also minimizing the risk of physical damage or loss.

Types of Records Stored:

- **Personal Information:** Includes student's name, contact details, and other identifying information.
- **Enrollment History:** Records of program start and end dates, enrollment status, and any program changes.
- **Academic Performance:** Includes grades, transcripts, and evaluations.
- **Clinical Placement Details:** Documentation of clinical hours, placements, evaluations, and any performance assessments.
- **Attendance Records:** Detailed attendance for both classes and clinical placements.
- **Disciplinary Actions:** If applicable, any records of disciplinary actions taken during the student's enrollment.

Access and Retrieval of Student Records:

Access Rights:

- Students have the right to access their personal academic records upon request. This can include their transcript, clinical evaluations, attendance records, and personal information as it is reflected in the student file.

- Students have the right to access their personal academic records upon request. This can include their transcript, clinical evaluations, attendance records, and personal information as it is reflected in the student file.
- Faculty and staff who need access to student records for academic or administrative purposes must submit a formal request to the Admissions Office, stating the purpose for the access. The request will be reviewed and approved as needed.
- Students may also request to review or amend their own records, including name changes, address updates, and academic status corrections. This request should be submitted in writing to the Admissions Office.

Amendment of Records:

- If a student believes that their record contains inaccurate or incomplete information, they may request an amendment. To initiate the amendment process, the student should submit a written request detailing the discrepancy and provide documentation supporting the claim.
- The Admissions Office will review the request and make the necessary amendments if the request is valid. The student will be notified of the outcome of the review.

Requests to Release or Share Records:

- Any request to release or share student records with third parties, such as employers or other institutions, must be made in writing and signed by the student.
- Upon receiving the student's consent, the Admissions Office will process the request according to the student's instructions, ensuring that all applicable privacy laws and institutional policies are followed.

Important Notes:

- **Confidentiality:** All student records are confidential and protected. The institution ensures that student information is disclosed only with proper consent.
- **Regular Updates:** The institution will update student records regularly, including any changes to personal information, academic standing, and clinical placements, to ensure that the records are accurate and up-to-date.

Transcript Requests and Processing

students may request official transcripts for academic purposes, such as transferring to another institution, applying for jobs, or further studies. The following outlines the process for requesting and processing transcripts:

Requesting Transcripts:

- **Request Form:** Students must complete a Transcript Request Form, which is available from the admissions Office.
- **Information Required:** The form will typically ask for the following details:
 - Student's full name (as it appears on the academic record)
 - Date of birth
 - Student ID number
 - Contact information (email and phone number)
 - Signature (required for authorization to release records)
 - Number of copies requested

Request Submission: Completed forms can be submitted in person at the admission Office or via email.

Transcript Fees:

- **Fee Structure:** Transcript requests may require a fee, which helps cover the administrative costs of processing and mailing. The exact fee will be listed on the Transcript Request Form
- **Fee Payment:** Payment for the transcript request can be made, by check, or in person at the admission office.
- **Fee Waivers:** In some cases, students may be eligible for a fee waiver (e.g., for financial hardship, or specific purposes like graduation or employment). Requests for waivers must be submitted in writing and may require approval.

Processing Time:

- **Standard Processing Time:** Transcript requests are generally processed within 5-10 business days. However, processing times may vary depending on the time of year (e.g., during peak graduation periods), and the complexity of the request.
- **Expedited Processing:** If the student requires an expedited transcript, they may request priority processing for an additional fee, if applicable

Delivery of Transcripts:

- **Mail Delivery:** Official transcripts can be mailed to the designated recipient (such as another school, employer, or agency) in a sealed envelope. Transcripts are typically sent via standard mail unless expedited delivery is requested.
- **Electronic Delivery:** Some institutions or agencies may accept electronic transcripts. The admission office will provide the option to send transcripts electronically if it is requested by the student.

- **Pick-up:** Students can also choose to pick up their transcripts in person at the admission Office. In this case, the transcript will be provided in a sealed envelope for confidentiality.

Alumni Requests:

- **Transcript Requests for Alumni:** Former students or alumni can also request transcripts by completing the same form, and the process is generally the same as for current students. Contact information for alumni transcript requests will be available on the school's website or from the admission Office.

