

WOLFORD COLLEGE



Master of Science in Nurse Anesthesia

CATALOG

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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(239) 513-1135
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

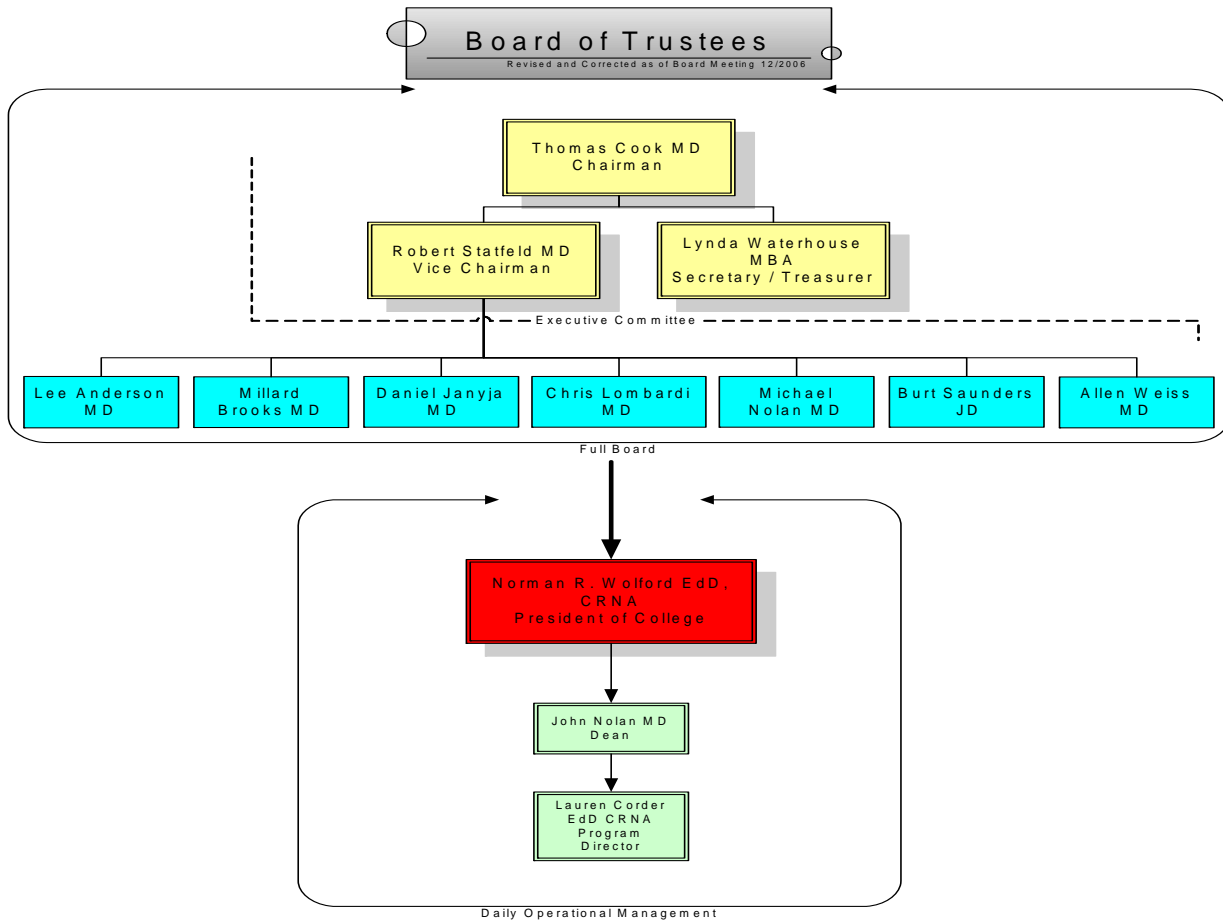
A. Statement of Legal Control

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
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Michael Nolan, MD
 Burt Saunders, JD
 Daniel Janyja, MD
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 Allen Weiss, MD



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



B. Ramifications of Accreditation

Wolford College is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs which is recognized as an accreditation agency by the U.S. Department of Education.

Transfer of credits to another institution may be possible, and is at the discretion of the accepting institution.

Upon completion of the program, students will be able to apply for (ARNP) Advanced Registered Nurse Practitioner licensure in Florida or other advanced nurse licensure in the states that require it.

Graduation from an accredited program permits the graduate to sit for the National Certification Examination for Nurse Anesthetists.

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
<http://www.fldoe.org/cie>



Administrative Personnel

John F. Nolan, MD

Dean

MD: University of South Florida

Lauren Corder, EdD, CRNA, ARNP

Program Director

EdD: NOVA Southeastern University

Keri Ortega, DNAP, CRNA, ARNP

Associate Director of Graduate Education

DNAP: Texas Wesleyan University

Leslie C. Hussey PhD RN,

Associate Director of Doctoral Education

PhD: University of North Texas

Gilberto Chang, MBA

Director of Financial Aid Services

MBA: University of Panama

Lori Ellison, BS

Director of Enrollment and Student Services

BS: International College

Carol Maxwell, MSLS

Librarian

MSLS: University of Kentucky

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Chief Financial Officer

MBA: University of Miami

June Carlson

Staff Accountant

Pat McGarvey

Human Resources

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Academic Faculty

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MS: Wolford College

Jose Castillo, MS, CRNA, ARNP
MS: Wolford College

Lauren Corder, EdD, CRNA, ARNP
EdD: Nova University

Kathleen McClenathan, MS, CRNA,
ARNP
MS: Wolford College

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BS: Villanova University
Certificate in the Specialty of Nurse
Anesthesia:
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Michael Orlando, MSN, CRNA,
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MSN: Florida Gulf Coast University

Keri Ortega, DNAP, CRNA, ARNP
DNAP: Texas Wesleyan University

MD Teaching Faculty

William Caldwell, DO
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Pediatric Anesthesia Fellowship:
Columbus Children's Hospital

Karl Horsten, MD, PhD
Anesthesiology Residency:
Vanderbilt University
PhD: University of Aachen

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

Michael Nolan, MD
Anesthesiology Residency:
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Jose Castillo, MS CRNA
ARNP
MS: Wolford College

Kathleen McClenathan, MS,
CRNA, ARNP
MS: Wolford College

Michael Orlando, MSN,
CRNA, ARNP
MSN: Florida Gulf Coast
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Bartow Regional Medical Center

Chris Lombardi, MD
Tampa Day Surgery Center

John Vargo, CRNA
Brooksville Regional Hospital

Viroje Pensirikul, MD
All Saints Surgery Center

Nirmala Konda, MD
Oak Hill Hospital

Sea Lee, MD
Regional Medical Center Bayonet
Point

Naples Adjunct Clinical Site Coordinators

Dan Janyja, MD
NCH Hospital

Tom Cook, MD
Naples Day Surgery North

Lee Anderson, MD
Naples Day Surgery South

Michael Barile, MD
Bonita Springs

Bruce Caldwell, DO
North Collier Hospital

Vander Wynn, MD
Lehigh Regional Medical Center.

