

# WOLFORD COLLEGE



## Post Master's **D**octor of **N**urse **A**nesthesia **P**ractice (**DNAP**)

## CATALOG

2011-2012



**This catalog includes the policies, procedures, program, and course information in effect at the time of publication. Wolford College reserves the right to repeal, change, or modify policies, procedures, program, and course information at any time without advance notice.**

If, after reading this catalog you have further questions or specific inquiries about the College, please contact:

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[admissions@wolford.edu](mailto:admissions@wolford.edu)

## **NON-DISCRIMINATION STATEMENT**

At no time will Wolford College, in any of its policies and procedures, discriminate on the basis of race, age, religion, gender, national origin, marital status, sexual orientation, disability, or any other factor protected by law.

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## Statement of Legal Control

### A. Statement of Legal Control

Wolford College LLC is a freestanding academic institution located in Naples, Florida. Wolford College is under the legal control of the Board of Trustees. The Board of Trustees is made up of individuals interested in the maintenance of a freestanding Nurse Anesthesia Program.

### B. Current Board of Trustees

Thomas L. Cook, MD, CEO, Chairman  
Robert Statfeld, MD, Vice Chairman  
Lynda Waterhouse, MBA, CFO  
Lee Anderson, MD  
Millard Brooks, MD

Daniel Janyja, MD  
Chris Lombardi, MD  
Michael Nolan, MD  
Burt Saunders, JD  
Alan Weiss, MD

Wolford College

## Statement and Ramification of Accreditation

### A. Statement of Accreditation

Wolford College is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs. Further information may be obtained by contacting:

Council on Accreditation of Nurse Anesthesia Educational Programs:

222 S. Prospect Ave  
Park Ridge, IL 60068-4010  
Phone: 847-692-7050 ext 1160  
[accreditation@aana.com](mailto:accreditation@aana.com)



### B. Ramifications of Accreditation

Wolford College's Nurse Anesthesia Program has received institutional accreditation from the Council on Accreditation of Nurse Anesthesia Educational Programs, a recognized USDE agency, however, credits in this program may or may not be transferable to other universities.

## Statement of Licensure and Commission Information

Wolford College is a young and developing institution of higher learning that is licensed by the Florida Commission for Independent Education, License No. 2979. The organization was incorporated as the Norman R. Wolford School of Nurse Anesthesia, Inc., d/b/a Wolford College. Further information may be obtained by contacting:

Florida Department of Education  
Commission for Independent Education  
325 West Gaines Street Suite 1414  
Tallahassee, FL 32399-0400  
Phone: 850-245-3200  
[Commissioner@fldoe.org](mailto:Commissioner@fldoe.org)  
<http://www.fldoe.org/cie>



## Administrative Personnel

Thomas Cook, MD  
Chancellor  
Anesthesiology Residency: University of Alabama

John F. Nolan, MD  
Dean  
MD: University of South Florida

Lauren Corder, EdD, CRNA, ARNP  
Program Director  
EdD: Nova Southeastern University  
MSN: Florida Gulf Coast University

Keri Ortega, MSN, CRNA, ARNP  
Associate Director, Graduate Education  
MSN: Florida Gulf Coast University

Leslie C. Hussey PhD, RN  
Associate Director, Doctoral Education  
PhD: University of North Texas

Gilberto Chang BS, MBA  
Director of Financial Aid Services  
MBA: University of Panama

Lori Ellison, BS  
Director of Enrollment and Student Services  
BS: International College

Jenny Contakos, MLIS  
Librarian/Program Effectiveness Manager  
MLIS: University of Pittsburgh

Lynda Waterhouse CPA, MBA  
Chief Financial Officer  
MBA: University of Miami

June Carlson  
Staff Accountant

Pat McGarvey  
Human Resources

## List of Faculty

### A. Faculty

Tom Cook MD  
Anesthesiology Residency: University of Alabama

Lauren Corder, EdD, CRNA, ARNP  
EdD: Nova Southeastern University  
MSN: Florida Gulf Coast University

Leslie C. Hussey RN, PhD  
PhD: University of North Texas

Keri Ortega, MSN, CRNA, ARNPMSN:  
Florida Gulf Coast University

John F. Nolan MD  
Critical Care Fellowship: University of South Florida  
Anesthesiology Residency: University of South Florida

Lynda Waterhouse CPA, MBA  
MBA: University of Miami

### B. Adjunct Faculty

Patti Anzalone PhD, RN  
PhD: University of Central Florida

Caldwell, William Bruce DO  
DO: Southeaster College of Osteopathic Medicine

Connie Duke EdD  
EdD: NOVA Southeastern University

Karl Horsten MD PhD  
PhD: University of Aachen, Germany  
MD: Vanderbilt University

Tracey King PhD RN  
PhD: University of Central Florida

Vanessa Ann Mitchell, Pharm D  
Pharm D: University of Florida

Ruth E. Nemire, BSPh, PharmD, EdD  
EdD: NOVA Southeastern University

Anthony Pellone, Pharm D BCPS  
PharmD: University of Florida

Gwendolynn D. Randall, PhD, CRNA, ARNP  
PhD: Barry University

## **Statement of Mission and Philosophy**

### **A. Mission**

Wolford College is an independent, co-educational institution of higher learning, whose purpose is to prepare 1) appropriately qualified Registered Nurses who wish to become nurse anesthetists in the full scope of anesthesia practice, and 2) qualified certified registered nurse anesthetists (CRNAs) who desire to enhance clinical expertise and knowledge in advanced anesthesia care, to function as leaders, utilize research and technology to provide the highest quality patient outcomes in anesthesia care.

### **B. Philosophy of Wolford College**

Wolford College is dedicated to the concept that each student is an adult who has identified the need for additional education in a specific discipline. The College is committed to providing students with an educational foundation for lifelong learning as described by Malcolm Knowles. Malcolm Knowles is recognized as the founder of adult education during his tenure as Dean of Education at Harvard University. In keeping with its mission, the College believes that preparation for the varied and changing roles of men and women in advanced nurse practice requires an education that is competency based.

### **C. Philosophy of the Nurse Anesthesia Program**

In support of Wolford College's mission and philosophy, the Nurse Anesthesia Program believes that students should be educated in the full scope of anesthesia practice. Furthermore, it is believed that the curriculum needs to emphasize safe, patient centered care, interdisciplinary teamwork, evidence based practice, application of quality improvement and utilization of information technology. The educational process is based on the belief that the students should be encouraged to commit to lifelong learning and to personal and professional growth.



