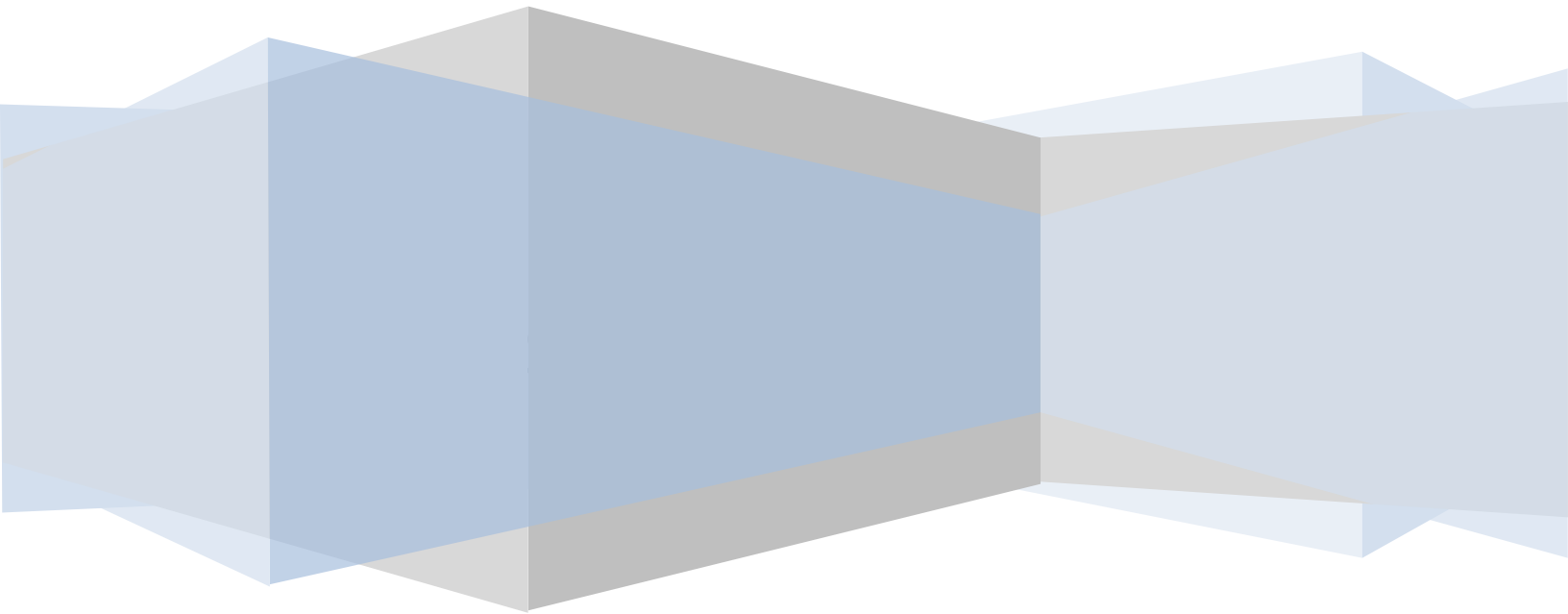
CovenantHealth

Covenant School of Nursing and Allied Health

2026-2027



COVENANT SCHOOL OF NURSING AND ALLIED HEALTH

Covenant School of Nursing (CSON)
1919 Frankford Ave.
Lubbock, Tx. 79407

CSON 806-725-8900

Covenant School of Radiography (CSOR)
2002 West Loop 289 Suite 120
Lubbock, Texas 79407

CSOR 806-725-8965

www.covenanthealth.org

This Catalog is for informational purposes and does not create a contract, nor does it constitute a guarantee of continued enrollment. Covenant School of Nursing and Allied Health continuously attempts to improve each program and reserves the right to modify admission criteria, course content, and policies as deemed necessary.

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Welcome to Covenant School of Nursing and Allied Health

Welcome!

Thank you for your interest in our school. Our team of dedicated faculty and staff is committed to the successful education of the future healthcare workforce.

We are committed to providing a challenging and satisfying educational environment for you. Lifelong learning is important to all of us at Covenant School of Nursing and Allied Health.

We hope to welcome you to our campus soon as an incoming student.

Warm regards,

Jennifer Timmerman, MSN, RN
Dean, Professional Nursing Program

Kim Seigman, MSHA, RT (R)
Director, Radiologic Technology Program

Table of Contents

Section 1: Covenant Health 13

Covenant Health Mission, Vision, Values and Direction 14
Mission: 14
Vision 14
Promise 14
Covenant School of Nursing and Allied Health 15
Organization 15
Covenant Health 15
Background 15
Corporate Officers: 15

Section 2: Availability of Institutional and Financial Aid Information 16

Notice of Availability of Institutional and Financial Aid Information 17
Contact Information for Assistance in Obtaining Institutional or Financial Aid Information 17

Section 3: Student Financial Assistance 18

Basic Student Financial Aid Information 19
Need-based and Non-need based Financial Assistance 19
Title IV, HEA Programs Available at CSNAH 19
Federal Pell Grant 19
The U.S. Department of Education has two Federal Student Loan Programs 19
Why Should I Take out Federal Student Loans Instead of a Private Loan? 20
Veterans Benefits/Other Funding Sources 21
Various Scholarships 21
Terms and Conditions for Title IV, HEA Loans 22
General Eligibility 22
Students Convicted of Possession or Sale of Drugs 23
How is Financial Need Determined? 24
Need Analysis 24
Calculating the SAI 24
Cost of Attendance 24
Financial Aid Package 24
How Much Federal Pell Grant Funding can a Student Get? 25

How Much Federal Campus-based Aid (FSEOG) and Subsidized Loan Money can a Student Get? 25
How Much Money can a Student Get in Direct Unsubsidized Loans? 25
How to Apply for Federal Student Aid 25
What to Expect After Applying 25
How and When Financial Aid can be Disbursed 26
School of Nursing – RN Bridge Track 27
Rights and Responsibilities of Students Receiving Federal Student Aid 27
Students receiving financial aid have the right to ask the school: 28
It is the Student's Responsibility to: 28
Satisfactory Academic Progress 30
CSOR Academic Year Definitions 32
Return to Title IV Funds 33
School Terms for Loans 37
Sample Loan Repayment Schedule 37
Necessity for Repaying Loans 38
Understanding Default 38
Study Abroad 38
Terms and Conditions of Employment: Part of Financial Aid Package 38
Exit Counseling for Student Borrowers 38
National Student Loan Data System 39
Additional Title IV, HEA Funding Information 39

Section 4: General Institutional Information 41

Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA) 42
CSNAH Definition and Terms 42
Access and Amendment to Education Records 43
Access to Education Records 43
Amendment of Education Records 43
Disclosure of Education Records 44
Exceptions 44
Law Enforcement Units and Law Enforcement Unit Records 45
Annual Notification of Rights under FERPA 46
Directory Information 47
Disclosure of Information without Student Consent 47
Complaints of Alleged Failures to Comply with FERPA 48