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, and 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. 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 to become competent nurse anesthetists. 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 Spring Class 2014(A)

Spring Semester (Semester 1)

February 2012-June 2012

Registration	February 6
Classes Begin	February 6
Tuition Deadline	February 6
Last Day to Drop/Withdraw with 100% refund	February 10
Last Day to Drop/Withdraw with 50% refund	March 9
Last Day to drop/withdraw passing	April 13
Last Day of Class	May 25
Exam Week	May 28-June 1
Administrative Time	June 4-8

Summer Semester (Semester 2)

June 2012-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

Fall Semester (Semester 3)

October 2012-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

Spring Semester (Semester 4)

February 2013-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	May 31
Exam Week	June 3-7
Administrative Time	June 10-14

Summer Semester (Semester 5) June 2013-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	September 30-October 4
Administrative Time	October 7-11

Fall Semester (Semester 6) October 2013-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	January 27-31
Administrative Time	February 3-7

Spring Semester (Semester 7) February 2014-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 9-12
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 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.
- b. Graduates and current students in the school of Nurse Anesthesia.
- c. The American Association of Nurse Anesthetists [AANA] website (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 (Master of Science in Nurse Anesthesia)

- a. A Registered Nurse with completion of a:
 - (1) Baccalaureate degree in nursing (BSN) from an accredited nursing program
 - (2) Non-science Baccalaureate degree may be considered on a case by case basis

- b. High school diploma or equivalent
 - (1) High school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma)
 - (2) Has the recognized equivalent of a high school diploma, such as a general education development or GED certificate
 - (3) Has completed homeschooling at the secondary level
 - (4) Has passed a Department of Education approved ability to benefit test
- c. A preferred undergraduate GPA of 3.0 on a 4.0 scale.
- d. A completed application to Wolford College.
- e. Application fee to be submitted at time of application.
- f. Three letters of recommendation.
 - (1) One must be from the applicant's current clinical supervisor
 - (2) Two others must be from individuals who can assess applicant's performance and level of clinical expertise in an acute care setting
- g. Current Resume.
- h. One page Statement of Purpose as to why applicant is pursuing graduate education in Nurse Anesthesia.
- i. Current and unrestricted (clear/active) license as a Registered Nurse in one of the states, or one of the protectorates of the United States, with eligibility for Florida R.N. licensure, which must be obtained prior to admission.
- j. Official transcripts from all academic institutions attended that indicate successful completion (C or better) of:
 - (1) Statistics course
 - (2) Undergraduate Health Assessment course
 - (3) Two different Chemistry courses (one with laboratory component)
 - (4) Two Anatomy and Physiology courses
- k. Graduate Record Exam (GRE), taken within 5 years of application:
 - (1) A combined score (verbal and quantitative) with a score of 1000 preferred
 - (2) Analytical section must be reported with a score of 3.5 preferred
- l. An applicant who is from a country where American English is not the primary language or whose bachelor degree is not from an accredited US institution, must submit a minimum:
 - (1) TOEFL score of
 - (i) 550 (paper-based test)
 - (ii) 213 (computer-based test)
 - (2) Evaluation of Bachelor's degree by a recognized U.S. evaluation service attesting to the fact that the degree is equivalent to that required for admission to the program.
- m. Applicants with a Master's Degree will not be required to retake the GRE; however the GRE scores must be reported, if available.
- n. Minimum of one-year experience as a Registered Nurse in a critical care area. Experience is preferred in the areas of ICU, CCU, Trauma ICU, Neuro ICU and CVRU. Other experiences will be considered on an individual basis.
- o. All students are required to certify for BLS, ACLS and PALS twice during the curriculum; these certifications must be made through Wolford College. If you have present copies of the following certifications please provide:
 - (1) BLS

- (2) ACLS
- (3) PALS
- p. Completion of background check by the Florida Department of Law Enforcement (VECHS program) after acceptance, but prior to admission.
- q. The Admissions Committee may consider applicants, on a space available basis, whose credentials include less than a 3.0 GPA, and who meet all other admissions criteria. Such applicants may be granted provisional acceptance. Candidates accepted for provisional acceptance must attain a minimum 3.0 GPA or better during the first semester or they will be dismissed.

2. Admission Criteria: Master of Science in Nurse Anesthesia Completion Degree

Only those CRNAs who meet the admission requirements are eligible for enrollment in the CRNA Completion Program. Dates for enrollment and progression plan will be set by the Program Director and Dean.

- a. Hold re-certification as a CRNA by the Council on Re-Certification of the AANA [photo-copy required].
- b. A Registered Nurse with completion of a:
 - (1) Baccalaureate degree in nursing (BSN) from an accredited nursing program
 - (2) Non-science Baccalaureate degree may be considered on a case by case basis
- c. High school diploma or equivalent
 - (1) High school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma)
 - (2) Has the recognized equivalent of a high school diploma, such as a general education development or GED certificate
 - (3) Has completed homeschooling at the secondary level
 - (4) Has passed a Department approved ability to benefit test
- d. A preferred undergraduate GPA of 3.0 on a 4.0 scale.
- e. A completed application to Woford College.
- f. Application fee to be submitted at time of application.
- g. Three letters of recommendation. These should be from:
 - (1) The applicant's current clinical supervisor
 - (2) Medical professional who has observed applicant clinically
 - (3) Prior educational faculty
- h. Current Resume.
- i. One page Statement of Purpose as to why applicant is pursuing graduate education in Nurse Anesthesia.
- j. Current and unrestricted (clear/active) license as a Registered Nurse in one of the states, or one of the protectorates of the United States, with eligibility for Florida R.N. licensure, which must be obtained prior to admission.
- k. Official transcripts from all academic institutions attended that indicate successful completion (C or better) of:
 - (1) Statistics course
 - (2) Undergraduate Health Assessment course

- l. In addition, the applicant must have a preferred GPA of 3.0 on a 4.0 scale for the following courses (all courses must have a C or better):
 - (1) Two different Chemistry courses (one with laboratory component)
 - (2) Two Anatomy and Physiology courses
- m. Graduate Record Exam (GRE), taken within 5 years of application:
 - (1) A combined score (verbal and quantitative) with a score of 1000 preferred
 - (2) Analytical section must be reported with a score of 3.5 preferred
- n. An applicant who is from a country where English is not the primary language or whose bachelor degree is not from an accredited US institution, must submit a minimum:
 - (1) TOEFL score of
 - (i) 550 (paper-based test)
 - (ii) 213 (computer-based test)
 - (2) Evaluation of Bachelor's degree by a recognized U.S. evaluation service attesting to the fact that the degree is equivalent to that required for admission to the program.
- o. Applicants with a Master's Degree will not be required to retake the GRE; however the GRE scores must be reported, if available.

3. Interview

The Wolford College Admissions Committee will interview applicants that fulfill the admission criteria. The interview process will focus on:

- a. Review of academic history
- b. Life experience and interest in pursuing information about anesthesia practice (i.e. shadowing, etc.)
- c. Interest and commitment of the student to his/her education
- d. Answering questions that the applicant may have of the Wolford College program

4. 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 Admissions Committee and Program Director. Students will be admitted in the spring and fall of each year.

5. Admission Dates

Wolford College admits two classes of students each year (spring and fall). Applicants are asked in their initial admissions package which class to commence their coursework.

6. Re-application

Re-application process for applicants denied:

- a. An applicant denied admission may re-apply to Woford 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. CCRN certification is required for re-application.
- e. Suggested remediation courses must be completed at an accredited college/university in a live format.
- f. An applicant that has been denied an interview or admission to Woford College twice is strongly encouraged to apply elsewhere.

7. 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.

8. 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 (see 6C above).

D. International Students

1. General

Woford 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 Woford 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.

Disclosure of Special Requirements

A. Physical Capability

After acceptance into the College, each student will be required to have their private physician conduct a physical examination attesting to the fact that the student can complete the program and demonstrate competency in the various physical tasks required of the discipline.

B. Florida Department of Law Enforcement

The student must be able to pass a complete background check by the Florida Department of Law Enforcement (VECHS program) following acceptance, but prior to admission. Undisclosed background information will result in immediate dismissal from the program. If any charges are pending prior to entering the program, the student will be deferred until the charges are resolved. Charges that affect the student's Florida RN license will result in the student not being allowed to enter the program.

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.

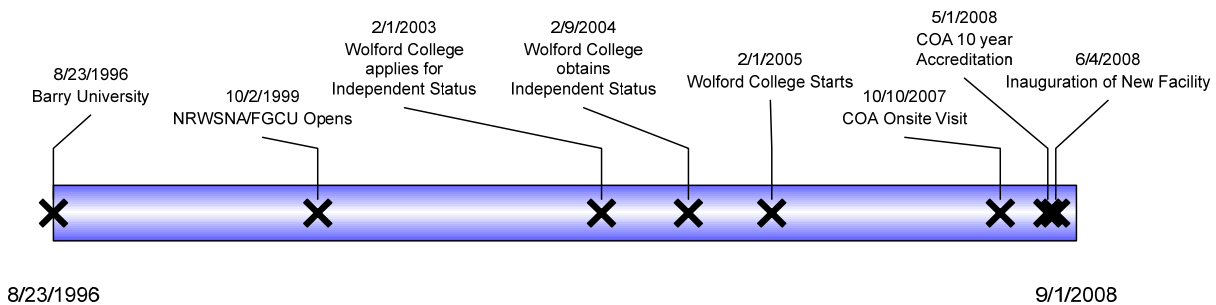
B. Transfer of Credit

Wolford College does not accept transfer credits. Although the school of Nurse Anesthesia is accredited, the acceptance of Wolford College transfer credit(s) at another institution 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 is governed by a Board of Trustees.