Academic support

To help students excel academically, Blue Horizon School of Nursing offers a range of support services aimed at improving both understanding of course material and long-term academic success.

Tutoring and Academic Advising:

Students are provided access to tutoring services for courses that they may find particularly challenging. These services are tailored to provide one-on-one or group support in subjects like anatomy, pharmacology, and nursing theory. Additionally, faculty are assigned to guide students in selecting course, career planning, and ensuring that they are on track to meet both short-term academic goals and long-term professional aspirations.

Study Skills Workshops:

The school will organize workshops on effective study habits, time management, and test-taking strategies. These sessions are designed to help students manage their academic workload effectively. To further support their studies, students have access to resources like study guides, practice exams, and online learning platforms that offer additional practice and learning materials.

Clinical Support:

The clinical phase of nursing education and other program is critical, and the Blue Horizon School of Nursing provides comprehensive support to help students transition smoothly from the classroom to hands-on patient care.

Clinical Placement Assistance:

The school will maintain strong partnerships with a network of healthcare facilities to ensure that students are placed in clinical environments that will help them develop their skills and experience. Before beginning clinical rotations, students will receive orientation sessions that prepare them for the clinical setting, covering both technical and interpersonal aspects of patient care.

Simulation Lab Support:

The simulation labs at the school are fully equipped to allow students to practice essential clinical skills in a controlled, supportive environment. The labs are regularly updated to reflect current nursing practices, and structured simulations are conducted to give students hands-on experience. Feedback from instructors during these simulations will help students to enhance their clinical competence and confidence.

Personal and Professional Development:

The School of Nursing is committed to nurturing well-rounded nurses who are prepared not only for their clinical duties but also for leadership and professional roles in healthcare.

Career Counseling and Guidance:

The school offers career counseling to help students explore different pathways within the nursing profession, whether in hospitals, community health, research, or education. Students also have access to workshops on resume writing, interview skills, and job search strategies to ensure they are prepared for the job market upon graduation.

Leadership and Professionalism Development:

Leadership is an essential quality for nurses, so the curriculum incorporates modules on leadership skills, ethics, and professional conduct. Students are also encouraged to engage with professional nursing organizations and attend relevant conferences to broaden their knowledge, network with industry leaders, and gain insights into advancements in nursing practice.

Health and Wellness Support:

The physical and emotional well-being of our students is a priority, and the school provides various services to support students in maintaining a healthy lifestyle during their studies.

Health Services:

Health services are available to students located at our clinic, providing access to essential services like vaccinations, health screenings, and counseling. Workshops on stress management, nutrition, and mindfulness are also offered to help students maintain their mental and physical health.

Peer Support Programs:

To create a sense of community, the school will develop peer mentoring programs where more experienced students mentor incoming students, providing guidance and emotional support. Additionally, student support groups are organized to help students connect, share experiences, and foster a supportive and inclusive environment.

Technology and Learning Resources

As the school continues to grow, the integration of technology into nursing education is critical for preparing students to navigate modern healthcare environments effectively. As healthcare continues to evolve with advancements in medical technology, electronic health records (EHR), and digital tools, our nursing program strives to equip students with the skills and knowledge necessary to thrive in a technology-driven healthcare system. Below are the key technologies and learning resources integrated into our program:

Simulation Labs and Virtual Simulation Tools

- **High-Fidelity Simulators:** The program includes access to state-of-the-art simulation labs equipped with high-fidelity mannequins that mimic real-life medical scenarios. These simulators provide students with opportunities to practice clinical skills, critical thinking, and decision-making in a safe, controlled environment.
- **Virtual Simulations:** In addition to in-person simulation labs, students will engage with virtual simulation platforms. These online tools offer immersive, interactive scenarios where students can apply their theoretical knowledge in simulated clinical settings. Virtual simulations provide flexibility for learning and allow students to repeat scenarios as needed.

Electronic Health Records (EHR) Systems

- **EHR Software Training:** In today's healthcare setting, proficiency in electronic health records (EHR) systems is crucial. Our students will have access to EHR software that allows them to practice documenting patient information, managing clinical data, and navigating the system efficiently.