Complaint Regarding Access 48
Complaint Regarding Amendment 48
Complaint Regarding Disclosure 49
Record Keeping Process and Documents Kept in Student Record and How Long Records Kept 49
Consumer Information of College Navigator Website (IPEDS) 50
Facilities and Services Available to Students with Disabilities 51
Use of a Service Animal Because of a Medical Condition 51
Reasonable Modifications Based on a Medical Condition 54
Nondiscrimination Based on Pregnancy or Related Conditions and Parental, Family or Marital Status 55
Student Body Diversity 57
Price of Attendance 57
Net Price Calculator 57
Institutional Refund Policy Requirements 57
Schools of Nursing and Radiography 57
CSNAH Return of Title IV, HEA Financial Aid Policy 60
Textbook Information 62
Attendance 62
Application Requirements 63
General Application Requirements 63
Application Submission Deadlines 63
Application Materials to Include 63
Pre-requisite Courses 66
RN Bridge Track Applicants 66
Admission Requirements 68
Admission Status 68
Enrollment Agreement 68
Health Requirements 68
CPR Certification 68
Final Admission Status 69
Financial Aid 69
FAFSA Verification 69
Accommodations 69
Contact Information for Assistance in Obtaining Institutional or Financial Aid Information 71
Registered Nursing Program 71

Radiography Program 71
Copyright Infringement Policies and Sanctions 72
(Including computer use and file sharing) 72
Constitution Day 73
Student Handbooks 73
Voter Registration 73
Intercollegiate Athletic Program 73
Section 5: Programs of Study 74
School of Registered Nursing 75
Accreditation 75
School of Nursing Mission Statement 75
School of Nursing Philosophy 75
Nursing Program Outcomes 76
History of the School of Nursing 76
Partnership with Lubbock Christian University 76
Professional Nursing Pledge 77
Application/Admission Requirements 78
Pre-nursing status 78
Student Activities 79
Activity Calendar 79
School Calendar and Enrollment Dates 79
Campus Wide Activities 80
Covenant Student Organizations 80
Class Organization 80
Class Representatives Duties 80
Student Welfare Committee 80
Functions of the Student Welfare Committee are to: 81
Student Representatives to the Faculty Organization 81
Pre-Professional Student Associations 81
Purposes and Functions 81
CSNA Board and Duties 82
Local Chapter of the Texas Nursing Students Association 83
Student Rights and Responsibilities 83
Student Services 84
Student Guidance/Advisement Activities 84

Covenant Counseling for Students....84
Health Care Guidelines for Current Students....84
Identification Badges....85
Child Care Center....86
Employment....86
Student Facilities....86
Classrooms....86
Learning Resource Center....87
WEPA Printing Stations....87
Simulation Center....87
Student Housing....87
Eating Areas....87
Smoking Policy....87
Library....88
Covenant Lifestyle Center....88
Nursing Curriculum Overview....89
Prerequisite Course Requirements....89
Prerequisites Course Descriptions....89
Covenant School of Nursing Instructional Module Descriptions....91
Lubbock Christian University Partnership....94
Background:....94
Benefits of Partnership....94
Class Schedules....96
Schedule of CSON Class/Clinical Hours....96
Office Hours....96
Price of Attendance....97
Additional Tuition....98
Miscellaneous Expenses:....98
Uniform Accessories: Cost of watches, shoes, stethoscope, etc. is determined by personal selection....98
Electronic Device....98
Textbook Requirements....99
Faculty Access....100
Dean....100
Faculty School of Nursing....100

Administrative Staff....103
School of Radiography....104
Accreditation....104
Goals and Student Learning Outcomes for CSOR....104
History of the School of Radiography....105
Application/Admission Requirements....105
Prerequisite Requirements....105
Saint Joseph's College Online....106
Saint Joseph's College Online ASRSA Degree Table....106
Student Activities....109
Activity Calendar....109
Academic Calendar 2025-2026....110
Campus Wide Activities....111
Student Body Organizations....111
Student Government Organization....111
Student Rights and Responsibilities....111
Campus Wide Activities....111
Student Body Organizations....112
Student Government Organization....112
Student Rights and Responsibilities....112
Student Services....113
Covenant Counseling Center....113
Health Care Guidelines for Current Students....113
Identification Badges....114
Child Care Center....114
Employment....114
Student Facilities....114
Eating Areas....114
Smoking Areas....114
Study Areas....114
Student Housing....115
Library....115
Physical Fitness Center....115
Simulation Center....115
Radiologic Curriculum Overview....116

Covenant School of Radiography Course Descriptions 117
Class Schedules 119
Schedule of Class/Clinical Hours 119
Office Hours 119
Price of Attendance 120
Textbooks/Online Courses in use for 2025-2027 121
Faculty Access 123
Director 123
Faculty 123
Section 6: Health and Safety 124
Covid-19 125
Drug and Alcohol Abuse Prevention Program 126
Standards of Conduct 127
Possible State and Federal Legal Sanctions and Penalties 127
Health Risks of Alcohol and Drugs 127
Drug and Alcohol Counseling Programs 128
Program Review 128
Immunizations 132
Required immunizations include 132
Immunization Exemption Policy 132
Security Report 132
Covenant School of Nursing and Allied Health Campus Security Act Disclosure Statement 132
General Emergency Procedures 138
Who to Contact 138
Medical Attention 139
Personal Responsibility for Safety 139
Individual Responsibility 139
Accident Investigation and Reporting 139
Firearms 139
Good Housekeeping 140
Fire Prevention and Security 141
Fire Prevention 141
RACE procedure 141
Storage of Flammable Liquids 141

Solvents, Chemicals and Chemical Cleaning....142
Rules....142
Responsibilities....142
First Aid....142
Severe Weather....143
Tornado....143
Flooding....143
Ice and Snow....143
Closing the School as the Result of Severe Weather....143
Self-Determination Policy....143
Evacuation Procedures....144
Emergency Communication Guidelines....144
Emergency Evacuation....144
Disaster Response Plan....144
Purpose....144
Definition of a Disaster....144
Student Assistance Services....144
Disaster Procedures....144
CSNAH Disaster Command Center....145
Members of the CSNAH Disaster Response Team....145
Local Community Emergency Services....146
Campus Maps....147
Covenant School of Nursing on Lubbock Christian University's Campus....147
LCU Classroom Map....148
CSON Office Area....149
LCU Auditorium....150
LCU Emergency Procedures....151
School of Radiography....152
Covenant Medical Center Map....153
Covenant Children's Hospital Map....154
Section 7: Student Outcomes....155
School of Nursing....156
Graduation/Completion Rate....156
Job Placement Rates....157
Credentialing Exam Passing Rates....158

School of Radiography 159
Job Placement Rate 159
School Body Diversity 162
Section 8: Disclosure Requirements Relating to Educational Loans 164
State Grant Assistance 165
Student Loan Information Published by Department of Education 165
National Student Loan Data System 165
Entrance Counseling for Student Borrowers 165
Exit Counseling for Student Borrowers 165
Private Education Loan Disclosures 165
(Including Self-Certification Form) 165
Code of Conduct for Education Loans 165
Preferred Lender Lists 166
Preferred Lender Arrangements 166

Section 1: Covenant Health

Covenant Health Mission, Vision, Values and Direction

Mission:
As expressions of God's healing love, witnessed through the ministry of Jesus, we are steadfast in serving all, especially those who are poor and vulnerable.

Covenant Health Values:

Compassion
Jesus taught and healed with compassion for all. – Matthew 4:24
We reach out to those in need and offer comfort as Jesus did. We nurture the spiritual, emotional and physical well-being of one another and those we serve. Through our healing presence, we accompany those who suffer.