Wolford College Development



The Master of Science in Nurse Anesthesia is offered 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, and 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 be 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. These sites consist of several clinical affiliates that provide varied clinical experiences. Assignment/rotation to other enrichment sites will be required of all students 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 also 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 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.

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 online over 24 months to accommodate the employed CRNA.



Curricula for Master of Science in Nurse Anesthesia

A. Curricula for Master of Science in Nurse Anesthesia

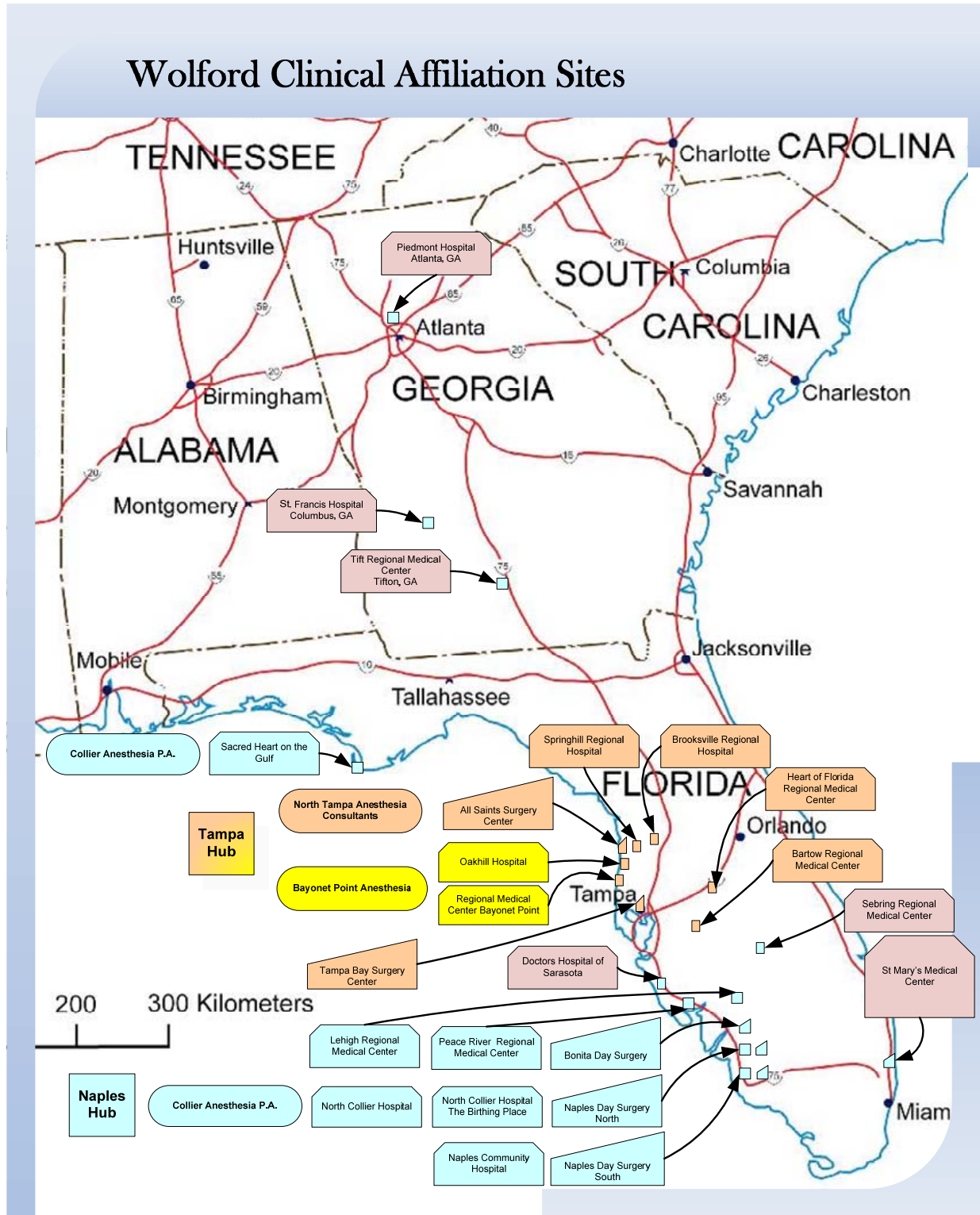
1. Wolford College Academic Progression, Spring Admission

Spring Year 01 (Semester 1)	Semester Hours
NUAN 5135 Research Methodology for Nurse Anesthetists	3
NUAN 5220 Chemistry & Physics for Anesthesia	2
NUAN 5232 Pharmacology of Adjunct Anesthesia Agents	3
NUAN 5245 Advanced Anatomy & Human Physiology	4
Total Credits	12
Summer Year 01 (Semester 2)	
NUAN 5111 Intro to Adv Practice Nurse Anesthesia	1
NUAN 5221 Introduction to Clinical Practicum	2
NUAN 5137 Advanced Health Assessment	3
NUAN 5246 Endocrine, Hepatic & Neuro-Pathophysiology	4
NUAN 5247 Cardiac, Respiratory & Renal Pathophysiology	4
NUAN 5330 Obstetrical, Pediatric and Geriatric Anesthesia	3
Total Credits	17
Fall Year 01 (Semester 3)	
NUAN 5130 Health Policy & Ethics in Advanced Practice Nursing	3
NUAN 5231 Pharmacology of Anesthesia Agents	3
NUAN 5321 Regional Anesthesia	2
NUAN 5331 Anesthesia Management	3
NUAN 5343 Nurse Anes Care for Co-existing Disease & Injury	4
Total Credits	15
Spring Year 02 (Semester 4)	
NUAN 6112 Concepts of Advanced Nursing Practice	1
NUAN 6311 Topics in Anesthesia I	1
NUAN 6451 Clinical Practicum I	5
Total Credits	7
Summer Year 02 (Semester 5)	
NUAN 6113 Prof Aspects of Nurse Anesthesia Practice	1
NUAN 6312 Topics in Anesthesia II	1
NUAN 6452 Clinical Practicum II	5
Total Credits	7
Fall Year 02 (Semester 6)	
NUAN 6313 Topics in Anesthesia III	1
NUAN 6453 Clinical Practicum III	5
Total Credits	6
Spring Year 03 (Semester 7)	
NUAN 7314 Topics in Anesthesia IV	1
NUAN 7430 Synthesis Seminar	3
NUAN 7444 Clinical Practicum IV	4
Total Credits	8
Total Credits for Program	72

2. Wolford College Academic Progression, Fall Admission

Fall Year 01 (Semester 1)	Semester Hours
NUAN 5111 Intro to Adv Practice Nurse Anesthesia	1
NUAN 5130 Health Policy & Ethics in Advanced Practice Nursing	3
NUAN 5220 Chemistry & Physics for Anesthesia	2
NUAN 5232 Pharmacology of Adjunct Anesthesia Agents	3
NUAN 5245 Advanced Anatomy & Human Physiology	4
Total Credits	13
Spring Year 01 (Semester 2)	
NUAN 5135 Research Methodology for Nurse Anesthetists	3
NUAN 5137 Advanced Health Assessment	3
NUAN 5221 Introduction to Clinical Practicum	2
NUAN 5231 Pharmacology of Anesthesia Agents	3
NUAN 5247 Cardiac, Respiratory & Renal Pathophysiology	4
NUAN 5330 Obstetrical, Pediatric and Geriatric Anesthesia	3
Total Credits	18
Summer Year 01 (Semester 3)	
NUAN 5246 Endocrine, Hepatic & Neuro-Pathophysiology	4
NUAN 5321 Regional Anesthesia	2
NUAN 5331 Anesthesia Management	3
NUAN 5343 Nurse Anes Care for Co-existing Disease & Injury	4
Total Credits	13
Fall Year 02 (Semester 4)	
NUAN 6112 Concepts of Advanced Nursing Practice	1
NUAN 6311 Topics in Anesthesia I	1
NUAN 6451 Clinical Practicum I	5
Total Credits	7
Spring Year 02 (Semester 5)	
NUAN 6113 Prof Aspects of Nurse Anesthesia Practice	1
NUAN 6312 Topics in Anesthesia II	1
NUAN 6452 Clinical Practicum II	5
Total Credits	7
Summer Year 02 (Semester 6)	
NUAN 6313 Topics in Anesthesia III	1
NUAN 6453 Clinical Practicum III	5
Total Credits	6
Fall Year 03 (Semester 7)	
NUAN 7314 Topics in Anesthesia IV	1
NUAN 7430 Synthesis Seminar	3
NUAN 7444 Clinical Practicum IV	4
Total Credits	8
Total Credits for Program	72