7.0

STUDENT SERVICES

At Blue Horizon, we provide a wide range of services to support students in their academic and personal growth. These services are designed to help students succeed both in their studies and in their future professional careers.

Academic Advising

Role of Academic Advisors: student will be assigned an academic advisor.

- Help students understand degree requirements and course prerequisites.
- Assist in creating a personalized academic plan.
- Provide guidance on academic issues, including course selection, time management, and study strategies.
- Support students who are facing academic challenges, including referrals to tutoring or other academic resources.
- Assist with, clinical placements, and graduation requirements.
- Speak about academic advising form, when it is done , how are student assigned what sort of data is recorded how will the date be use to success to help student in the program , what step will be employ with dealing with behaviors issues what will be record in student file

Advising appointments are available throughout the semester. Students are encouraged to meet with their advisor regularly to stay on track with their academic goals.

Placement Services

Clinical Placements:

Students are required to complete clinical rotations as part of the nursing program. The Clinical preceptor Coordinator works closely with local healthcare institutions to secure placement opportunities for students. sites (e.g., immunizations, background checks, and health screenings if needed). Clinical sections will be scheduled (Tues -Fri). on week days Students are responsible for providing their own transportation and covering personal costs. Clinical placements may change, and students will be notified via email.

Students with Disabilities

Accommodation Services:

- Students with disabilities are encouraged to speak to their advisor as early as possible to ensure adequate time to arrange accommodations.

- Students are providing reasonable accommodations such as extended test time, notetaking services, , and modified classroom environments, as necessary.
- Students requesting accommodations must provide appropriate documentation of their disability to verify eligibility.

The school also ensures that clinical placements are accessible, and students are supported in navigating any potential challenges related to their disability in clinical settings.

Consideration for Cultural Obligations

We recognize that students may have cultural, religious, or familial obligations that could conflict with certain academic activities, including exams, practicals, clinical hours, or other mandatory requirements. In our commitment to equity and inclusion, we strive to accommodate these obligations while maintaining academic integrity and clinical standards.

To support students with cultural obligations, the following considerations are made:

1. Advance Notice for Accommodation Requests:

- Students are encouraged to inform faculty and the administration at the earliest opportunity if they anticipate a conflict with scheduled exams, practicals, or other mandatory activities due to religious or cultural obligations.
- Requests for accommodation should be made in writing, accompanied by relevant documentation where necessary (e.g., religious observance calendar, family obligations, etc.).

2. Flexible Scheduling:

- **Exams:** Where possible, we will offer alternative exam dates or times for students who cannot attend due to religious holidays or other cultural observances.
- **Practicals/Clinical Hours:** Students who have a conflict with scheduled practicals or clinical hours may be permitted to reschedule these activities. Arrangements will be made with the instructor or clinical coordinator to ensure that students can meet the necessary competency requirements.

3. Confidentiality

- All accommodation requests and related documentation will be handled with confidentiality and respect. Students can be assured that their privacy will be maintained throughout the process.

4. Support Services:

- Students who require assistance with managing cultural or religious obligations alongside their academic responsibilities may reach out to student support services. Counselors, advisors, and faculty are available to discuss potential solutions and ensure that students are supported in balancing their obligations.

5. Academic Flexibility:

- The nursing program recognizes that students with cultural obligations should not be penalized for observing traditions that are important to their identity. We will work collaboratively to find solutions that allow students to participate fully in their education without compromising their cultural beliefs and practices.

6. Evaluation of Requests:

- Accommodation requests will be evaluated on a case-by-case basis. The program will aim to offer equitable solutions while ensuring that students meet the required academic and clinical standards for graduation.

Student Satisfaction: Course and Faculty Evaluations

At Blue Horizon school of nursing, we value student feedback as an essential part of maintaining high academic standards and improving the quality of our programs. Students are encouraged to participate in evaluations of courses, faculty, and overall institutional services.

Course Evaluations:

- At the end of each semester, students will have the opportunity to evaluate their courses, including the teaching quality, course content, and overall learning experience.
- Course evaluations are anonymous, and the feedback is used to improve the course structure, content, and teaching methods.

Faculty Evaluations:

- Students will also have the chance to provide feedback on faculty performance. These evaluations assess how well faculty members engage with students, explain course material, and support students' academic progress.



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