## Academic Calendar

### A. Academic Calendar Summer Class

If completing the 2-year progression plan see semesters 1-6; if completing the 3-year progression plan see semesters 1-9

#### Semester 1: Summer

June 2011 to October 2011

Registration	June 13
Classes Begin	June 13
Tuition Deadline	June 13
Last Day to Drop/Withdraw with 100% refund	June 17
Holiday (no classes)	July 4
Last Day to Drop/Withdraw with 50% refund	July 15
Last Day to Drop/Withdraw Passing	August 19
Last Day of Class	September 23
Labor Day	September 5
Last Week of Semester	September 26-30
Break	October 3-7

#### Semester 2: Fall

October 2011 to February 2012

Registration	October 10
Classes Begin	October 10
Tuition Deadline	October 10
Last Day to Drop/Withdraw with 100% refund	October 14
Last Day to Drop/Withdraw with 50% refund	November 11
Thanksgiving Break	November 24-25
Last Day to Drop/Withdraw Passing	December 23
Christmas (Holiday) Break	December 24 – 26
Last Day of Class	January 27
Last Week of Semester	January 30 – February 3

#### Semester 3: Spring

February 2012 to June 2012

Registration	February 13
Classes Begin	February 13
Tuition Deadline	February 13
Last Day to Drop/Withdraw with 100% refund	February 17
Last Day to Drop/Withdraw with 50% refund	March 16
Last Day to drop/withdraw passing	April 20
Last Day of Class	June 8
Last Week of Semester	June 4-8

**Semester 4: Summer****June 2012 to October 2012**

Registration	June 11
Classes Begin	June 11
Tuition Deadline	June 11
Last Day to Drop/Withdraw with 100% refund	June 15
Last Day to Drop/Withdraw with 50% refund	July 13
Last Day to drop/withdraw passing	August 17
Last Day of Class	September 21
Exam Week	September 24-28
Administrative Time	October 1-5

**Semester 5: Fall****October 2012 to February 2013**

Registration	October 8
Classes Begin	October 8
Tuition Deadline	October 8
Last Day to Drop/Withdraw with 100% refund	October 12
Last Day to Drop/Withdraw with 50% refund	November 9
Last Day to drop/withdraw passing	December 14
Last Day of Class	January 25
Exam Week	January 28-February 1
Administrative Time	February 4-8

**Semester 6: Spring****February 2013 to June 2013**

Registration	February 11
Classes Begin	February 11
Tuition Deadline	February 11
Last Day to Drop/Withdraw with 100% refund	February 15
Last Day to Drop/Withdraw with 50% refund	March 15
Last Day to drop/withdraw passing	April 19
Last Day of Class	June 7
Exams & Exit Interviews	June 10-June 13
Completion Date	June 14

**Semester 7: Summer****June 2013 to October 2013**

Registration	June 17
Classes Begin	June 17
Tuition Deadline	June 17
Last Day to Drop/Withdraw with 100% refund	June 21
Last Day to Drop/Withdraw with 50% refund	July 19
Last Day to drop/withdraw passing	August 23
Last Day of Class	September 27
Exam Week	Sept 30- Oct 4
Administrative Time	October 7-11

**Semester 8: Fall****October 2013 to February 2014**

Registration	October 14
Classes Begin	October 14
Tuition Deadline	October 14
Last Day to Drop/Withdraw with 100% refund	October 18
Last Day to Drop/Withdraw with 50% refund	November 15
Last Day to drop/withdraw passing	December 20
Last Day of Class	January 24
Exam Week	Jan 27- Jan 31
Administrative Time	February 3-7

**Semester 9: Spring****February 2014 to June 2014**

Registration	February 10
Classes Begin	February 10
Tuition Deadline	February 10
Last Day to Drop/Withdraw with 100% refund	February 14
Last Day to Drop/Withdraw with 50% refund	March 14
Last Day to drop/withdraw passing	April 18
Last Day of Class	June 6
Exams & Exit Interviews	June 9-June 12
Completion Date	June 13

**Admissions Requirements****A. Recruitment of Students****1. Methods**

Wolford College will recruit students to the program with a variety of methods including:

- a. Brochures
- b. Recruiting at national conferences
- c. Website
- d. Graduates and current students
- e. The Council on Accreditation and the American Association of Nurse Anesthetists publications/website

**2. Materials**

Wolford College will utilize the following materials for recruitment purposes:

- a. Wolford College website: [www.wolford.edu](http://www.wolford.edu).
- b. Graduates and current students in the school of nurse anesthesia.
- c. The American Association of Nurse Anesthetists [AANA] website ([www.aana.com](http://www.aana.com)).
- d. Informational Brochure developed by Wolford College.
- e. Types of recruiting information to be published:

- (1) Program Description
- (2) Criteria for admission
- (3) Statement of accreditation
- (4) Curriculum
- (5) Wolford College contact information
- (6) Financial assistance

## **B. Advertising, Catalogs, Publications Policy and Website Policy**

It shall be the policy of Wolford College that written publications about the program shall include program description, program length, curriculum, accreditation status, admission criteria, design, and clinical affiliations. Wolford College requires that all information in advertisements, catalogs, publications, and websites shall be ethical, truthful, factual, and be reviewed annually by the Wolford College faculty.

## **C. Enrollment and Admission Procedures**

### **1. Admission Criteria**

- a. A Certified Registered Nurse Anesthetist (CRNA) with completion of a:
  - (1) Master's degree in Nursing (MSN) or (MS) from a Council on Accreditation of Nurse Anesthesia Educational Programs (COA) accredited program.
- b. Certification by the Council on Certification of Nurse Anesthetists (or Recertification by the Council on Recertification of Nurse Anesthetists (if past initial certification period).
- c. Official transcript of a Master's degree showing a cumulative GPA of 3.0 on a 4.0 scale in the Master's degree.
- d. A completed application to Wolford College.
- e. Application fee to be submitted at time of application.
- f. Three letters of recommendation. These should be from:
  - (1) The applicant's current clinical supervisor
  - (2) Professional (CRNA or MD Anesthesiologist) who has observed applicant clinically
  - (3) Prior educational faculty
- g. Current Resume.
- h. Personal Purpose Statement addressing the following areas (limit to 2 double spaced typed pages in 12 point Times Roman font in APA format):
  - (1) Reasons for seeking this educational opportunity (DNAP degree)
  - (2) Potential areas of study for capstone project – (this could be a practice improvement project, clinical management issue in an area of clinical significance and relevance).
  - (3) Prior life/work experience that will be useful in attaining the DNAP
  - (4) How the DNAP will assist the applicant in attaining career goals.
  - (5) Description of the applicant's clinical practice which will include clinical practice setting, general description of the types and numbers of anesthesia cases per month.
- i. Current and unrestricted (clear/active) license as a registered nurse (or ARNP if applicable) in one of the states or one of the protectorates of the United States.

- j. Applicants to the Doctor of Nurse Anesthesia Practice Program will not be required to retake the GRE; however the GRE scores must be reported, if available.
- k. Interview: by invitation via phone or in person: The interview will focus on the Personal Purpose Statement.

## 2. Admission Policy

The Dean at Wolford College will admit to the program those applicants who fulfill the admission criteria and are interviewed and recommended by the Associate Director of Doctoral Education and Program Director. **Wolford College reserves the right to deny admission to any applicant. Admission is determined by the DNAP Admissions Committee. Decisions of admission are final and cannot be appealed.**

## 3. Admission Dates

Wolford College admits one class of students each year in June.

## 4. Reapplication

Re-application process for applicants denied:

- a. An applicant denied admission may re-apply to Wolford College.
- b. The applicant must write a letter requesting re-application with a date of intended enrollment and update their file including transcripts, resume, or any other data pertinent to their application.
- c. If the applicant re-applies within 1 year of denial, the application fee will be waived. A re-application of more than one year from the date of denial will require an application fee.
- d. Suggested remediation courses must be completed at an accredited college/university in a live format.
- e. An applicant that has been denied an interview or admission to Wolford College twice is strongly encouraged to apply elsewhere.

## 5. Deferral for Admission

An applicant may request a deferral to a future class up to one year after initial application with no further application fee. The applicant must specify their request in writing and must update their application packet as designated by the Admissions Committee.

## 6. Deferral once Admitted into Program

Once admitted into the program the student may not defer. If the student does not come into the program they will need to reapply and re-interview for the program. At this point the student will be treated as a re-applicant.

## D. International Students

### 1. General

Wolford College encourages qualified international students who meet the published admissions criteria to apply to the program. The College is committed to diversity in the student population and complies with non-discrimination practices in the admission and treatment of students enrolled at the College.