B. Clinical Affiliation Sites for Master of Science in Nurse Anesthesia



C. Criteria for Graduation for Master of Science in Nurse Anesthesia Degree

As a candidate for a Master's of Science, the Nurse Anesthesia Student must meet all the following criteria:

- 1. An application form must be submitted to Wolford College 90 days prior to graduation.**
- 2. Complete all units of instruction for the prescribed curriculum: a total of 72 credit hours.**
- 3. Maintain a 3.0 grade point average at Wolford College.**
- 4. Meet all clinical requirements as specified by the Council on Accreditation of Nurse Anesthesia Education Programs and the Council on Certification of Nurse Anesthetists.**
- 5. Successfully complete Comprehensive Exams.**
- 6. Ensure ACLS, BLS and PALS is current while in school and 90 days after graduation in order to be eligible to take the National Certification Exam.**
- 7. Complete all financial obligations to Wolford College.**
- 8. Attend graduation ceremony (mandatory).**
- 9. Complete exit interview with Wolford College Administrative Faculty.**
- 10. Obtain a satisfactory score on the SEE exam.**

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

D. Deferral of Graduation for Master of Science in Nurse Anesthesia

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**

Course Description for Master of Science in Nurse Anesthesia

A. Course Sequencing

Students will be admitted to Wolford College twice each year, one class in February and the second class in September/October. They will be designated the spring or 20__A and fall or 20__B classes.

NUAN 5111	Introduction to Advanced Practice Nurse Anesthesia (1sh)
NUAN 5130	Health Policy and Ethics in Advanced Practice Nursing (3sh)
NUAN 5135	Research Methodology for Nurse Anesthetists (3sh)
NUAN 5137	Advanced Health Assessment (3sh)
NUAN 5220	Chemistry and Physics for Anesthesia (2sh)
NUAN 5221	Introduction to Clinical Practicum (2sh)
NUAN 5231	Pharmacology of Anesthesia Agents (3sh)
NUAN 5232	Pharmacology of Adjunct Anesthesia Agents (3sh)
NUAN 5245	Advanced Anatomy and Human Physiology (4sh)
NUAN 5246	Endocrine, Hepatic and Neuro-Pathophysiology (4sh)
NUAN 5247	Cardiac, Respiratory and Renal Pathophysiology (4sh)
NUAN 5321	Regional Anesthesia (2sh)
NUAN 5330	Obstetrical, Pediatric and Geriatric Anesthesia (3sh)
NUAN 5331	Anesthesia Management (3sh)
NUAN 5343	Nurse Anesthesia Care for Co-existing Disease and Injury (4sh)
NUAN 6112	Concepts of Advanced Nursing Practice (1sh)
NUAN 6113	Professional Aspects of Nurse Anesthesia Practice (1sh)
NUAN 6311	Topics in Anesthesia I (1sh)
NUAN 6312	Topics in Anesthesia II (1sh)
NUAN 6313	Topics in Anesthesia III (1sh)
NUAN 6451	Clinical Practicum I (5sh)
NUAN 6452	Clinical Practicum II (5sh)
NUAN 6453	Clinical Practicum III (5sh)
NUAN 7314	Topics in Anesthesia IV (1sh)
NUAN 7430	Synthesis Seminar (3sh)
NUAN 7444	Clinical Practicum IV (4sh)

B. Course Descriptions

The descriptions for the courses offered at Wolford College are as follows:

NUAN 5111 Introduction to Advanced Practice Nurse Anesthesia (1sh)

Examination of professional and organizational influences on advanced practice Nurse Anesthesia with focus on the American Association of Nurse Anesthetists, including its history, the Councils on Accreditation, Certification, Recertification and Public Interest, and Standards and Scope of Practice.

Prerequisite: Admission to the program.

NUAN 5130 Health Policy and Ethics in Advanced Practice Nursing (3sh)

Overview of the health care delivery system in the United States that includes analysis of health care policy, financial issues, and political trends, ethical, and professional issues in Nurse Anesthesia. This course also examines ethical decision-making in health care policy and the relationship between health policy making and the political process.

Prerequisite: Admission to the program.

NUAN 5135 Research Methodology for Nurse Anesthetists (3sh)

Study the process and application of Nurse Anesthesia research with emphasis on scientific inquiry and ethics in research with particular focus on developing knowledge and skills to critique published studies. Use of research to influence changes in the delivery of perioperative Nurse Anesthesia care in multiple health care settings is emphasized. Students will develop clinically oriented problem data analysis, interpretation, and research utilization.

Prerequisite: Admission to the program.

NUAN 5137 Advanced Health Assessment (3sh)

Knowledge and skills necessary for advanced practice Registered Nurses to synthesize concepts from nursing and the biopsychosocial sciences in the formulation of a comprehensive health assessment in Nurse Anesthesia.

Prerequisite: Admission to the program.

NUAN 5220 Chemistry and Physics for Anesthesia (2sh)

Biomechanical principles of mechanisms, actions, and theories, as they apply to perioperative Nurse Anesthesia practice.

Prerequisite: Admission to the program.

NUAN 5221 Introduction to Clinical Practicum (2sh)

Theory and principles related to technological devices used in perioperative Nurse Anesthesia. Emphasis on operation and use of monitoring devices such as transducers, oximeters and capnographs.

Prerequisite: Admission to the program

NUAN 5231 Pharmacology of Anesthesia Agents (3sh)

Study of the pharmacokinetic, pharmacodynamic, and clinical use of anesthetic drugs in the perioperative management of anesthesia.

Prerequisite: Admission to the program.

NUAN 5232 Pharmacology of Adjunct Anesthesia Agents (3sh)

Study of the pharmacokinetics, pharmacodynamics, and clinical use of adjunct agents in the perioperative management of anesthesia.

Prerequisite: Admission to the program.

NUAN 5245 Advanced Anatomy and Human Physiology (4sh)

Comprehensive course focused on the advanced concepts of human physiology with particular attention given to cardiac and respiratory physiology.

Prerequisite: Admission to the program.

NUAN 5246 Endocrine, Hepatic and Neuro-Pathophysiology (4sh)

Study of advanced anatomy, physiology, and pathophysiology of the hepatic, nervous, and endocrine systems with emphasis on the body's homeostasis mechanisms and their aberrant function.

Prerequisite: NUAN 5245

NUAN 5247 Cardiac, Respiratory and Renal Pathophysiology (4sh)

Study of advanced anatomy, physiology, and pathophysiology of the cardiovascular, respiratory and renal systems with emphasis on the body's homeostasis mechanisms and their aberrant function.

Prerequisite: NUAN 5245

NUAN 5321 Regional Anesthesia (2sh)

Theoretical and practical considerations of perioperative patients undergoing regional anesthesia.

Prerequisite: Admission to the program.

NUAN 5330 Obstetrical, Pediatric and Geriatric Anesthesia (3sh)

Perioperative management for childbearing women, children, and seniors.

Prerequisite: Admission to the program.

NUAN 5331 Anesthesia Management (3sh)

Broad field orientation to perioperative Nurse Anesthesia practice. Includes 6 days of clinical.

Prerequisite: NUAN 5137

NUAN 5343 Nurse Anesthesia Care for Co-existing Disease and Injury (4sh)

Study of perioperative management of patients experiencing cardiovascular, respiratory, endocrine renal, hepatic, and neurological disease and traumatic injury.