Dignity
All people have been created in the image of God. – Genesis 1:27
We value, encourage and celebrate the gifts in one another. We respect the inherent dignity and worth of every individual. We recognize each interaction as a sacred encounter.

Justice
Act with justice, love with kindness and walk humbly with your God. – Micah 6:8
We foster a culture that promotes unity and reconciliation. We strive to care wisely for our people, our resources and our earth. We stand in solidarity with the most vulnerable, working to remove the causes of oppression and promoting justice for all.

Excellence
Whatever you do, work at it with all your heart. – Colossians 3:23
We set the highest standards for ourselves and our ministries. Through transformation and innovation, we strive to improve the health and quality of life in our communities. We commit to compassionate, safe and reliable practices for the care of all.

Integrity
Let us love not merely with words or speech but with actions in truth – 1 John 3:18
We hold ourselves accountable to do the right things for the right reasons. We speak the truth with courage and respect. We pursue authenticity with humility and simplicity.

Vision
Health for a Better World.

Promise
"Know me, care for me, ease my way."

Covenant School of Nursing and Allied Health

Organization
Covenant School of Nursing and Allied Health (CSNAH) is organized under Covenant Health. Covenant Health is a private, not-for-profit healthcare agency accredited by The Joint Commission and is a member of Providence/St. Joseph Health System. Covenant Health has facilities to care for medical, surgical, obstetrical, pediatric, emergency, and geriatric patients.

Covenant Health
Covenant Health is the largest health institution in the West Texas and Eastern New Mexico region. It serves a 62-county area with a population of more than 1.2 million people, with more than 50 percent of the patients coming from outside of Lubbock County.

Covenant Health consists of 4 facilities, plus a network of 14 leased and managed community hospitals, including Covenant Hospital Levelland and Covenant Hospital Plainview, 20 Healthcare Centers and Family Healthcare Centers. The cornerstone facilities, located in Lubbock, Texas, are Covenant Medical Center (CMC), Covenant Children's Hospital (CCH), the Covenant Specialty Hospital (CSH), and the Grace Surgical Hospital. Each of these entities house several specialty treatment centers including:

Covenant Heart and Vascular Institute
Covenant NeuroScience Institute
Joe Arrington Cancer Research and Treatment Center
Covenant Sleep Center

Background
Covenant Health is a member of Providence/St. Joseph Health, one of the most successful not-for-profit health systems in the United States. It was founded in 1998 through the merger of two of Lubbock's most venerable heath care facilities, St. Mary of the Plains Hospital and Lubbock Methodist Hospital System.

St. Mary Hospital was founded in 1937 as the 10-bed Plains Hospital and Clinic, becoming St. Mary of the Plains Hospital in 1939, when the Sisters of St. Joseph of Orange, California, purchased the facility. Today, St. Mary of the Plains Hospital is known as Covenant Children's Hospital.

The facility now known as Covenant Medical Center began as the 25-bed Lubbock Sanitarium in 1918. The facility became known as Lubbock General Hospital in 1941, then Lubbock Memorial Hospital in 1945. In 1954, it became Methodist Hospital.

Corporate Officers:
Walt Cathey, Regional Chief Executive, Covenant Health
Amy Thompson, CEO, Lubbock Service Area
Dyanna Kerr, CFO Covenant Health System
Daniel Hronek, BSN, MBA, Chief Nursing Officer Covenant Medical Center

Section 2: Availability of Institutional and Financial Aid Information

Notice of Availability of Institutional and Financial Aid Information

Student applicants may view accreditation, eligibility, and certification documents upon request. Accreditation and state license information may be viewed in the CSNAH individual program administration offices. Department of Education eligibility and certification letters may be viewed upon request to the Dean/Directors of CSNAH. The information included within this publication is available to students and the general public via on-line or by requesting a printed version of this information. To request a paper copy of this information, please refer to the Contact Information in the chart below.

Covenant School of Nursing and Allied Health
OPE ID: 00661200
1919 Frankford Ave.
Lubbock, Tx. 79407
www.covenanthealth.org/cson

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

Covenant School of Nursing and Allied Health has designated individuals to assist prospective and enrolled students in obtaining the institutional or financial aid information required to be disclosed.

Program	Institutional Information	Financial Aid
School of Nursing	Business Office Coordinator 1919 Frankford Ave. Lubbock, TX 79407 (P) 806.725.8901 (F) 806.793.0720 (E) Veronica.York@stjoe.org	Financial Aid Officer 1919 Frankford Ave. Lubbock, TX 79407 (P) 806.725.8903 (F)806.793.0720 (E) shendrix@covhs.org
School of Radiography	Kim Seigman 2002 West Loop 289, Suite #120 Lubbock, TX 79407 (P) 806.725.8968 (F) 806.797.4350 (E) k.seigman@providence.org	Financial Aid Officer 1919 Frankford Ave. Lubbock, TX 79407 (P) 806.725.8903 (F)806.793.0720 (E) shendrix@covhs.org

Section 3: Student Financial Assistance

Basic Student Financial Aid Information

Covenant School of Nursing & Allied Health (CSNAH) offers a quality education at a surprisingly affordable cost. However, many qualified students will need financial assistance in the form of Federal Student Aid in order to attend any of our programs. The objective of the student financial aid program at CSNAH is to help students who, without such assistance, would not be able to pursue higher education.

Need-based and Non-need based Financial Assistance

Financial assistance at CSNAH includes Federal Pell Grant, William D. Ford Federal Direct Loan (subsidized and unsubsidized), William D. Ford Federal Direct Loan for Parents (PLUS) for dependent students, Federal Supplemental Educational Grant (FSEOG), Veteran's benefits and various scholarships. Assistance is awarded based on documented financial need to eligible students who are making satisfactory academic progress toward a diploma. Need is defined as the difference between the anticipated Cost of Attendance (COA) at CSNAH and the Estimated Family Contribution decided by the Free Application for Federal Student Aid (FAFSA). No student or prospective student shall be excluded from participation in or denied the benefits of any financial aid program at CSNAH on the grounds of race, color, national origin, religion, or sex. Awards from financial aid programs funded by the federal government are administered according to the laws and guidelines governing those programs.

Title IV, HEA Programs Available at CSNAH

Federal Pell Grant

A Federal Pell Grant, unlike a loan, does not have to be repaid by the student to the Federal Government unless you withdraw from school prior to the planned program completion date. Federal Pell Grants are awarded to undergraduate students who have not earned a bachelor's or a professional degree. You are not eligible to receive a Federal Pell Grant if you are incarcerated in a federal or state penal institution or are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or non-forcible sexual offense. Federal Pell Grants are the foundation of federal student financial assistance to which aid from other federal and nonfederal sources might be added. Unlike loans, grants are not repaid unless, for example, you withdraw from school prior to the planned program completion date. All federal grants are awarded to students with financial need. The amount of your Federal Pell Grant depends on your cost of attendance, expected family contribution, enrollment status (full or part time) and whether you attend for a full academic year or less. For more information regarding Federal Pell Grants go to Federal Pell Grants | Federal Student Aid

The U.S. Department of Education has two Federal Student Loan Programs

William D. Ford Federal Direct Loan Program:

This Direct loan program is the largest federal student loan program. Under this program, the U.S. Department of Education is your lender. There are three types of Direct Loan Programs available to CSNAH:

Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need to help cover school expenses. The U.S. Department of Education pays the interest while the student is in school at least part-time and for the first six months after the student leaves.