## **2. Arrival-Departure**

Non-immigrant alien visa students are required to attend Wolford College as indicated on the Arrival-Departure Record (Form I-94) by immigration officials at the U.S. port of entry. They are expected to complete at least one semester at this institution prior to requesting transfer to any other educational institution.

## **3. Financial Assistance**

Wolford College does not offer need-based financial assistance to international students (students without United States citizenship or permanent residency). Scholarships are not available once students have matriculated. All international students entering Wolford College in F-1 visa status must show proof of adequate funding to meet their expenses. (This includes personal needs, travel, vacation, as well as all College-related expenses).

## **4. Test of English as a Foreign Language (TOEFL)**

International students must produce evidence they have achieved a minimum score of 550 on TOEFL (paper-based) or 213 (computer-based), for students who speak English as a second language.

## **Procedure for Granting Credit for Prior Learning**

### **A. Advanced Standing**

It is the intention of Wolford College that all coursework be related to anesthesia. Therefore, Wolford College **does not** accept advanced standing or CLEP exams in lieu of graduate course Curricula.

## **Policy and Disclosure of Any Limitations Regarding Transfer of Credits**

### **A. Transfer Students**

Wolford College does not accept transfer credits from other accredited Nurse Anesthesia Programs.

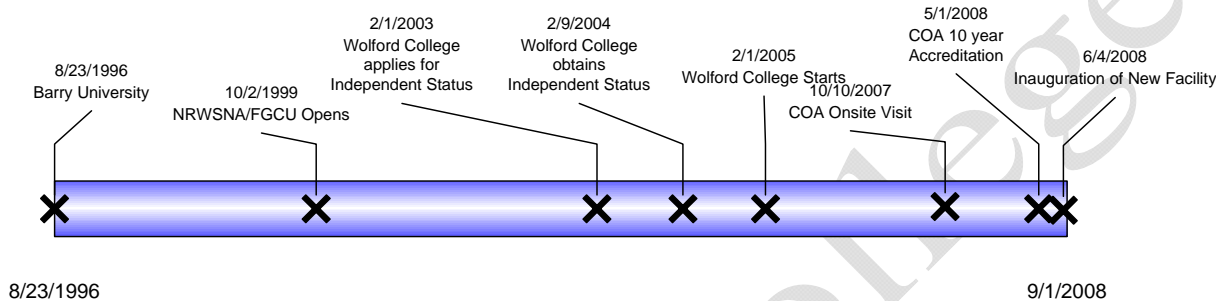
### **B. Transfer of Credit**

Wolford College does not accept transfer credits. Although the school of nurse anesthesia is accredited, the acceptance of Wolford College transfer credit(s) to other institutions is at the discretion of the transferring institution.

## Program Overview

In 2003, Wolford College applied for and received licensure from the State of Florida, Florida Department of Education, Commission for Independent Education, as an Independent Single Purpose College. In 2004, Wolford College received its initial accreditation from the Council on Accreditation of Nurse Anesthesia Educational Programs. Wolford College LLC is a for profit institution governed by a Board of Trustees.

### Wolford College Development



Page 1

Wolford College offers the Master of Science in Nurse Anesthesia to qualified registered nurses with a baccalaureate degree. At completion of the 72-semester hour, 28-month full-time program of study and applied practice, students are able to perform a complete preoperative assessment; administer and manage all aspects of anesthesia care in multiple settings; manage complications and postoperative care. Wolford College has a "front-loaded" nurse anesthesia curriculum where the student spends the first year mostly in didactic study in Naples, Florida. First year students will have minimal clinical exposure. This clinical exposure is used to correlate the didactics with clinical reality. Special emphasis is placed on equipment and understanding how anesthesia is delivered.

During the remaining 16 months, the student gains further clinical experience. Each student will be assigned a clinical hub for the majority of their clinical experience: Naples, Punta Gorda or Springhill/Davenport, Florida. These sites consist of several clinical affiliates that provide varied clinical experiences. Other opportunities for assignment to enrichment sites may be made available to students as these opportunities arise. Depending on clinical loads and case counts, students may be requested to rotate to the various clinical sites for completion of sub specialty rotations. In addition to the clinical experience during the last 16 months, students will have mandatory conferences and courses via distance education. Graduates are awarded a Master of Science (MS) with a Major in Nurse Anesthesia and are eligible to sit for the CCNA National Certification Examination.

Wolford College offers a Master of Science Degree in Nurse Anesthesia Completion Program to Certified Registered Nurse Anesthetists (CRNAs) who obtained anesthesia education and training prior to the Master's level mandate in 1998. The MS Completion program is offered to qualified CRNAs with a Baccalaureate degree in a 39 semester hour course of study that includes coursework in the clinical practice of anesthesia. Graduates are awarded a Master of Science (MS) with a Major in Nurse Anesthesia.

Wolford College has developed a Post Master's Doctor of Nurse Anesthesia Practice (DNAP) in response to the recent position statements formulated by the American Association of Collegiate Nursing (AACN) that advanced practice nurses be prepared at the doctoral level. The American Association of Nurse Anesthetists (AANA) supports this position. Therefore, to best position the CRNA to meet this ongoing challenge and remain recognized leaders in anesthesia care, Wolford College supports the stance that it is essential to support doctoral education that encompasses technological and pharmaceutical advances, informatics, and evidence based practice to ensure highest quality patient outcomes.

The post Master's Doctor of Nurse Anesthesia Practice Program is offered to qualified certified registered nurse anesthetists (CRNAs) with a Master's degree. The curriculum is focused on preparing qualified CRNAs as expert clinicians who utilize leadership, research and information technology to promote the highest quality of anesthesia care. The post Master's Doctor of Nurse Anesthesia Practice degree is a 36 semester hour program offered over 24 months on-line to accommodate the employed CRNA.



## Post Master's- Doctor of Nurse Anesthesia Practice Program Objectives and Outcomes

The DNAP is the terminal degree for CRNAs in clinical practice. The objective of the post Master's DNAP program is to prepare qualified certified registered nurse anesthetists as expert clinicians who utilize leadership, research and information technology to promote the highest quality of anesthesia care.

### Graduates of the program will be able to:

1. Demonstrate application of leadership principles to meet the challenges of complex anesthesia care in a variety of clinical environments.
2. Apply physiological and pharmacological principles to demonstrate advanced clinical reasoning and judgment in the management of complex clinical situations in nurse anesthesia practice.
3. Design effective strategies for influencing health policy to achieve excellence in anesthesia care while maintaining an ethical and moral framework
4. Critique, synthesize, and apply pertinent scientific data to nurse anesthesia practice to enhance quality patient outcomes in a culturally sensitive manner.
5. Effectively communicate with patients, families and all individuals who influence patient care.
6. Utilize health information technology to interpret and extrapolate data pertinent to complex anesthesia care.
7. Develop effective strategies for analyzing the economic aspects of nurse anesthesia practice.
8. Demonstrate scholarship by developing, completing, and disseminating results of a focused clinical project.

### We anticipate the following outcomes will be achieved:

1. 90% of initial matriculated students will complete the Didactic courses in the program
2. 80% of initial matriculated students will complete the Capstone
3. 70% of graduates will attain academic job placement within 1 year of graduation
4. **Thirty-five percent (35%)** of the respondents to the Post-Master's Doctor of Nurse Anesthesia Practice graduate survey, one year following graduation, will evaluate their ability to perform **advanced level tasks** as satisfactory or above in the role of anesthesia providers, anesthesia care managers, and active members within the discipline of nurse anesthesia
5. **Thirty-five percent (35%)** of the respondents to the Post-Master's Doctor of Nurse Anesthesia Practice employer survey, one year following graduation, **will evaluate the graduate's performance** as satisfactory or above in the role of anesthesia provider, anesthesia case manager, and active member within the discipline of nurse anesthesia.