Prerequisite / Co requisite: NUAN 5246; NUAN 5247

NUAN 6112 Concepts of Advanced Nursing Practice (1sh)

Examination of professional, ethical, social and cultural influences for nurse anesthetists in advanced practice.

Prerequisite: NUAN 5111.

NUAN 6113 Professional Aspects of Nurse Anesthesia Practice (1sh)

Examination of current trends and issues of advanced practice nursing with emphasis on Nurse Anesthesia. Nurse Anesthesia Standards and Scope of Practice and reimbursement issues are explored.

Prerequisite: NUAN 6112.

NUAN 6311 Topics in Anesthesia I (1sh)

Beginning synthesis of current anesthesia topics and research, review of clinical mortality and morbidity concerns, and incorporation of professional issues into clinical practice.

Prerequisite: NUAN 5331.

NUAN 6312 Topics in Anesthesia II (1sh)

Continued beginning synthesis of current anesthesia topics and research, review of clinical mortality and morbidity concerns, and incorporation of professional issues into clinical practice.

Prerequisite: NUAN 6311.

NUAN 6313 Topics in Anesthesia III (1sh)

Incorporate current anesthesia topics and research, review of clinical mortality and morbidity concerns, and incorporation of professional issues into clinical practice.

Prerequisite: NUAN 6312.

NUAN 6451 Clinical Practicum I (5sh)

Clinical application of didactic material from the Nurse Anesthesia curriculum to the beginning level practice in the role of a nurse anesthetist. Anesthesia Seminars during the clinical practicum provide opportunity to review current research and practice issues.

Prerequisite: NUAN 5331.

NUAN 6452 Clinical Practicum II (5sh)

Continuation of the clinical application of didactic material from the Nurse Anesthesia curriculum with focus on utilization of additional anesthesia techniques and increased skill development.

Prerequisite: NUAN 6451.

NUAN 6453 Clinical Practicum III (5sh)

Incorporation of the Nurse Anesthesia curriculum content with opportunities to begin synthesis of all didactic material and techniques for effective and efficient clinical practice.

Prerequisite: NUAN 6452.

NUAN 7314 Topics in Anesthesia IV (1sh)

Apply current anesthesia topics and research, review of clinical mortality and morbidity concerns, and incorporation of professional issues into clinical practice.

Prerequisite: NUAN 6313.

NUAN 7430 Synthesis Seminar (3sh)

Comprehensive review and preparation for The National Certification Examination in Nurse Anesthesia.

Co requisite: NUAN 7444.

NUAN 7444 Clinical Practicum IV (4sh)

Display proficiency in the incorporation of the Nurse Anesthesia curriculum content with opportunities to synthesize of all didactic material and techniques for effective and efficient clinical practice.

Prerequisite: NUAN 6453.

Curricula- Master of Science in Nurse Anesthesia Completion Degree

A. Curricula Master of Science in Nurse Anesthesia Completion Degree

1. Wolford College Academic Progression Spring Admission Progression Plan

Spring Year 01 (Semester 1)	Semester Hours
NUAN 8238 Pharmacology of Anesthesia Agents	3
NUAN 8244 Advanced Anatomy & Human Physiology	4
Total Credits	7
Summer Year 01 (Semester 2)	
NUAN 8114 Intro to Adv Practice Nurse Anesthesia	1
NUAN 8245 Cardiac, Respiratory & Renal Pathophysiology	4
NUAN 8246 Endocrine, Hepatic & Neuro-Pathophysiology	4
Total Credits	9
Fall Year 01 (Semester 3)	
NUAN 8134 Health Policy & Ethics in Advanced Practice Nursing	3
NUAN 8227 Chemistry & Physics for Anesthesia	2
NUAN 8427 Selected Topics in Clinical Anesthesia	2
Total Credits	7
Spring Year 02 (Semester 4)	
NUAN 8135 Research Methodology for Nurse Anesthetists	3
NUAN 8329 Advanced Clinical Assessment	2
Total Credits	5
Summer Year 02 (Semester 5)	
NUAN 8326 Advanced Regional Anesthesia	2
NUAN 8338 Obstetrical, Pediatric and Geriatric Anesthesia	3
Total Credits	5
Fall Year 02 (Semester 6)	
NUAN 8349 Nurse Anesthesia Care for Co-existing Disease & Injury	4
NUAN 8429 Advanced Anesthesia Topics Seminar	2
Total Credits	6
Total Credits for Program	39

2. Wolford College Academic Progression Fall Admission Progression Plan

Fall Year 01 (Semester 1)	Semester Hours
NUAN 8114 Intro to Adv Practice Nurse Anesthesia	1
NUAN 8134 Health Policy & Ethics in Advanced Practice Nursing	3
NUAN 8244 Advanced Anatomy & Human Physiology	4
Total Credits	8
Spring Year 01 (Semester 2)	
NUAN 8135 Research Methodology for Nurse Anesthetists	3
NUAN 8245 Cardiac, Respiratory & Renal Pathophysiology	4
Total Credits	7
Summer Year 01 (Semester 3)	
NUAN 8246 Endocrine, Hepatic & Neuro-Pathophysiology	4
NUAN 8326 Advanced Regional Anesthesia	2
Total Credits	6
Fall Year 02 (Semester 4)	
NUAN 8227 Chemistry & Physics for Anesthesia	2
NUAN 8427 Selected Topics in Clinical Anesthesia	2
Total Credits	4
Spring Year 02 (Semester 5)	
NUAN 8238 Pharmacology of Anesthesia Agents	3
NUAN 8338 Obstetrical, Pediatric and Geriatric Anesthesia	3
Total Credits	6
Summer Year 02 (Semester 6)	
NUAN 8329 Advanced Clinical Assessment	2
NUAN 8349 Nurse Anesthesia Care for Co-existing Disease & Injury	4
NUAN 8429 Advanced Anesthesia Topics Seminar	2
Total Credits	8
Total Credits for Program	39

B. Criteria for Graduation- Master of Science in Nurse Anesthesia Completion Program

As a candidate for a Master's of Science, with a major in Nurse Anesthesia from the Completion Program for CRNAs, the graduate student must meet all the following criteria:

- 1. An application for graduation form must be submitted to Wolford College 90 days prior to graduation.**
- 2. Complete all units of instruction for the prescribed curriculum: a total of 39 credit hours.**
- 3. Maintain a cumulative 3.0 grade point average at Wolford College.**
- 4. Successfully complete Comprehensive Exams.**

5. **Ensure American Heart Association (AHA) ACLS, BLS and PALS is current while in the CRNA Completion Program.**
6. **Complete all financial obligations to Wolford College.**
7. **Complete exit interview with Director of Enrollment and Student Services.**
8. **Attend graduation ceremony (mandatory).**

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**

Course Description- Master of Science in Nurse Anesthesia Completion Program

A. Course Sequencing- Master of Science in Nurse Anesthesia Completion Program

Students will be admitted to Wolford College twice each year, one class in February and the second class in October. They will be designated the spring or 20__A and fall or 20__B classes.

NUAN 8114	Introduction to Advanced Practice Nurse Anesthesia
NUAN 8134	Health Policy and Ethics in Advance Practice Nursing
NUAN 8135	Research Methodology for Nurse Anesthetists
NUAN 8227	Chemistry & Physics for Anesthesia
NUAN 8238	Pharmacology of Anesthesia Agents
NUAN 8244	Advanced Anatomy & Human Physiology
NUAN 8245	Cardiac, Respiratory & Renal Pathophysiology
NUAN 8246	Endocrine, Hepatic and Neuro-Pathophysiology
NUAN 8326	Advanced Regional Anesthesia.
NUAN 8329	Advanced Clinical Assessment
NUAN 8338	Obstetrical, Pediatric and Geriatric Anesthesia
NUAN 8349	Nurse Anesthesia Care for Co-existing Disease & Injury
NUAN 8427	Selected Topics in Clinical Anesthesia
NUAN 8429	Advanced Anesthesia Topics Seminar

B. Course Description- Master of Science in Nurse Anesthesia Completion Program

The descriptions for the CRNA Completion Program courses offered at Wolford College are as follows:

NUAN 8114 Introduction to Advanced Practice Nurse Anesthesia (1sh)

Examination of professional and organizational influences on advanced practice nursing with focus on the American Association of Nurse Anesthetists, including its history, the Council on Accreditation, Certification and Practice and Standards and Scope of Practice.