Direct Unsubsidized Loans are loans made to eligible undergraduate, graduate and professional students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan. The U.S. Department does not pay interest on subsidized loans. A student is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it's paid in full. The interest rate can be paid while attending school, during a period of deferment or forbearance or it can be accrued, and the interest added to the amount of the loan.

Direct PLUS Loans are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. The terms and conditions of this type of loan include a requirement that the applicant not have an adverse credit history, a repayment period that begins on the date of the last disbursement of the loan and a fixed interest rate of 9.07 percent. Starting July 1, 2026, Parent PLUS loans will have a $20,000 annual cap and a $65,000 lifetime cap per student, with new repayment rules limiting income-driven options.

For more information regarding Direct Federal Loan Programs visit
Subsidized and Unsubsidized Loans | Federal Student Aid

Federal Supplemental Educational Opportunity Grant:

The Federal Supplemental Educational Opportunity Grant, more commonly known by its acronym FSEOG, is a federal assistance grant reserved for college students with the greatest need for financial aid to attend school. To be eligible for this grant, applicants must meet all the following criteria:

Be a United States citizen or eligible non-citizen
Not have a bachelor's degree
Not be in default of any federal student loan
Not have a Federal Pell Grant overpayment
Must fill out a Free Application for Federal Student Aid (FAFSA)

The maximum FSEOG a student can receive is $4000/year and the amount applicants are eligible for is at the discretion of CSNAH financial aid officer. For more information regarding Federal Supplemental Educational Opportunity Grants visit
FSEOG (Grants) | Federal Student Aid

Why Should I Take out Federal Student Loans Instead of a Private Loan?

Federal student loans are an investment in your future. You should not be afraid to take out federal student loans, but you should be smart about it. Federal student loans offer many benefits compared to other options you may consider when paying for college:

The interest rate on Federal student loans is almost always lower than that on private loans—and much lower than that on a credit card!

You do not need a credit check or a cosigner to get most federal student loans.

ou do not have to begin repaying your federal student loans until after you leave school or drop below half time.

If you demonstrate financial need, you can qualify to have the government pay your interest while you are in school.

Federal student loans offer flexible repayment plans and options to postpone your loan payments if you are having trouble making payments.

If you work in certain jobs, you may be eligible to have a portion of your federal student loans forgiven if you meet certain conditions.

Veterans Benefits/Other Funding Sources

Selected programs of study at Covenant School of Nursing and Allied Health are approved by The Department of Veterans Affairs for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. Determinations for The Department of Veterans Affairs funds are made directly through The Department of Veterans Affairs. Additional funding may be obtained for eligible candidates through many different programs including Texas Workforce Commission, Department of Assistive and Rehabilitative Services (DARS), and Private Scholarship funds. The determinations for these funds are made through the respective organizations. Covenant School of Nursing and Allied Health does not participate in the Hazelwood Act.

MYCAA – Financial Assistance for Spouses of Military

If you are the spouse of an Active Duty Service Member, you may be eligible for up to $4,000 of Financial Assistance from the Department of Defense. This scholarship grant encourages spouses of military personnel to pursue education, training, licenses, certificates, and degrees leading to employment in Portable Career fields. MedCerts offers MyCAA Approved programs, all of which can be accessed anywhere, anytime. Our certification programs lead to jobs that are in-demand and portable, both of which are important to military families.

MyCAA: My Career Advancement Account: Scholarship for Military Spouses

Various Scholarships

Various Donor scholarships are awarded to eligible students and are based on documented financial need and other qualifications required by the donors of the scholarship funds. CSNAH students are notified of scholarship application and eligibility deadlines throughout the academic year by the Financial Aid Officer.

Terms and Conditions for Title IV, HEA Loans

General Eligibility

Most students are eligible to receive Title IV, HEA financial aid from the federal government to help pay for college or career school. Your age, race, or field of study will not affect your eligibility for federal student aid. While your income is taken into consideration, it does not automatically prevent you from getting federal student aid. To be eligible for federal student aid the student will need to:

Demonstrate a financial need

Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.

Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.

Be a U.S. citizen or eligible noncitizen

Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.

Maintain satisfactory academic progress (SAP) while you are attending college or a career school.

Sign certifying statements on the FAFSA stating that:

you are not in default on a federal student loan

do not owe a refund on a federal grant

Sign the required statement that you will use federal student aid only for educational purposes

Be enrolled at least half-time to be eligible for Direct Loan Program funds

In addition, you must meet one of the following:

Be a U.S. CITIZEN or U.S. NATIONAL. You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.

Have a GREEN CARD. You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.

Have an ARRIVAL-DEPARTURE RECORD. You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:

Refugee

Asylum Granted

Cuban-Haitian Entrant (Status Pending)

Conditional Entrant (valid only if issued before April 1, 1980)

Parolee

Have BATTERED IMMIGRANT STATUS. You are designated as a "battered immigrant-qualified alien" if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.

Have a T-VISA. You are eligible if you have a T-visa or a parent with a T-1 visa.

Note: All students not born in the United States must provide a proof of permanent residency prior to being considered for admission to CSNAH.

Students Convicted of Possession or Sale of Drugs

The FAFSA Simplification Act amended Section 484 of the Higher Education Act of 1965 (HEA), making several important changes to student eligibility criteria. One of these is the elimination of the prohibition on receiving Title IV aid for students with most drug-related convictions.
Having a drug conviction while receiving Title IV aid no longer impacts a student's Title IV eligibility, and a student who has a drug conviction may be eligible to receive Title IV aid if they meet all other eligibility criteria.
The Department of Education removed the drug convictions questions from the FAFSA form. Students with drug convictions are eligible for Title IV and if they meet all other eligibility requirements, unless they are subject to a federal drug abuse hold on receiving certain federal benefits. The eligibility criterion related to the Anti-Drug Abuse Act is unaffected by the removal of the drug conviction question from the FAFSA form. See the drug abuse hold information below.
Drug Abuse Hold
The Anti-Drug Abuse Act of 1988 includes provisions that authorize federal and state judges to deny certain federal benefits, including federal student aid, to persons convicted of drug trafficking or possession. The FAFSA Processing System (FPS) maintains a hold file of individuals who have received such a judgement. All applicants are checked against this file to determine if they should be denied aid. Records matching the drug abuse hold file receive a rejected application (reject 19 and comments 009 or 055 on the FAFSA Submission Summary). See the FAFSA Specification Guide for more information.
Civil Commitment for Sexual Offenses
A student subject to an involuntary civil commitment after completing a period of incarceration for a forcible or non-forcible sexual offense is ineligible to receive a Federal Pell Grant.
The U.S. Department of Education's office of Federal Student Aid provides more than $150 billion every year in grants, federal loans and work-study funds to students attending college or career schools. Visit www.studentaid.gov today to learn how to pay for your higher education.
Student Eligibility Verification
The Admission Officer will review all applicants for eligibility to the attend CSNAH. A portion of this review is also part of the student eligibility verification for financial aid.
All applicants must provide proof of a high school diploma, GED or high school education in a homeschool setting approved under state law.
All applicants must possess a valid Social Security number.
All applicants must provide proof of permanent residence, if applicable.
All Tentative and Alternate accepted applicants must complete an FBI background check thru the Texas Board of Nursing (TBON) and be cleared prior to starting school. Those applicants with offenses will be required to complete a Declaratory Order and receive a letter from the TBON allowing them to sit for NCLEX examination upon graduation.
The Financial Aid Officer (FAO) will review all ISIR's for verification of eligibility.
The FAO will review all ISIR's for:
proof of a high school diploma, GED or high school education in a homeschool setting approved under state law.
valid Social Security number
citizenship or permanent residency

FSA Loan and Pell eligibility limits for the academic year and undergraduate limits thru NSLDS and COD
Resolve issues reported on the front page of the ISIR such as Selective Services registration, SULA, etc.
Upon completion of this review the FAO will initial and date the front page of the ISIR.