**A. Curricula Post Master's Doctor of Nurse Anesthesia Practice**

**1. Wolford College Academic Progression Summer Admission**

Wolford College offers two options for completing the post Master's DNAP: a 2 year and a 3 year progression plan. Students need to choose a progression plan upon enrollment. Switching progression plans from the 2 year to the 3 year progression plan is only possible during the 1<sup>st</sup> year.

**2. Wolford College Academic 2 Year Progression Plan: Summer Admission**

<b>Summer Year 01 (Semester 1)</b>	<b>Semester Hours</b>
<b>NUAN 9431</b> INTEGRATED PHYSIOLOGY, PATHOPHYSIOLOGY & PHARMACOLOGY FOR DNAP PRACTICE I	<b>3</b>
<b>NUAN 9131</b> POLICY & ETHICS IN NURSE ANESTHESIA PRACTICE	<b>3</b>
Total Credits	<b>6</b>
<b>Fall Year 01 (Semester 2)</b>	
<b>NUAN 9432</b> INTEGRATED PHYSIOLOGY, PATHOPHYSIOLOGY & PHARMACOLOGY FOR DNAP PRACTICE II	<b>3</b>
<b>NUAN 9132</b> ADVANCED PROFESSIONAL ROLES FOR DNAP PRACTICE	<b>3</b>
Total Credits	<b>6</b>
<b>Spring Year 01 (Semester 3)</b>	
<b>NUAN 9433</b> CRITICAL ILLNESS AND ANESTHESIA CARE ACROSS THE LIFESPAN	<b>3</b>
<b>NUAN 9133</b> ECONOMICS OF ANESTHESIA FOR DNAP PRACTICE	<b>3</b>
Total Credits	<b>6</b>
<b>Summer Year 02 (Semester 4)</b>	
<b>NUAN 9134</b> HEALTH CARE INFORMATICS	<b>3</b>
<b>NUAN 9135</b> RESEARCH METHODOLOGY FOR DNAP PRACTICE	<b>3</b>
Total Credits	<b>6</b>
<b>Fall Year 02 (Semester 5)</b>	
<b>NUAN 9434</b> CLINICAL APPLICATION OF ADVANCED ANESTHESIA CONCEPTS	<b>3</b>
<b>NUAN 9136</b> QUALITY IN PATIENT OUTCOMES	<b>3</b>
Total Credits	<b>6</b>
<b>Spring Year 02 (Semester 6)</b>	
<b>NUAN 9469</b> CAPSTONE	<b>6</b>
Total Credits	<b>6</b>

Total Credits for Program	36
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### 3. Wolford College Academic 3 Year Progression Plan: Summer Admission

Summer Year 01 (Semester 1)	Semester Hours
<b>NUAN 9431</b> INTEGRATED PHYSIOLOGY, PATHOPHYSIOLOGY & PHARMACOLOGY FOR DNAP PRACTICE I	3
Total Credits	3
Fall Year 01 (Semester 2)	
<b>NUAN 9432</b> INTEGRATED PHYSIOLOGY, PATHOPHYSIOLOGY & PHARMACOLOGY FOR DNAP PRACTICE II	3
Total Credits	3
Spring Year 01 (Semester 3)	
<b>NUAN 9433</b> CRITICAL ILLNESS AND ANESTHESIA CARE ACROSS THE LIFESPAN	3
Total Credits	3
Summer Year 02 (Semester 4)	
<b>NUAN 9134</b> HEALTH CARE INFORMATICS	3
<b>NUAN 9131</b> POLICY & ETHICS IN NURSE ANESTHESIA PRACTICE	3
Total Credits	6
Fall Year 02 (Semester 5)	
<b>NUAN 9132</b> ADVANCED PROFESSIONAL ROLES FOR DNAP PRACTICE	3
<b>NUAN 9136</b> QUALITY IN PATIENT OUTCOMES	3
Total Credits	6
Spring Year 02 (Semester 6)	
<b>NUAN 9133</b> ECONOMICS OF ANESTHESIA FOR DNAP PRACTICE	3
Summer 03 (Semester 7)	
<b>NUAN 9135</b> RESEARCH METHODOLOGY FOR DNAP PRACTICE	3
Fall Semester Y03 Semester 8	
<b>NUAN 9434</b> CLINICAL APPLICATION OF ADVANCED ANESTHESIA CONCEPTS	3
Spring Year 03 (Semester 9)	
<b>NUAN 9469</b> CAPSTONE	6
Total Credits	6

## **B. Criteria for Graduation**

As a candidate for a Doctor of Nurse Anesthesia Practice degree, the Doctoral Student must meet all the following criteria:

1. Complete all units of instruction for the prescribed curriculum: a total of 36 credit hours.
2. Maintain an overall grade point average of 3.0 while enrolled at Wolford College.
3. Maintain a grade point average of 3.0 for each semester while enrolled at Wolford College.
4. Complete all financial obligations to Wolford College.
5. Attend graduation ceremony (recommended).
6. Complete exit interview with Wolford College Administrative Faculty and Financial Aid if applicable.

Upon meeting all of the graduation criteria, Wolford College will process transcripts and provide a diploma indicating completion.

## **C. Deferral of Graduation**

Although rare, deferral of graduation may occur under the following circumstances with written approval of the Program Director:

1. Extended medical or other authorized leave
2. Extended military leave (ordered by the military/called to active duty)
3. Student under suspension
4. Failure to meet graduation criteria
5. All coursework must be completed within 60 months (5 years) of original start date

## **Course Description**

### **A. Course Sequencing**

Students will be admitted to Wolford College once each year in June.

- NUAN 9131 Policy and Ethics in Nurse Anesthesia Practice (3sh)
- NUAN 9132 Advanced Professional Roles for DNAP Practice (3sh)
- NUAN 9133 Economics of Anesthesia for DNAP Practice (3sh)
- NUAN 9134 Health Care Informatics (3sh)
- NUAN 9135 Research Methodology for DNAP Practice (3sh)
- NUAN 9136 Quality in Patient Outcomes (3sh)
- NUAN 9431 Integrated Physiology, Pathophysiology & Pharmacology for DNAP Practice I (3sh)
- NUAN 9432 Integrated Physiology, Pathophysiology & Pharmacology for DNAP Practice II (3sh)
- NUAN 9433 Critical Illness and Anesthesia Care Across the Lifespan (3sh)
- NUAN 9434 Clinical Application of Advanced Anesthesia Concepts (3sh)
- NUAN 9469 Capstone (6sh)

## **B. Course Descriptions**

The descriptions for the courses offered in the Post Master's Doctor of Nurse Anesthesia Practice at Wolford College are as follows:

### **NUAN 9131 Policy and Ethics in Nurse Anesthesia Practice (3sh)**

In-depth analysis of the health care delivery system in the United States that includes analysis of health care policy, financial issues, political trends, ethical, and professional issues affecting nurse anesthesia practice. Evaluation of ethical decision making in health care policy and the relationship between health policy making and the political process.

### **NUAN 9132 Advanced Professional Roles for DNAP Practice (3sh)**

Analysis of leadership skills that enhance advanced nurse anesthesia practice. Focus on the application of leadership skills in clinical care, conflict resolution, clinical reasoning and advanced levels of interprofessional collaborative skills and team building.