NUAN 8134 Health Policy & Ethics in Advanced Practice Nursing (3sh)

An overview 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 in nursing. Ethical decision making in health care policy and the relationship between health policy making and the political process will also be examined.

NUAN 8135 Research Methodology for Nurse Anesthetists (3sh)

The process and application of nursing research with emphasis on scientific inquiry and ethics in research with particular focus on developing knowledge and skills to critique published studies will be explored. Use of research to influence changes in the delivery of nursing care in multiple health care settings is emphasized. Students will develop a clinically oriented problem data analysis, interpretation, and research utilization.

NUAN 8227 Chemistry and Physics for Anesthesia (2sh)

Biomechanical principles of mechanisms, actions, and theories, as they apply to perioperative nursing practice.

NUAN 8238 Pharmacology of Anesthesia Agents (3sh)

This course explores the pharmacokinetic, pharmacodynamic, and clinical use of anesthetic drugs in the perioperative management of anesthesia

NUAN 8244 Advanced Anatomy and Human Physiology (4sh)

A comprehensive course focused on the advanced concepts of human anatomy and physiology.

NUAN 8245 Cardiac, Respiratory & Renal Pathophysiology (4sh)

Study of advanced anatomy, physiology, and pathophysiology of the cardiovascular, renal and respiratory systems with emphasis on the body's homeostasis mechanisms and their aberrant function.

NUAN 8246 Endocrine, Hepatic & Neuro-Pathophysiology (4sh)

Study of advanced anatomy, physiology, and pathophysiology of the hepatic, nervous, and endocrine systems with emphasis on the body's homeostasis mechanisms and their aberrant function.

NUAN 8326 Advanced Regional Anesthesia (2sh)

Theoretical and practical considerations of perioperative clients undergoing regional anesthesia.

NUAN 8329 Advanced Clinical Assessment (2sh)

Display proficiency in the incorporation of the content Nurse Anesthesia curriculum with opportunities to synthesize all didactic material and techniques for effective and efficient advanced clinical practice.

NUAN 8338 Obstetrical, Pediatric and Geriatric Anesthesia (3sh)

Perioperative management for childbearing women, children, and seniors.

NUAN 8349 Nurse Anesthesia Care for Co-existing Disease and Injury (4sh)

An in-depth study of perioperative management of patients experiencing, cardiovascular, respiratory, endocrine renal, hepatic, and neurological disease and traumatic injury

NUAN 8427 Selected Topics in Clinical Anesthesia (2sh)

Examination of professional, ethical, social and cultural influences on advanced practice nursing. Apply current anesthesia topics and research, review of clinical concerns, and incorporation of professional issues into clinical practice.

NUAN 8429 Advanced Topics in Anesthesia Seminar (2sh)

Apply current anesthesia topics and research, review of clinical mortality and morbidity concerns, and incorporation of professional issues into clinical practice.

Explanation of Course Numbering System

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

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

For example, course NUAN 6451 is a Nurse Anesthesia specialty course given on the second year of graduate study. It is an advanced anesthesia concepts course, which is 5 credit hours at the beginning of a series of courses.

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.

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 16 week 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 60 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 Grades

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 28 months of enrollment.
- f. Students may take up to 150% or 14 months longer than the normal time of their program to complete the program and still be regarded as being in good standing. However, a student will **NOT BE ELIGIBLE** for Title IV federal financial aid once he/she has received aid for the number of credits in the program or reach 28 months
- g. **IN NO INSTANCE** can the student receive aid for more time than those for which the program is accredited.

2. Consequence of Unsatisfactory Grades or Progress

Students who fail to meet the academic progress standards will receive written notice of academic standing and federal financial student aid status.

- a. Failure to maintain an academic GPA of 3.0 in any one semester will place a student on academic probation during the next semester. Students are not eligible for federal student aid during probationary periods.
- b. A maximum of two probationary semesters are permitted.
- c. Failure to maintain an overall GPA of 3.0 or greater for 2 semesters will result in termination of the student's enrollment.
- d. An accumulation of two marginal grades (C) will result in termination of a student's enrollment.
- e. Failure in any academic course will result in termination of a student's enrollment from the program.
- f. A student that falsifies meeting/conference or continuing education records will be terminated.
- g. A dismissed student will not be readmitted.

3. Financial Aid Appeals

Students with extenuating circumstances may appeal the suspension of financial aid eligibility. The Academic Appeal Form is available from the Student Financial Services Office. Students interested in appealing should submit the appeal form and any additional documentation directly to the Wolford College Student Financial Services Office for consideration. Students will be notified of the appeal decision.

B. Clinical Practicum Standards

1. Standards of Satisfactory Clinical Practicum Grades

Progression through the course of study is dependent upon maintaining a 3.0 GPA in all academic studies and Clinical Practicum courses. Progression from one clinical semester to another is mandatory for successful completion of the Wolford College Nurse Anesthesia program. No student on probation shall progress from one semester to another until all issues have been resolved or a dispensation has been given by the Dean.

2. Successful completion of a clinical semester includes the following:

- a. Completion of all of the semester criteria.
- b. Clinical Practicum Evaluations:
 - (1) Daily formative evaluations are to be completed by the clinical preceptor immediately after the clinical experience.
 - (2) These evaluations are to be given to the appropriate site/clinical coordinator.
- c. Summative evaluation for the semester.
- d. End of Semester Evaluation by Clinical Coordinators
 - (1) Address and resolve issues brought up by the “Clinical Evaluation form for failure to meet clinical competence.”
- e. Submission of appropriate and adequate care plans and/or case studies.
- f. Attendance and participation at required conferences.
- g. Score of 80% or greater on written comprehensive examinations administered each semester.

Clinical practicum will be graded via standard College criteria. The Clinical Practicum grades will be based on the syllabus for that semester.

3. Clinical Grade Percentage Allotment (Example)

Clinical Grading Criteria	Percentage of Grade
Daily formative Evaluation	30%
Summative Evaluation	30%
Care Plans	10%
Conference Attendance	10%
Comprehensive Written Exam	20%

4. Consequence of Unsatisfactory Grades or Progress

- a. If a student is placed on probation during a Clinical Practicum, the resultant semester grade will be a “C.”
- b. If a student is on probation at the end of the semester, the student shall receive an “I” until the conditions of probation are completed. The student can then proceed into the next Practicum.
- c. If a student fails a Clinical Practicum, enrollment will be terminated.

Description of Degree Awarded

Graduates are awarded a Master of Science (MS) degree with a major in Nurse Anesthesia. Graduates entering the Nurse Anesthesia profession are eligible to sit for the CCNA National Certification Examination to become a CRNA.

Wolford College

Detailed Description of All Fees and Charges

A. Approximate Fees and Charges for Master of Science in Nurse Anesthesia

Current Wolford College Fees and Charges*	Approximate Cost
Tuition Expense	
Deposit (non-refundable)	\$1,500
Semester 1	\$5,645
Semester 2	\$7,145
Semester 3	\$7,145
Semester 4	\$7,145
Semester 5	\$7,145
Semester 6	\$7,145
Semester 7	\$7,145
Total Tuition Expense	\$50,015.00
Application Fee (non-refundable)	\$50.00
Background Check x 3(non-refundable, approx.)	\$200.00
Textbooks and Equipment	\$1,900.00
Dosimetry Badge1	\$120.00
Earpiece and Precordial	\$120.00
Library Fee x 7 (each semester)	\$350.00
Graduation Fee¹	\$250.00
WC Scrubs (Each pair 40.00; two required)	\$80.00
AANA Associate Membership Fee ¹ (non-refundable)	\$100.00
Malpractice Insurance¹	\$564.00
Health Insurance (entire program)	\$4,000.00
Self-Evaluation Examination (4th semester)	\$125.00
Recertification of ACLS, BLS, PALS	\$900.00
Educational Conferences	Variable Costs
Certification Examination	\$725.00
Transcript, each	\$15.00
Approximate cost	\$59,514.00
Payment late fee*	\$250.00
Loss of Name Badge	\$75.00
Loss of Pager	\$75.00
Returned check fee	5% of Face Value of Check
Postage for SEE exam re-take	\$5.00