How is Financial Need Determined?

A student must demonstrate financial need to be eligible for most federal student aid. At its simplest level, a student's financial need is the difference between the students' cost of attendance and the Student Aid Index (SAI).

Need Analysis
The process of analyzing a student's financial need, known as need analysis, focuses on determining how much the family reasonably can be expected to contribute toward the student's education. An applicant's need is calculated by collecting information about the family's income, assets, and living expenses.

Calculating the SAI
For an SAI calculation, a student must complete and file the FAFSA. The fastest and easiest way to do so is to apply online at https://studentaid.ed.gov or check out the new myStudentAid app for iOS and Android. Unlike college admissions applications, the FAFSA is sent to a U. S. Department of Education processing center. The student's information is entered into a computer system, which then calculates the student's official SAI. For more information on SAI, go to What is the Student Aid Index (SAI)? | Federal Student Aid

Cost of Attendance
Once the school knows the student's SAI, the next step is to subtract it from the student's cost of attendance. The result is the student's financial need.

Cost of Attendance can include tuition and fees, books and supplies, equipment, living expenses and other educational costs such as transportation costs and allowance for loan fees on federal student and parent loans.

Financial Aid Package
Using all available federal and nonfederal aid, the financial aid officer will construct a financial aid package that comes as close as possible to meeting the student's financial need. The financial aid package is presented to the student in an electronic financial aid offer. The student may accept, change or decline any of the financial aid offered.
The annual maximum awards for different types of federal funding can be found at:
Pell: Grants | Federal Student Aid

Loans: One Big Beautiful Bill Act – Important Definitions | Federal Student Aid

How Much Federal Pell Grant Funding can a Student Get?
To determine the amount of a student's Federal Pell Grant, the Financial Aid Officer consults a table that indicates Pell awards based on the COA, SAI and other factors. The lower the SAI, the higher the grant award is.

How Much Federal Campus-based Aid (FSEOG) and Subsidized Loan Money can a Student Get?
When awarding campus-based aid or subsidized loans, the Financial Aid Officer will consider other aid available to the student in addition to the SAI to determine need.

How Much Money can a Student Get in Direct Unsubsidized Loans?
Whatever the student receives in Direct Subsidized Loan funds will be subtracted from the maximum amount for the Direct Unsubsidized loan so that the student will not receive more than the maximum amount allowed of the Direct Loans combined.

Because Direct Unsubsidized Loans are not need based, the Financial Aid Officer will apply the following principles to determine a student's eligibility:

The amount of the loan may not exceed the difference between the student's COA and all other aid the student is receiving, including aid from private and other nonfederal sources.

The school must consider the student's eligibility for other aid before determining a loan amount.

How to Apply for Federal Student Aid
The student who completes the FAFSA and whose social security number, name and date of birth are confirmed will be offered an opportunity to create a FSA ID (username and password) which will be used to

Sign the FAFSA electronically

Access to applicant's information to view processing results, make corrections or renew a FAFSA

Access to online information about federal student aid the student has received

Learn About the FAFSA Submission Summary | Federal Student Aid

Note: If you're a dependent student, one of your parents whose information is reported on the FAFSA form will also need an FSA ID so that he or she can sign your application electronically.

Applications for federal aid programs are made by completing a Free Application for Federal Student Aid (FAFSA). Completing and submitting the FAFSA is free and easier than ever and it gives you access to the largest source of financial aid to pay for college or career school. You will need to use the CSNAH School Code #014107 when completing your FAFSA. The FAFSA can be located online at the following address: http://studentaid.gov . If you have any difficulty accessing or understanding the FAFSA, you may make an appointment with the Financial Aid Officer for assistance.

What to Expect After Applying

The FAFSA data is transmitted to the Federal Student Aid's Central Processing System (CPS) to determine SAI and ensure there are no discrepancies of the entered data.

Within 72 hours of receiving a completed application, CSNAH will have access to an electronic report form called an Institutional Student Information Record (ISIR).

The student will receive an output document called a Student Aid Report (SAR). If a student receives a rejected SAR, the form will specify information the applicant must provide before the CPS can determine eligibility.

Financial Aid Officer will send accepted students a Student Data Form to complete prior to packaging of the aid.

Students who are requesting Stafford Direct Loans will be required to complete Entrance Counseling and a Master Promissory Note (MPN) prior to awarding a Direct Loan. Entrance Counseling and the MPN can be accessed at http://studentaid.gov.

At this point, the Financial Aid Officer will construct a financial aid package that the student may accept, change or decline.

The Financial Aid Officer will request a drawdown of funds to be credited to the student's account.

FAFSA Verification: Every year a few students who are eligible for financial aid are randomly selected for verification by the U.S. Department of Education by the FAFSA Central Processing System (CPS). If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Financial Aid Officer) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax return transcript, federal tax return, and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement and what their verification code (V1-V6) was so they can complete the required verification requirement. If after review by the Financial Aid Officer, there are any changes to the financial aid package the student will be notified in writing.

How and When Financial Aid can be Disbursed

Financial aid is awarded for the academic year. The financial aid award is required to be split equally between two parts of the academic year. Financial aid is paid to a student's account when the following conditions are met:

The student is determined to be eligible and is awarded.

Loan funds have been received from the lender.

The student has achieved the appropriate number of hours.

The student is determined to be maintaining Satisfactory Academic Progress.

The disbursement date for the term has been reached.

When all conditions have been met, credit balances are issued by check to the student through the Business Office. Funds continue to be released throughout the term to student accounts as students are awarded and as funds arrive from various sources.

Currently, CSNAH has three programs that are eligible for Title IV, HEA funding:

School of Nursing – RN

Payment Period	Credit Hours	Weeks	Note:
1	13	16	Students must meet their credit hour, weeks of instruction, attendance, and grade point average requirements in order to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to determine eligibility
2	12	32	
3	13	48	
4	12	64	

School of Nursing – RN Bridge Track

Payment Period	Credit Hours	Weeks	Note:
1	12	14	Students must meet their credit hour, weeks of instruction, attendance and grade point average requirements in order to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to determine eligibility
2	12	13	

School of Radiography

Payment Period	Credit Hours	Weeks	Note:
1	15	18	Students must meet their credit hours, weeks of instruction, attendance and grade point average requirements in order to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to determine eligibility
2	21	40	
3	12	58	
4	14	74	

If a student is not meeting the SAP requirements, their Title IV, HEA funding could be in jeopardy which could result in a loss of Title IV, HEA funding.