### **NUAN 9133 Economics of Anesthesia for DNAP Practice (3sh)**

Economic principles of healthcare demand, supply for health manpower; insurance; costs, risk-management; data analysis for decision making- hospital structures, with focus on the impact on anesthesia care delivery in accordance with established ethical and social standards.

### **NUAN 9134 Health Care Informatics (3sh)**

Application of information systems technology in healthcare settings. Effective management of information using current technology, and the impact of such technology on anesthesia and patient care.

### **NUAN 9135 Research Methodology for DNAP Practice (3sh)**

In-depth examination of research designs common to clinical nursing research. Aspects of nurse anesthesia research from the perspective of utilizing advanced skills of clinical reasoning and preparing researchers to design and carry out studies using research methods appropriate for clinically focused studies will be addressed.

### **NUAN 9136 Quality in Patient Outcomes (3sh)**

Analysis of quality assurance in healthcare as related to anesthesia. Focuses on an evidence-based approach which can reduce human error and improve patient outcomes including concepts of teamwork, simulation, and monitoring systems.

**NUAN 9431 Integrated Physiology, Pathophysiology & Pharmacology for DNAP Practice I (3sh)** Integration and in-depth examination of pharmacological, physiological and pathophysiological concepts of the cardiovascular, pulmonary, and renal systems.

**NUAN 9432 Integrated Physiology, Pathophysiology & Pharmacology for DNAP Practice II (3sh)**

Integration and in-depth examination of pharmacological, physiological and pathophysiological concepts of the neuro-muscular, neurological and hepatic systems.

### **NUAN 9433 Critical Illness and Anesthesia Care Across the Lifespan (3sh)**

In-depth analysis of critical illness and affects on anesthesia management care and patient outcomes. Topics of study to include anesthesia management of critically ill patients across the lifespan.

### **NUAN 9434 Clinical Application of Advanced Anesthesia Concepts (3sh)**

Integration and application of knowledge of pharmacology, physiology, pathophysiology, evidence based practice, and ethical decision making to determine and evaluate therapeutic anesthesia interventions and management.

### **NUAN 9469 Capstone (6sh)**

Focuses on assessment, synthesis and in-depth analysis of a clinical problem or topic pertinent to anesthesia care and/or patient outcomes to be presented as a scholarly work. Culminates in a comprehensive written paper appropriate for publishing.

## **Explanation of Course Numbering System**

The Woford College course-numbering system is based on prefixes and numbers. Course prefixes and numbers are assigned according to the following system:

<b>Prefix Code</b>	<b>Code Number comprised of four digits</b>			
<b>NUAN-nurse anesthesia specialty course</b>	1 <sup>st</sup> Number of the four digit code	2 <sup>nd</sup> Number of the four digit code	3 <sup>rd</sup> Number of the four digit code	4 <sup>th</sup> number of the four digit code
	Level Code- indicates the graduate year of study	1-Nonclinical based study	Credit Hour Code- indicates the number of credit hours for course	Sequential in nature 0-9
	5 = first graduate year	2-Basic science related to anesthesia	1 = 1 credit hour	0 indicates lower level study
	6 = second year graduate study	3-Basic Anesthesia concepts	2&3 = 2&3 credit hours respectively	9 indicates most advanced level of study
	7 = third year graduate study	4-Advanced anesthesia concepts	4&5 = 4&5 credit hours respectively	
	8= MS Completion program			
	9= Post Master's DNAP			

For example, course NUAN 9131 is a nonclinical based course given which is 3 credit hours and the first in the sequence of nonclinical based courses for the DNAP curriculum.

## Explanation of Grading System

### A. Grading System

Students are required to successfully pass each academic component in the following manner. The following letters are used to designate the quality of work and grade points awarded per semester hour.

Letter	Numerical Designation	Meaning	Grade Points per semester hour
A	90-100	Commendable	4
B	80-89	Satisfactory	3
C	70-79	Marginal	2
F	<70	Failing	0
I		Incomplete (has not met the criteria for successful completion of course)	
WP		Withdraw/Passing	
WF		Withdraw/Failing	

Due to the sequential nature of the academic course work at Wolford College, a student who withdraws from any course must withdraw from the program and wait to re-enroll until the course is again offered.

A course assigned an "Incomplete" or "I" means that the student has not completed the course requirements. An "I" must be removed and replaced with the appropriate letter grade within 3 semesters or will revert to an "F." This may affect the student's financial aid.

A student who withdraws prior to the withdraw/drop date will incur a grade of WP regardless of the course average at the time of withdrawal. However, if the student withdraws past the withdraw/drop date, the student will incur a grade of WF (withdraw failing) if the course average is below 70%.



## Definition of Units of Credit

### A. Semester System

Wolford College operates on a semester system. There are three semesters per calendar year. The spring semester begins in February and ends in May. The summer semester begins in June and ends in September. The fall semester begins in Late September/October and ends in January. Each semester hour represents the equivalent of one instructional period of 50 minutes in length. In other words one semester hour equals 15 contact hours.

## Explanation of Standards of Satisfactory Academic Progress

### A. Didactic Standards

#### 1. Standards of Satisfactory Academic Progress

Satisfactory Academic Progress (**SAP**) will be reviewed at the end of each semester. Students are expected to comply with the following standards:

- a. Students are expected to achieve a commendable or satisfactory grade (A or B) in all academic course work.
- b. Students must maintain an overall 3.0 GPA.
- c. Student must maintain a 3.0 GPA in each semester.
- d. Students must complete all courses in which they are enrolled each semester.
- e. Students must complete the program requirements within 60 months of enrollment.

#### 2. Consequence of Unsatisfactory grades or progress

Students who fail to meet the academic progress standards will receive written notice of academic standing.

- a. Failure to maintain an overall GPA of 3.0 or greater shall result in termination of the student's enrollment.
- b. Failure in any academic course will result in termination from the program.
- c. A dismissed student will not be readmitted.
- d. Students must complete the post-Master's DNAP program in 60 months (5 years) from their original start date to be eligible for graduation (leaves of absence are included in this 60 month period). If a DNAP student does not complete the program in 60 months, the student will need to obtain permission for an extension. Completed courses older than 60 months must be repeated and successfully completed prior to eligibility for graduation.

Students who are not in agreement with a decision of dismissal may follow **Student Due Process**.

## Description of Degree Awarded

Graduates are awarded a Doctor of Nurse Anesthesia Practice Degree (**DNAP**).

## Detailed Description of All Fees and Charges

### A. Approximate Fees and Charges

#### 2-Year Progression Plan Fees and Charges

Wolford College Fees and Charges	Approximate Cost
<b>Tuition Expense</b>	
Deposit (non-refundable)	\$1,500
Semester 1	\$3,500
Semester 2	\$5,000
Semester 3	\$5,000
Semester 4	\$5,000
Semester 5	\$5,000
Semester 6	\$5,000
<b>Total Tuition Expense</b>	<b>\$30,000</b>
<b>Application Fee (non-refundable)</b>	<b>\$50.00</b>
<b>Textbooks</b>	<b>\$2,500.00<sup>1</sup></b>
<b>Fees (Technology, building use, etc)</b>	<b>**</b>
<b>Graduation Fee <sup>2</sup></b>	<b>\$300.00</b>
<b>Transcript, each</b>	<b>\$15.00</b>
<b>Approximate cost</b>	<b>32,854.00</b>
Payment late fee*	\$250.00
Returned check fee	5% of Face Value of Check