All of the above are current rates that are subject to change, **Included in Tuition, ¹ one-time fee

B. Approximate Fees and Charges for Master of Science in Nurse Anesthesia Completion Program

Current Wolford College Fees and Charges*	Approximate Cost
Tuition Expense	
Deposit (non-refundable)	\$1,500
Semester 1	\$3,500
Semester 2	\$4,500
Semester 3	\$4,500
Semester 4	\$4,500
Semester 5	\$4,500
Semester 6	\$4,500
Total Tuition Expense	\$27,000
Application Fee (non-refundable)	\$50.00
Background Check x 3(non-refundable)	\$34.00
Fees (Technology, Building, etc...)	**
Textbooks and Equipment	\$2,500.00
Library Fee	\$50.00
Graduation Fee¹	\$250.00
Recertification of ACLS, BLS, PALS	\$500.00
Transcript, each	\$15.00
Approximate cost	\$30,399
Payment late fee*	\$250.00
Returned check fee	5% of Face Value of Check

C. 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. Background Check

The state of Florida requires that all healthcare personnel have a background check including submitting fingerprints. Upon admission to the program, the student will receive a packet of information (fingerprint card/waiver form) with directions to send to the Florida Department of Law Enforcement (VECHS program) at PO Box 1489, Tallahassee, FL 32302-1489. The Florida Department of Law Enforcement charges \$34.00 for this background check. Any issues made apparent by the background check that have not been disclosed during the admission process may lead to removal from the program.

Wolford College requires criminal background checks annually to secure a national background check report; additional background checks will be required. The cost of these background checks will result in two additional fees starting at approximately \$64.00 each (this is subject to change).

Wolford College is required by the Florida Board of Education to make them aware of any positive background check. This may lead to an investigation by the Board of Nursing with possible suspension of RN license.

3. 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 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. Tuition is due each semester by the first day of class. A late fee of \$250 will be assessed if tuition is not paid by the tuition deadline. For students receiving financial aid, please refer to the Student Financial Aid Handbook.

4. Textbooks and Equipment

Each student accepted to Wolford College will be provided a list of the required textbooks. Students must purchase the books via the College. It is required that you purchase the most up to date editions. These books should be kept after graduation as a reference library.

The College will provide a packet of equipment which you will purchase on admission. The packet will contain the following equipment:

- Scrubs (2 pairs)
- Earpiece
- Pediatric and adult precordial stethoscope



The following are recommended accessories:

- Trauma scissors
- Two Straight Crile Forceps
- Stethoscope
- Fanny pack
- Scrub coat for OR (WC)



5. Computer and Internet Access

A laptop computer is necessary for the successful completion of the program. The computer is required to complete written assignments and to obtain critical information from the Internet. Either a Macintosh or a Windows machine is acceptable. There will be an orientation to help students select a computer. A laptop or iPad is required for online testing in both the didactic and clinical phases of the program; while either option is currently acceptable, the iPad is strongly suggested.

6. AANA Associate Membership Fee

The American Association of Nurse Anesthetists (AANA) provides each student Associate Membership and awards an AANA member number, a copy of the AANA Journal, and News Bulletin. Associate Members of the AANA are invited to attend the AANA Annual National Meeting each year during which sessions for students are provided. www.aana.com



Students are encouraged to attend and participate in meetings offered by the Florida Association of Nurse Anesthetists and the American Association of Nurse Anesthetists at which they will have the opportunity to meet other Nurse Anesthesia students and Certified Registered Nurse Anesthetists. www.fana.org

Welcome to FANA.org



7. Malpractice Insurance

Students must carry malpractice insurance prior to entering the clinical area. Wolford College will provide the Student Registered Nurse Anesthetists (SRNA) medical malpractice insurance in the amount of \$1,000,000 (per occurrence) - \$3,000,000 (aggregate) prior to their clinical practicum assignment for a fee. The medical malpractice insurance is kept active while the student is enrolled. A current copy of such coverage is on file in the College office. A late fee of \$100 will be assessed if malpractice is not paid by the posted due date and the student will not be permitted to start in the clinical area until insurance is obtained.

8. Student Health Insurance

Wolford College will facilitate the Student Registered Nurse Anesthetist's (SRNA) purchase of health insurance. Students admitted to Wolford College **are required** to purchase the school health insurance plan. Please contact the Director of Enrollment & Student Services with any questions.



The school cannot be responsible for medical expenses incurred from needle sticks or other injuries sustained while enrolled in Wolford College. Students are responsible for all deductibles and all medical expenses incurred.

9. Self-Evaluation Examination (4th semester)

The Self-Evaluation Examination (SEE) is a computerized adaptive test that is intended to help students identify their

NBCRNA

strengths and weaknesses before taking the National Certification Examination. The SEE is given by the National Board of Certification & Recertification for Nurse Anesthetists (NBCRNA). Wolford College students will be required to take this exam during the 4th semester of the curriculum. The fee for this exam is due at the beginning of the 4th semester. Students **must pass** this exam to fulfill graduation requirements.

10. Certification Examination

The Council on Certification of Nurse Anesthetists (CCNA) of the AANA is responsible for administering the National Certification Examination (NCE) to those Registered Nurse anesthetists who have met all requirements for examination and have been found eligible by the CCNA. Graduates of Wolford College's Nurse Anesthesia Program will be eligible to sit for the NCE. Appropriate paperwork and documentation will be completed during the last semester prior to graduation. The NCE is administered by computer.

11. Transcripts

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

12. Returned Checks

Due to the high cost of processing, returned or bounced checks will assess a fee of 5% of the face value of the check; upon graduation, a diploma will not be processed until these fees are paid.

13. Graduation Fees

Graduation fees are due during the last semester and cover the cost of the regalia, diploma, and ceremony.

D. Student Life

1. Housing and Utilities

Housing and utilities are the responsibility of each student. Assistance in locating housing can be provided by the Director of Enrollment & Student Services. During the first year, students are required to attend classes in Naples, Florida. It is highly recommended that you reside in Naples during the first year of the program. During the remaining 16 months, students are required to submit their preference for their primary clinical practicum sites in the Naples or Tampa hub. Students are expected to provide their own housing in the area they designate to complete their applied practice. Students must live within 30 minutes of clinical sites to facilitate call shifts. Housing for call shifts is not provided. Housing for short-term outside clinical rotations will be provided by the College.

2. Meals

Students are responsible for their own meals while enrolled in the program.

3. Transportation

Students are responsible for their own transportation while enrolled in the program. Additionally, any parking fees are the responsibility of the student.

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 suits the student. 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.

B. Financial Aid Available

Financial Aid services available to Wolford College students are as follows:

1. AMEDD program through the United States Army. Brochure information is in the Wolford College office.
2. Veterans' training available for veterans or other eligible persons under the provisions of Chapter 36, Title 38, U.S. Code, Section 3675 through the State of Florida Department of Veterans' Affairs
3. Title IV funds under the programs of Federal Stafford Loans and Federal Direct Loans.

C. Federal Grants and Loans

Wolford College has approval to disburse Title IV funds under the programs of Federal Stafford Loans and Federal Direct Loans. In addition, Wolford College applies for Advanced Professional Traineeship and Nurse Anesthesia Traineeship grants through the Department of Health and Human Services-Health Resources and Services Administration, Division of Nursing each year.

D. 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 semester's 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.
3. Students who withdraw within the first 5 weeks of the tuition deadline shall be refunded 50% of their tuition.
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).**
6. A refund or withdrawing may affect your eligibility to receive Federal Financial Aid.

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 Graduate Education
Associate Director of Doctoral Education
Director of Financial Aid
Director of Enrollment and Student Services
Director of Institutional Effectiveness
Librarian
Information Technology Systems Analyst
Administrative Assistant

In addition to the Wolford College Library housed on-campus, students also have access to the Bailey Telford Building Library; this arrangement is in conjunction with Naples Community Hospital. Students have access to the NCH facility during regular business hours and after hours with the identification provided by the hospital, allowing for 24-hour access. The Wolford Library is open during normal campus hours and has a variety of anesthesia references. In

addition, students have access to a variety of journals online through OVID and Library and Information Resources Network (LIRN) databases.