Rights and Responsibilities of Students Receiving Federal Student

Aid

Students receiving financial aid have the right to ask the school:

The name of its accrediting and licensing agency

About its programs, it's instructional, laboratory, its physical facilities, and its faculty

What the cost of attending is and the institutions policies concerning, Refunds and Return to Title IV to students who withdraw (drop out)

What financial assistance is available at CSNAH; including information on all federal, state, local, private and institutional financial aid programs

How it determines a student's eligibility and need for financial aid

How much of your financial need, as determined by the school, has been met

To explain each type and amount of assistance in your financial aid package

What the interest rate is on any student loan you have, the total amount you must repay, when a student must start repaying

What is a deferment of repayment or forbearance for certain defined periods?

How to find out if you qualify and what steps you must take to request a Title IV, HEA loan deferment or forbearance

How they provide written information on student's loan obligations and information on your rights and responsibilities as a borrower

Whom you must contact to have your aid package reevaluated, if you believe a mistake has been made or if your enrollment or financial circumstances have changed

How the school determines whether you are making satisfactory academic progress (SAP) and what happens if you fail to maintain SAP

How failing to maintain SAP affects your title IV, HEA eligibility and funding

What special facilities and services are available to students with disabilities and how to request a reasonable accommodation

It is the Student's Responsibility to:

Review and consider all the information about the programs offered by the Institution before you enroll.

Pay special attention to the application process for Federal Student Financial Aid, complete the FAFSA accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent you from receiving Title IV, HEA funding timely.

Know and comply with all deadlines for applying and reapplying for aid. A student must reapply each year for the next Title IV, HEA award year. Speak with your schools Financial Planner for addition information and guidance.

Provide all enrollment and verification documentations, corrections, and/or new information requested by either the financial aid officer or the agency timely to which you submitted the application.

Notify the school of any information that has changed since you initially applied.

Read, understand, and keep copies of all forms you were asked to sign!

Ensure you understand that you must start making monthly repayment on your student Title IV, HEA loans after your grace period ends, unless you have a deferment or forbearance.

Note: When you sign your Master Promissory Note (MPN), you are agreeing to repay your loan.

You must complete an exit interview at the time you leave the school to determine the net balance of your account with the school as well as the net balance of any student loans.

Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). Note: If you have student loans, you must notify your lender of these changes also!

Ensure you understand your school's refund policy.

Ensure you understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.

Understand that you may also be responsible for any Return to Title IV (R2T4), HEA funds return by the institution on your behalf.

Understand that there could be liabilities when errors are made because of inconsistent information, which was provided by you the student. This could result in an over award of Title IV, HEA funding that the student was not eligible for and was advanced to you or credited to your student account.

Note: Financial aid administrators are given the authority (by the Higher Education Act of 1965) to use professional judgment in reviewing requests by students to consider special or extenuating circumstances that are not reflected on the FAFSA or included in the standard Cost of Attendance. A request for professional judgment must be submitted with the proper form(s); documentation required for verification (signed tax return, verification worksheet) and supporting the circumstance(s). Review is done on a case-by-case basis only and the decision by the financial aid administrator is final. Approval of the request does not guarantee additional financial aid eligibility. Circumstances not allowed by Federal regulation to be considered include vacation expenses, tithing, credit card expenses/debt, and standard living expenses such as rent, utilities, and allowances.

Satisfactory Academic Progress

Federal regulations require all schools participating in state and federal financial aid, Title IV, HEA programs to monitor Satisfactory Academic Progress (SAP). These standards are applicable to all students attending this institution. Students enrolled in programs approved by the Accrediting Bureau of Health Education School, Texas Work Force Commission and the U.S. Department of Education must meet formal standards that measure their satisfactory progress toward graduation. The policy is provided to all students prior to the first-class session and consistently apply to all applicable students. Additionally, all Evaluations are maintained in the student's respective file.

The new SAP definitions went into effect on July 1, 2011. The school developed standards to determine the academic standings that students are expected to meet and build a means and schedule of measuring the achievement of those Pace and Quantitative standards. If the student has made acceptable Pace and Quantitative progress for that payment period, then the school reviews the 150% of the maximum allowable time frame criterion to measure student's SAP. SAP standards are established by the leadership group at Covenant School of Nursing and Allied Health. The relevant SAP standards are summarized below.

Materials/Equipment:
Credit hours for all Nursing Program instructional modules
Credit hours for Radiography Program instructional modules
Attendance records and grades

Performed by:
Financial Aid Officer and faculty of CSNAH

Process:
All students must maintain Satisfactory Academic Progress (SAP) according to the following standards to continue enrollment. SAP is measured at the end of each payment period and will be checked prior to the disbursement of Financial Aid dollars.

Academic Requirements:
Financial aid recipients are required to be making SAP and passing all components of each program at the time financial aid is disbursed and subsequent payment periods. Each student's status will be monitored at the end of each payment period to ensure compliance with the SAP policy.

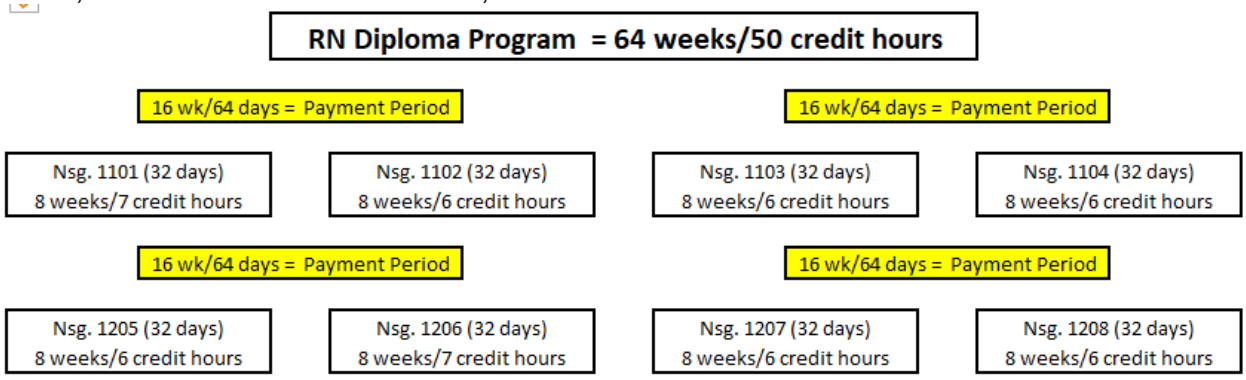
Registered Nursing Program and RN-Bridge Program
90-100 (A) Excellent
80-89.9 (B) Good
75-79.9 (C) Satisfactory
74.9 (F) and below Unsatisfactory

Radiography Program
94-100 (A) Excellent
87-93 (B) Good
80-86 (C) Satisfactory
Below 80 (F) Unsatisfactory

Quantitative Requirements
All students are expected to complete the program within 150% of the normal time required of any graduate. See the table below for program completion times. This time frame will be measured in terms of clock hours attempted. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA Policy).
Program Type Program length 100% completion 150% completion

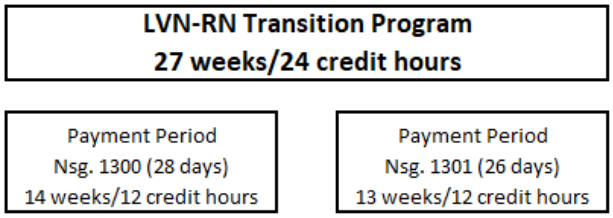
Evaluation Payment Periods
Student compliance with the policy for Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

Registered Nurse program (50 credit hours) a student will be evaluated at the increments in which the student is scheduled to reach 16 weeks/13 total credit hours, 16 weeks/25 total credit hours, 16 weeks/38 total credit hours, and 16 weeks/50 total credit hours.