**All of the above are current rates that are subject to change**

*Late payment may result in student being withdrawn from class*

\*\*Included in Tuition

<sup>1</sup> Approximate Cost

<sup>2</sup> One Time Fee

#### 3-Year Progression Plan Fees and Charges

Wolford College Fees and Charges	Approximate Cost
<b>Tuition Expense</b>	
<b>Deposit (non-refundable)</b>	<b>\$1,500</b>
<b>Semester 1</b>	<b>\$1,000</b>
<b>Semester 2</b>	<b>\$2,500</b>
<b>Semester 3</b>	<b>\$2,500</b>
<b>Semester 4</b>	<b>\$5,000</b>
<b>Semester 5</b>	<b>\$5,000</b>
<b>Semester 6</b>	<b>\$2,500</b>
<b>Semester 7</b>	<b>\$2,500</b>
<b>Semester 8</b>	<b>\$2,500</b>
<b>Semester 9</b>	<b>\$5,000</b>

<b>Total Tuition Expense</b>	<b>\$30,000</b>
<b>Application Fee (non-refundable)</b>	<b>\$50.00</b>
<b>Textbooks</b>	<b>\$2,500.00<sup>1</sup></b>
<b>Fees (Technology, building use, etc)</b>	<b>**</b>
<b>Graduation Fee <sup>2</sup></b>	<b>\$300.00</b>
<b>Transcript, each</b>	<b>\$15.00</b>
<b>Approximate cost</b>	<b>32,854.00</b>
<b>Payment late fee*</b>	<b>\$250.00</b>
<b>Returned check fee</b>	<b>5% of Face Value of Check</b>

**All of the above are current rates that are subject to change**

*Late payment may result in student being withdrawn from class*

\*\*Included in Tuition

<sup>1</sup> Approximate Cost

<sup>2</sup> One Time Fee

## **B. Details of Fees and Charges**

### **1. Application Fee**

The initial application fee is the cost of developing and processing a file. This fee is nonrefundable.

### **2. Tuition fees**

Upon acceptance the student will receive a letter asking for a **non-refundable** deposit by a specific date. This deposit is applied to the first semester's tuition. This deposit is necessary to 1) establish a firm commitment between you and Woford College 2) process your admission into the program, and 3) reserve your position for the incoming class as space is limited and positions are costly to reserve. Tuition is due each semester by the first day of class. A late fee of \$250.00 will be assessed if tuition is not paid by the tuition deadline.

### **3. Textbooks**

Each student accepted to Woford College will be provided a list of the required textbooks for each course. Students may purchase the books online. It is required that you purchase the most up to date editions.

### **4. Transcript, each**

At the completion of graduate requirements a transcript will be made available at the charge of \$15.00 per transcript.

### **5. Returned checks**

Due to the high cost of administrating returned or bounced checks a penalty of 5% of the face value of the check will be assessed for each occurrence. The graduation Diploma will not be processed until these fees are paid.

## Detailed Description of Financial Aid

### A. Director of Financial Aid

The Director of Financial Aid will discuss different financial aid options with students. After discussing the options, referral will be made to the appropriate institution that will suit you. Students who need assistance in obtaining financial aid should contact the Director of Financial Aid. Information is also available on the Internet at [www.wolford.edu](http://www.wolford.edu).

### B. Student Responsibility for Loan Repayment

Students are reminded of their ethical and professional responsibility to repay loans in compliance with the prior arrangements made with the various public or private lending institutions. Details of financial aid can be obtained from the Director of Financial Aid.

## Refund Policy

### A. Withdrawal from Wolford College

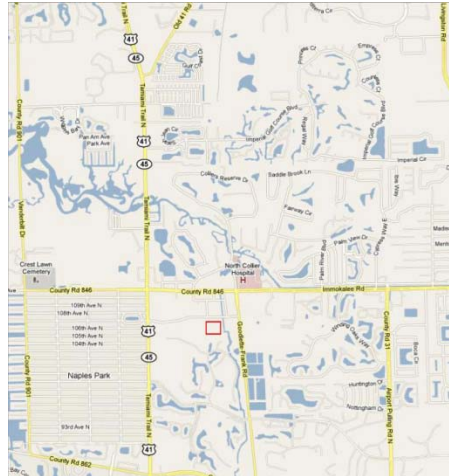
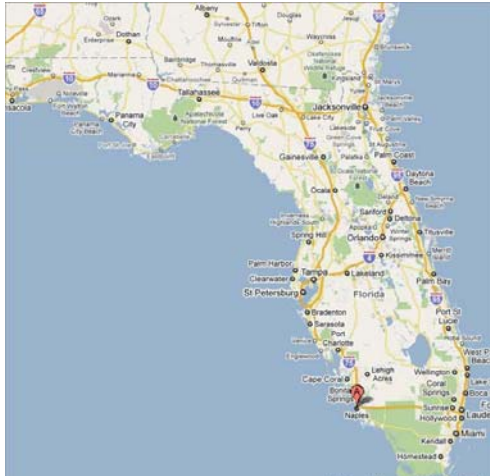
Currently enrolled students or students who have not attended classes at Wolford College and wish to withdraw from the College must notify the Program Director and Dean in writing.

### B. Refunds

1. The initial deposit of \$1500.00 is **non-refundable**. It is required by the specified deadline and will be applied towards the first semesters' tuition. **The non-refundable deposit is necessary to 1) establish a firm commitment between you and Wolford College 2) process your admission into the program, and 3) reserve your position for the incoming class as space is limited and positions are costly to reserve.**
2. Students who withdraw within 3 days of the tuition deadline shall be refunded 100% of their tuition less the initial deposit of \$1500.00.
3. Students who withdraw within the first 5 weeks of the tuition deadline shall be refunded 50% of their tuition less the initial deposit of \$1500.00.
4. Students who withdraw 5 weeks or longer after the tuition deadline shall receive **NO** refund.
5. Students may **withdraw up to 2/3** into the semester without academic penalty. After that period, if the course grade is failing, the course grade would be recorded as a withdraw/failing (WF).

## Description of Physical Facilities and Equipment

The Wolford College campus is located in the heart of Naples, Florida.



At present the office space for faculty and administration is located at:

Wolford College  
1336 Creekside Boulevard, Suite 2  
Naples, Florida 34108



Presently this office space houses the offices of the;

Dean  
Program Director  
Associate Director of Doctoral Education  
Associate Director of Graduate Education

Director of Financial Aid  
Director of Enrollment and Student Services  
Librarian/Director of Program Effectiveness  
Information Technology System Analyst  
Receptionists (2)

## **Description of Computer Requirements for On-Line Learning**

The Post-Master's DNAP program is a 100% on-line program. It is critical that the student obtain the proper hardware and software for the successful completion of the on-line program. A desktop or laptop computer is required.

The recommended software and hardware are listed below:

### **A. Desktop Computers**

- 1Ghz 32-bit (x86) or 64-bit (x64) processor or faster
- 1 GB of system memory or more
- 80 GB hard drive or more
- DVD-ROM or DVD-RW drive
- RJ45 Ethernet port
- 24/7 technical support package from the manufacturer
- Windows XP SP1 OS or newer, Macintosh OSX
- Microsoft Office 2003 Suite or newer or similar software
- Anti-virus software subscription

### **B. Laptop Computers**

- 1Ghz 32-bit (x86) or 64-bit (x64) processor or faster
- 1 GB of system memory or more
- 80 GB hard drive or more
- DVD-ROM or DVD-RW drive
- RJ45 Ethernet port
- Wireless 802.11g card
- 24/7 technical support package from the manufacturer
- Windows XP SP1 OS or newer, Macintosh OSX
- Microsoft Office 2003 Suite or newer; or similar software
- Anti-virus software subscription

A cable modem, DSL, or intranet (T-1) connection is recommended. An Apple iPad is an acceptable complement to the required hardware above; please contact IT with questions or for more information. Students will receive a Wolford College email account upon admission.