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) that arise.

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. 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 with assistance from Associate Director of Graduate Education
3. Fielding your questions and referring you to the appropriate faculty or administrative manager.
4. Assisting with housing information. If any discount housing is available you will be notified at the time of admission.
5. Arrange for photos of each student on the first day of class. This will be used to assist faculty.
6. Acting as your ombudsman for the first year of didactic instruction. All didactic issues should first be discussed with the faculty responsible for that class.

C. Clinical Coordinators

During the last sixteen months of the Nurse Anesthesia program at Wolford College, the student will be primarily in the clinical arena. Students will be assigned a Clinical Coordinator who will grade care plans and assist in reviewing the student's achievement and/or areas needing improvement.

The Program Director and faculty supervise the academic advising program and are available for consultation with students.

D. 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.

E. Disability Services

After acceptance into the college, each student will be required to have their private physician conduct a physical examination attesting to the fact that the student can complete the program and demonstrate competency in the various physical tasks required of the discipline. If any learning disabilities are an issue please contact the Director of Enrollment and Student Services.

F. Student Activities

Each class of students shall elect officers for the student government association. Students are encouraged to participate in the Florida Association of Nurse Anesthetists and the American Association of Nurse Anesthetists. In the event that a student is selected and/or elected to an official position in either of these professional organizations, the college will make arrangements for active participation by the student.

G. Library Resources

The Wolford College Library, housed in the campus building, contains textbooks as well as anesthesia and general medical sources. The Wolford College Library has copies of current textbooks specific to anesthesiology and textbooks on related subjects. Students are permitted to check out textbooks upon request. It should be noted that students are required to purchase textbooks at the beginning of enrollment. The Library also provides access to online resources through the OVID and LIRN databases and a Librarian is available for help with library resources.

Each student is required to have access to a computer and to allow connection to the College e-mail and website. Wolford College maintains a Library Committee composed of 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.

H. 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. (During orientation, students receive instruction on computer usage, communication and electronic etiquette.)

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. 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.

Due to safety issues in Clinical Anesthesia, truthfulness is expected to be one of the principles of primary importance. If a lack of integrity or honesty is brought against a student it may result in immediate dismissal from the program.

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 may be dismissed from the Program. Any student arrested for possession or use of illicit substances or DUI will immediately be dismissed from the program without opportunity for readmission.

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.

The College may require a student to take a medical leave of absence if, in the judgment of the Program Director and with the approval of the Dean, the student:

- 1. Poses a threat to the lives or safety of himself/herself or other members of the Wolford College community.**
- 2. Has a medical or psychological problem, which cannot be properly treated in the College setting.**
- 3. Has evidenced a medical condition or behavior that seriously interferes with the student's ability to function and/or seriously interferes with the educational pursuits of other members of the Wolford College community.**

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 Program Director, 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.

A leave of absence, whether voluntary or involuntary, will have an effect on student federal financial aid. The current policy is that federal financial aid is available to students in the program for a time period of 28 contiguous months. Up to six months is allowed for a leave of absence before federal financial aid is cancelled; this policy is separate from the College's policy that a leave of absence may not be greater than one year. Students will not receive federal financial aid payments during their leave of absence, and the duration of the absence will be included in the 28 month time period. As such, students who take a leave of absence will be required to pay out of pocket or secure private loans to complete any portion of the program beyond 28 months from the time they began the program.

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

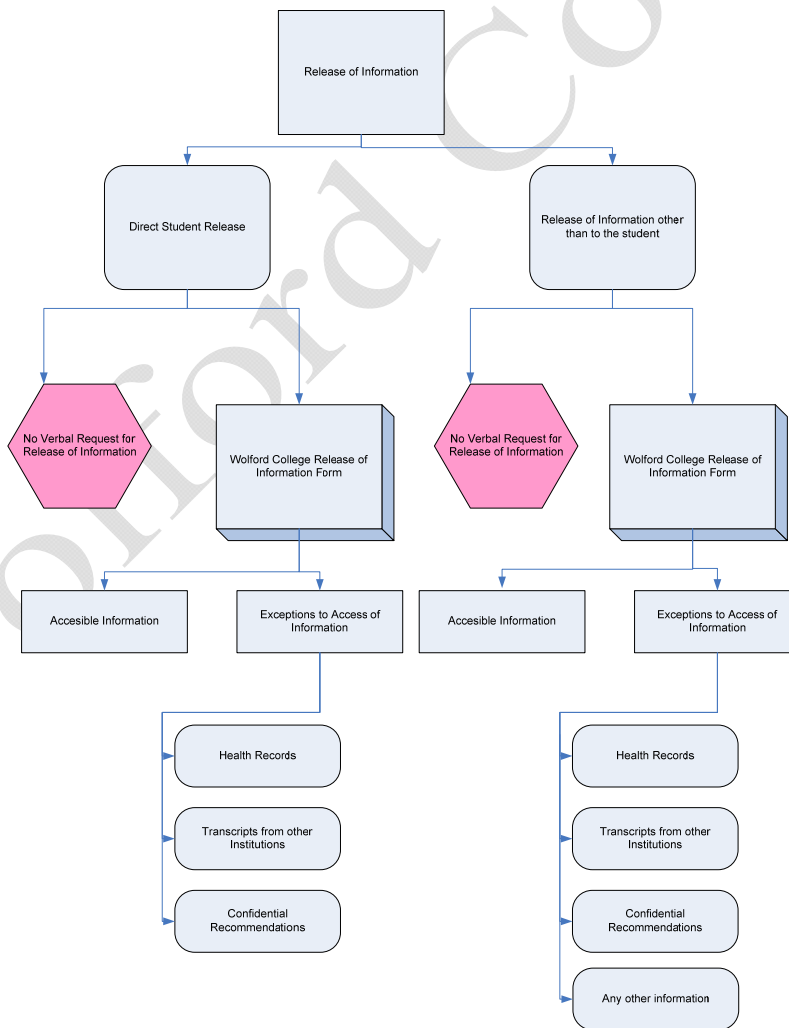
4. Release of Information Other Than to the Student

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 Wolford 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. Health records
- c. 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

5. Authorization For Release of Information for Professional References

The Wolford College Authorization for Release of Information form must be completed and submitted by the student/graduate prior to the release of any professional references. This form must be completed, attached with a photograph, signed, and notarized.



Procedures for Students to Appeal Academic and Disciplinary Action

A. Students Right to Privacy

Wolford 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 the Associate Director of Graduate 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. Probation/Suspension/Dismissal of Students Policy

Students may be placed on probation, suspension or dismissed from the Wolford College Nurse Anesthesia Program for failure to progress or pass in the academic courses, clinical practice or for other reasons that are consistent with the safe effective practice of Nurse Anesthesia.

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 suspension, 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 Wolford College is located in the Student Handbook in its entirety.

Crime on Campus

Wolford College has historically been a very safe environment for students. Wolford College administration is dedicated to keeping the campus safe for students. However, in the event of a crime or suspicious activities, contact the Program Director 239-860-0558 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside the building should be reported to the police and the Program Director.

A. Confidential Reporting Procedures

If a student is the victim of a crime and does not want to pursue action within Wolford College or the criminal justice system, he or she may still want to consider making a confidential report. A report can be filed on the details of the incident without revealing the student's identity. The purpose of a confidential report is to comply with a student's wish to keep the matter confidential, while taking steps to ensure the future safety of him/herself and others. With such information, the College can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

B. Crime Reporting

Wolford College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Wolford College cannot hold reports of crime in confidence.

Distance/Nontraditional Education

Wolford College, Nurse Anesthesia Program has received approval from the Council on Accreditation of Nurse Anesthesia Educational Programs to offer specific courses by distance education. Courses offered by distance education technology will be offered during the last sixteen (16) months of the program.

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 a case where a natural disaster might affect the course, curriculum, faculty or facilities, Wolford College will reschedule the courses as soon as possible. This may require compression of class time and/or the delay of graduation.

Other Specific Policies for Faculty, Staff

Wolford College, Nurse Anesthesia Program provides a Student Handbook, Student Financial Aid Handbook, Employee Handbook, and Faculty Handbook, which contain specific policies applicable to the requirements of the College.

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