The RN Diploma program is lockstep which means there is no variation within the structure to choose. Individual must successfully complete each course to be eligible to move on to the next course.

RN Bridge Track (24 credit hours), a student will be evaluated at the increments in which the student is scheduled to reach 14 weeks/12 total credit hours and 13 weeks/24 total credit hours.



The LVN-RN Track program is lockstep which means there is no variation within the structure to choose. Individual must successfully complete the first course to be eligible to move on to the last course.

Radiography program (2046 clock hours), a student will be evaluated at the increments at which the student is scheduled to reach 504/19, 1155/43, 1635/62, and 2046/79 (clock hours/weeks of instruction).

Radiography Certificate Program	Program Completion = 74 weeks/62 credit hours
Rad 101 = 18 weeks/ 15 credit hours	18 weeks/89 days = Payment Period
Rad 201 = 22 weeks/ 21 credit hours	22 weeks/105 days = Payment Period

Rad 301 = 18 weeks/ 12 credit hours	18 weeks/89 days = Payment Period
Rad 401 = 16 weeks/ 14 credit hours	16 weeks/76 days = Payment Period

The Radiography program is lockstep which means there is no variation within the structure to choose. Individuals must successfully complete all courses to be eligible to move to the next module.

CSOR Academic Year Definitions

For Title IV, HEA payments the student must meet both credit hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

***Radiography program*:**

Junior year = 36 credit hours and 40 weeks
Senior year = 26 credit hours and 34 weeks

Radiography Certificate Program (62 credit hours) a student will be evaluated at the increments in which the student is scheduled to reach 18 weeks/15 credit hours, 22 weeks/21 credit hours, 18 weeks/12 credit hours, and 16 weeks/14 credit hours.

Financial Aid Warning

CSNAH evaluates Satisfactory Academic Progress at the end of each payment period. In the event a student falls below a "C" or is not completing the required credit~~/clock~~ hours to keep pace with the requirements for graduation within the minimum 150% timeframe the student will be dismissed from the program. If a nursing student is reaccepted back into the program the student will be placed on Financial Aid Warning for one payment period and will be required to repeat the Instructional Module work and follow an individualized academic improvement plan. A student who is placed on Financial Aid Warning can continue to receive Title IV, HEA Aid for the next payment period. The status will be conferred automatically without the student appealing their Satisfactory Academic progress status. If SAP is not met at the end of the Financial Aid Warning Period, the student will lose Title IV, HEA eligibility; and will be dismissed from the program with no appeal.

Appeal Process

Covenant School of Nursing will dismiss a student that has failed an Instructional Module with the option to reapply or appeal. If the student is reaccepted into the program, the student is not eligible for Title IV, HEA funds to repeat that payment period only. Upon a second failure the student is dismissed without appeal.

Covenant School of Radiography will dismiss a student that has failed a course with no option to reapply or appeal.

Academic Improvement Plan

All students that fail an instructional module and are readmitted into the program will be required to meet the expectations of a personalized Academic Improvement Plan and will be placed on Financial Aid Warning. Please refer to each program of study for specific academic improvement plans.

Failure to agree and/or comply with the requirements will result in the student being ineligible to be awarded financial aid.

Financial Aid Probation
Covenant School of Nursing and Allied Health does not have Financial Aid Probation for Title IV, HEA programs.

Returning Student from Leave of Absence or Withdrawal
All nursing students, who have withdrawn and received readmission or taken a leave of absence and have returned to the program, will be required to adhere to the current Satisfactory Academic Progress policy at the time of re-entry. However, the student will also return in the same SAP status that they had when they left. Example: if the student was not making SAP and was on a warning, they would return in the same status.

Noncredit and Remedial Courses
Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

Return to Title IV Funds

This policy is used to determine the amount of tuition to be returned to the Title IV, HEA Federal fund programs if a student withdraws from a program of study prior to completing.
This policy applies to students who withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment at CSNAH. It is separate and distinct from the CSNAH refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student’s incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned. The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

Withdrawal Before 60%
The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's R2T4's Calculation on COD to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

Withdrawal After 60%
After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned. CSNAH measures progress in Credit Hours for RN, RN-Bridge, and Radiography Program and uses the payment period for the period of calculation.

The Calculation Formula
Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

- Calculate the percentage of Title IV, HEA aid earned:

Credit Hour % Completed

$$\frac{\text{Days attended}}{\text{Days in Payment Period}}$$

- If this percentage is greater than 60%, the student earns 100%.
- If this percent is less than or equal to 60%, proceed with calculation.
- Percentage earned from (multiplied by) Total aid disbursed or could have been disbursed = AMOUNT STUDENT EARNED.
- Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.
- 100% minus percent earned = UNEARNED PERCENT
- Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.
- If the percent of Title IV, HEA aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

- If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.
- Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is $50 or less.
- CSNAH will issue a grant overpayment notice to the student within 30 days from the date the school determined the student withdrew, giving the student 45 days to either repay the overpayment in full to CSNAH or sign a repayment agreement with the U.S. Department of Education.

Order of Return
CSNAH is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the financial aid office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV, HEA assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

Earned Aid
Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the instructional module. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

Post Withdrawal
If you did not receive all of the funds that you have earned, you may be due a post-withdrawal disbursement. CSNAH may use a portion or all your post- withdrawal disbursement for tuition and fees (as contracted with CSNAH). For all other school charges, CSNAH needs your permission to use the post-withdrawal disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Time Frame for Returning an Unclaimed Title IV, HEA Credit Balance

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check. If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned, or EFT is rejected, and the school does not make another attempt to
disburse the funds, the funds must be returned before the end of the initial 45-day period. The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

Institution Responsibilities
CSNAH responsibilities regarding Title IV, HEA funds are as follows:

- Providing students information with information in this policy.
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students.
- Returning any Title IV, HEA funds due to the correct Title IV programs.
- The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV, HEA Funds
Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with CSNAH or Department of Education to return the amount of unearned grant funds.

Student Responsibilities in Regard to Return of Title IV, HEA Funds
Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation. Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing. Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

Refund vs. Return to Title IV
The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that CSNAH may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. CSNAH may also charge you for any Title IV, HEA program funds that they were required to return on your behalf. If you do not already know what CSNAH refund policy is, you may ask the Financial Aid Officer for a copy.

Return to Title IV Questions
If you have questions regarding Title IV, HEA program funds after visiting with your financial aid officer, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730- 8913. Information is also available on student aid on the web at https://studentaid.ed.gov .

Reference(s):
Reviewed/Revised: 11/2013, 09/2016; 01/2019; 06/2020; 06/2022; 6/2023; 6/2026

School Terms for Loans

The school's primary responsibilities in the loan application process are to ensure the completeness and accuracy of the MPN based on information it has available.