## **Description of Student Services**

### **A. Director of Enrollment and Student Services**

The Director of Enrollment and Student Services at Wolford College is available to assist students during the Program. This is the first individual to contact with any issue. She/he will then refer you to the appropriate administrative or faculty personnel. This organizational structure provides each student with the opportunity for direct access to the top administrative official of the College in dealing with any issue(s) involving students.

### **B. Administrative Responsibilities of Director of Enrollment and Student Services**

The Director of Enrollment and Student Services will assist you in:

1. Obtaining and processing the application form. The application form can also be found online at [www.wolford.edu](http://www.wolford.edu). It is recommended to first review this application and then refer any questions to the Director of Enrollment and Student Services.
2. Providing students with the Student Handbook and giving an overview of the material on the first day of class.
3. Fielding your questions and referring you to the appropriate faculty or administrative manager.

### **C. Student Counseling**

Wolford College will refer you to the appropriate health care professional if you require counseling while in the program. If you feel that you need assistance please contact the Program Director or Dean. Costs of such services are at the student's expense.

### **D. Disability Services**

If any learning disabilities are an issue please contact the Director of Enrollment and Student Services.

### **E. Library Resources**

Wolford College has secured a variety of on-line resources for Post Master's DNAP students. These resources are accessed through the Wolford College website; the library subscribes to electronic journals and books through several main providers, OVID (eBooks and journals), the Library and Information Resources Network (Infotrac, ProQuest, and Credo Reference), and ebrary (eBooks)

The Wolford College Library has copies of current textbooks specific to anesthesiology and textbooks and other references on related subjects. Students are permitted to check out books upon request. Doctoral students also have access to interlibrary loan through the Wolford College Library by contacting the College Librarian. Requests for references can be made via email and are generally made available to students within 24-48 hours.

Wolford College maintains a Library Committee composed of the Librarian, a College administrator, didactic and clinical faculty, and students. The Library Committee surveys the students and faculty for suggestions concerning the discipline and/or textbooks needed as references in each of the libraries used by the students.

#### **F. Technology Services Information**

Wolford College is committed to utilizing the latest technology in the delivery of courses and resources available to students. A technology consultant is employed by the College in order to provide continual updating of the College Website and assistance to students and faculty members as needed. Students are required to be computer literate prior to admission to the College and are required to purchase a computer capable of e-mail and search connection.

### **Student Conduct and Conditions**

#### **A. Knowledge of Regulations**

Students are responsible for compliance with the regulations of the College and shall familiarize themselves with the provisions of this Catalog, the Student Handbook, and posted official notes and notices given to the students.

#### **B. Code of Honor and Academic Integrity**

Students have the responsibility to know and observe the requirements of the Wolford College Code of Honor and Academic Integrity Policy. This Code forbids cheating, fabrication or falsification of information, multiple submissions of academic work, plagiarism, abuse of academic materials, and complicity in academic dishonesty. Turn It In software will be used to examine student work for plagiarism. Students who violate the Code will be expelled from Wolford College. The Code is to be rigidly enforced in each course and students are expected to report cases of academic dishonesty to the course instructor.

#### **C. Substance Abuse**

Wolford College acknowledges the problem of substance abuse in society and perceives this problem as a serious threat to employees and students. It is the intent of the College to establish and maintain a drug-free workplace. It is the College's further intent to comply in every respect with the Drug-Free School and Communities Act Amendment of 1989 (Public Law 101-226) as presently constituted to be amended in the future.

Wolford College condemns the possession, use or distribution of illicit drugs, and the abuse of alcohol and drugs/substances, whether prescriptive or non-prescriptive. Any student or employee found to be in the possession of, using, selling, trading, or offering for sale illicit drugs or alcohol on the College's property, clinical affiliate sites, College supported housing facilities, or as part of the College's activities will be subject to drug testing on demand by the College and disciplinary action as well as applicable local, state, and federal laws. Students will be referred to a counseling service and maybe dismissed from the Program.

#### **D. Sexual Harassment**

Wolford College seeks to prevent harassment of its students, patients, employees, and those who seek to join the campus community in any capacity. Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward an employee, patient, student, or applicant, when:

1. Toleration of the conduct is an explicit or implicit term or condition of employment, admission or academic evaluation.
2. Submission to or rejection of such conduct is used as a basis for a personal decision or academic evaluation affecting such individuals.
3. The conduct has the purpose or effect of interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working or learning environment.

*The above definition is in line with the Equal Employment Opportunity Commission's regulations on sexual harassment.*

Wolford College, its officers and employees are responsible for maintaining a working and learning environment free from sexual harassment. Existing disciplinary and grievance procedures or informal procedures, as appropriate, shall serve as the framework for resolving allegations of sexual harassment. Responsibilities include making widely known the prohibition against sexual harassment and ensuring the existence of appropriate procedures for dealing with allegations of sexual harassment. Wolford College will not tolerate any form of sexual harassment and may at its sole discretion terminate any employee and/or student found guilty of sexual harassment.

#### **E. Leave of Absence**

When a student experiences incipient emotional, mental health, or serious medical or psychological problems while enrolled as a student at Wolford College, he or she may request to take a voluntary leave-of-absence. This leave of absence shall be for no longer than one year. If approved by the Dean, the student will be granted grades of "W" in all enrolled courses (even if the normal deadline for withdrawal without academic penalty has passed), and the student will be obligated to adhere to the readmission requirements if he or she desires to return to Wolford College after the problem has been resolved.

While on leave of absence, a student may not return to the campus or clinical affiliate sites without prior permission from the Program Director.

A student on leave of absence, who wishes to return, must initiate a request for readmission at least one month prior to the semester in which they wish to return. This request must be written to the Associate Director of Doctoral Education, detailing what has been accomplished during the absence. The final decision for readmission rests on recommendations of the Program Director to the Dean. The Dean then makes the final determination.

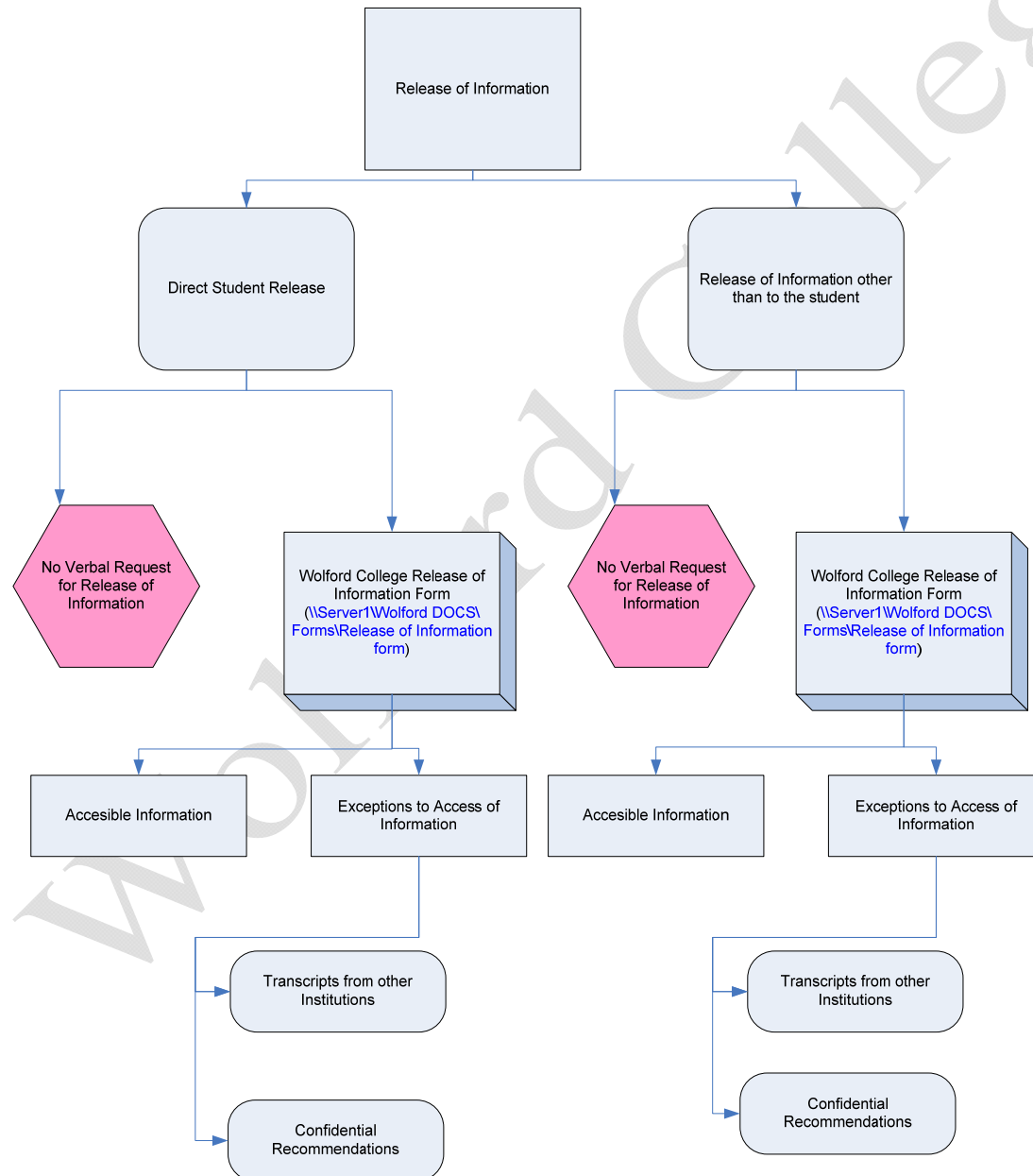
## F. Policy on Release of Information

### 1. Confidentiality of Records

Wolford College maintains confidentiality of student's educational records. The student's permanent files are kept in locked cabinets with limited access. All members of the faculty, administration and clerical staff respect confidential information about students, which they acquire in the course of their work.

### 2. Verbal Request

Original documents submitted by or for students in support of an application for admission cannot be returned to the student, photocopied, nor sent elsewhere at his/her verbal request.



### 3. Direct Student Release of Information

In exceptional cases, where another transcript is unobtainable or can be secured only with the greatest difficulty, copies may be prepared and released to prevent hardship to the student. The student must present a signed request to the Office of the Dean in order for the student to obtain a notarized copy of what is in the student's file. In rare instances the original may be released and the copy retained, with a notation to this effect being placed in the student's file.

Students have the right to access information in their file (per the Buckley Privacy Act, 1974), with the following exceptions:

- a. Transcripts; students must provide a written request to obtain a copy of the transcript from the originating institution
- b. Confidential recommendations if:
  - (1) the student has waived the right to see the recommendations, and/or
  - (2) the person making the recommendation has noted on the form that the student is not to see the comments
- c. Students may receive a copy of their records except for the above-listed documents, at the discretion of the College Dean.

### 4. Release of Information other than to the student

Release of information from a student's file to any other source or person can only occur if the student gives written permission using the Woford College Release of Information Form.

The following information will not be released

- a. Transcripts; students must provide a written request to obtain a copy of the transcript from the originating institution
- b. Confidential recommendations if:
  - (1) the student has waived the right to see the recommendations, and/or
  - (2) the person making the recommendation has noted on the form that the student is not to see the comments

Students may receive a copy of their records except for the above-listed documents, at the discretion of the College Dean.

## **Procedures for Students to Appeal Academic and Disciplinary Action**

### **A. Students Right to Privacy**

Woford College is in compliance with Student Right to Know and Campus Security Act (PL 101-542).

### **B. Grade Reports**

Grade reports are issued at the end of each semester. Any error in designation, grade appeal or omission of course should be reported to the Professor teaching the course and Associate Director of Doctoral Education within two weeks of receipt. Students may not receive a transcript of credits or grade report until their financial accounts have been settled.

### **C. Grade Appeal Policy**

Students of Wolford College shall have a right to appeal a grade received in a course, comprehensive examination or other graduation requirements when the student alleges that the grade received reflects other than appropriate academic criteria, that is, achievement and proficiency in the subject matter as stated in the course syllabus. The Grade Appeal Policy and Procedure are listed in their entirety in the Student Handbook.

### **D. Dismissal of Students Policy**

Students may be dismissed from the Wolford College DNAP program for failure to progress or pass in the academic courses.

### **E. Student Due Process Procedure Policy**

Students of Wolford College shall have a right to an impartial review of decisions imposed upon them involving serious matters such as dismissal or delay in graduation from the program. This policy ensures that a student will not be subject to arbitrary, unreasonable, or capricious decisions affecting his or her continued participation in or completion of the program.

In the event of an infraction under the rules, the program is entitled to take action against the student in accordance with the penalties set forth in the rules themselves. In taking such action, the Program should afford the student an opportunity to be heard in opposition to the imposition to the decision and in mitigation thereof. This is customarily done at the time the offense is discussed between the student and the Program Director. Thereafter, if the adverse action directly affects the student's participation in or completion of the program, he or she shall be given a right of appeal. The Student Due Process Procedure Policy is outlined in the Student Handbook.

Students who feel an appeal is unresolved may refer their appeal to the Executive Director, Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400; toll free 888-224-6684.

### **F. Request to Register at Another Institution**

Once officially enrolled, a Wolford College student is expected to fulfill all coursework at Wolford College; therefore, permission to take courses elsewhere is granted only in exceptional cases which preclude the opportunity to enroll in these courses at Wolford College in subsequent terms. Courses in the nurse anesthesia program are designed in a progressive manner and must be taken based upon the schedule published by Wolford College.

## **Anti-hazing Policy**

Wolford College strictly prohibits any form of hazing of its students, at any time or at any location on or off campus including apartments leased by Wolford College, private residences or public property. Hazing is defined as causing or permitting a person incident to initiation into or membership in society, club or similar organized groups to participate in any activity that

subjects or is likely to subject that person or others to risk of physical injury, mental distress or personal indignity of a highly offensive nature whether or not such person has consented to participate in the activity. The Anti Hazing Policy of Woford College is located in the Student Handbook in its entirety.

## **Policy for Cancellation of Courses or Programs**

### **A. Cancellation of Classes/Courses/Program**

In the unlikely event that a class or course is cancelled, students will be notified immediately via email, web site and/or written announcements. Students will be notified regarding the re-scheduling of the course or class. In the event the Nurse Anesthesia Program was to be cancelled, the currently enrolled students will be allowed to complete their course of study.

### **B. Natural Disasters**

In case a natural disaster would affect the course, curriculum, faculty or facilities, and web site. Woford College will provide notification if an impending disaster (such as a hurricane) should occur. This may require compression of class time and/or the delay of graduation.

## **Other Specific Policies for Faculty, Staff**

Woford College provides a Post Master's DNAP Student Handbook, Student Financial Aid Handbook which contains specific policies applicable to the requirements of the College.

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