For all Federal Direct Loan Program applications, the school must:

Confirm the student and parent meet the definition of eligible borrower, student's independency status for PLUS, check student's financial aid history, document the student's COA, EFC and estimated Financial Aid in the student's file.

Determine the student's enrollment status and SAP.

Review NSLDS information on ISIR to ensure the student is not in default on any FSA loan and does not owe a refund.

Ensure the amount of the loan in combination with other aid will not exceed the student's financial need or the annual or aggregate loan limit.

For all Federal Direct Stafford Loans, the school must also:

Determine the student's Pell grant eligibility and if eligible include the grant in the student's aid package.

For an Unsubsidized Stafford loan, first determine the student's eligibility for a Subsidized Stafford loan

Prorate Stafford loans for programs of study that are shorter than an academic year and for programs in which the remaining period of study is less than an academic year in length

Ensure that the loan disbursement dates meet the cash management and disbursement requirements for Stafford loans.

Sample Loan Repayment Schedule

You have a choice of several repayment plans that are designed to meet your needs. The amount you pay and the length of time to repay your loans will vary depending on the repayment plan you choose. The student's loan servicer will determine eligibility for the repayment plans the borrower qualifies to participate in. Below is an example of an estimated standard repayment plan:

Average loan balance for a 2-year Private, Not-for-Profit Institution	$13,356
Average Interest Rate	3.9%
Repayment period	10 years
Single	Single
Adjusted Growth Income	$40,000/year
Family Size	1
Standard 120 months repayment plan	$135/month Total: $16,151

To get an early look at which plans you may be eligible for and see estimates for how much you would pay monthly and overall, use the Department of Education.

Repayment Calculator | Federal Student Aid

Necessity for Repaying Loans

Remember, federal student loans are real loans, just like car loans and mortgages. You must repay a student loan even if your financial circumstances become difficult. Payments will be made to your loan servicer. Each servicer has its own payment process so check with your servicer if you aren't sure how or when to make a payment. You are responsible for staying in touch with your servicer and making your payments, even if you do not receive a bill.
The U.S. Department of Education uses several loan servicers to handle the billing and other services on loans. Learn about loan servicers and how to determine who your loan servicer is.
Manage Loans | Federal Student Aid

Deferment and Forbearance
Deferment and forbearance offer a way for you to temporarily postpone or lower your loan payments while you're back in school, in the military, experiencing financial hardship or in certain other situations. Find out what may happen if you default, what steps to take to keep your loan from going into default and what your options are for getting out of default.

To get all the information you need to manage repayment of student loans go to Manage Loans | Federal Student Aid

Understanding Default
Never ignore delinquency or default notices from your loan servicer. If you don't make your monthly loan payment, you will become delinquent on your student loan and risk going into default. Contact your servicer immediately if you are having trouble making payments or won't be able to pay on time. Learn about federal student loan default: find out what may happen if you default, what steps to take to keep your loan from going into default and what your options are for getting out of default.

To get all the information you need to manage repayment of student loans go to http://studentaid.ed.gov/repay-loans .

Study Abroad

CSNAH does not participate in any programs which are approved for study abroad.

Terms and Conditions of Employment: Part of Financial Aid Package

CSNAH does not employ any students who are currently receiving financial aid and are attending the school's programs.

Exit Counseling for Student Borrowers

When a student ceases enrollment, CSNAH Financial Aid Officer will direct the student to the following link https://studentaid.gov/exit-counseling/ to complete the exit counseling process.

A copy of the confirmation of completion must be given to the Financial Aid Officer prior to graduating. Those students that withdraw will be notified to complete this process.

National Student Loan Data System

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program and other Department of Education programs. NSLDS Student Access provides a centralized integrated view of Title IV, HEA loans and grants so that recipients of Title IV funds can access and inquire about their funds. The website is located at **NSLDS Financial Aid History | 2026-2027 Federal Student Aid Handbook**

Additional Title IV, HEA Funding Information

Direct Loan Servicing Center (Borrower Contact)

- **Phone:** 1-800-848-0979 (Toll-free)
- **TTY/TDD:** 1-800-848-0983
- **Overseas:** 1-315-738-6634
- **Website:** www.dl.ed.gov
- **Email:** Questions can be submitted via the "Contact Us" link on the Direct Loan Servicing Center website.

Section 4: General Institutional Information

Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student. For more information please view the website at the link below or click to open the 34 CFR part 99.

General FERPA Guide:

https://studentprivacy.ed.gov/resources/ferpa-general-guidance-students

FERPA Regulations by the Code of Federal Regulations (CFR):

https://www.ecfr.gov/current/title-34/subtitle-A/part-99

CSNAH Definition and Terms

Student: A student is a person who has been admitted and is registered when classes are in session, regardless of the person's age.

School Official: someone employed by CSNAH in an administrative, supervisory, academic, research, internship, volunteer or support staff position; or a person employed by or under contract to the School to perform a special task, such as an attorney, auditor or collection agency.

Legitimate Educational Interest: An individual must demonstrate a need to know by those officials of an institution who act in the student's educational interest, including faculty, administration, student employees, clerical and professional employees, and other persons who manage student records information. Any school official who needs information about a student

in the course of performing instructional, supervisory, advisory, or administrative duties for CSNAH has a legitimate educational interest.

Education Record: Any record maintained by CSNAH that is personally identifiable to a student in any way except in a few very specifically defined circumstances. These specific circumstances are included within this section of the handbook or in §99.31 of the FERPA regulations.

Directory Information: Directory information is public information unless you request that it be kept confidential. Directory Information includes:

Name
Address
Phone Number
Email Address
Date of Birth
Dates of Attendance

Access and Amendment to Education Records

Access to Education Records
Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. A school is required to provide an eligible student with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the student from obtaining access to the records. A case in point would be a situation in which the student does not live within commuting distance of the school.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to an eligible student's request. Accordingly, a school is not required to provide an eligible student with updates on his or her progress in a course (including grade reports) or in school unless such information already exists in the form of an education record.

Amendment of Education Records
Under FERPA, an eligible student has the right to request that inaccurate or misleading information in his or her education records be amended. While a school is not required to amend education records in accordance with an eligible student's request, the school is required to consider the request. If the school decides not to amend a record in accordance with an eligible student's request, the school must inform the student of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the eligible student has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the eligible student’s record for as long as the record is maintained.

However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about an eligible student. FERPA was intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement

determinations. Thus, while FERPA affords eligible students the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade or an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to an eligible student's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

Disclosure of Education Records

Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. However, there are several exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records. Under these exceptions, schools are permitted to disclose personally identifiable information from education records without consent, though they are not required to do so. Following is general information regarding some of these exceptions.

Exceptions

One of the exceptions to the prior written consent requirement in FERPA allows school officials within the school to obtain access to personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interest" in the information.

FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is in connection with financial aid for which the student has applied, or which the student has received, if the information is necessary for such purposes as to: determine the eligibility for the aid; determine the amount of the aid; determine the conditions for the aid; and/or enforce the terms and conditions of the aid. With respect to this exception, the term "financial aid" means payment of funds provided to an individual (or payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at a school.

Postsecondary institutions may also disclose personally identifiable information from education records, without consent, to appropriate parties, including parents of an eligible student, in connection with a health or safety emergency. Under this provision, colleges and universities may notify parents when there is a health or safety emergency involving their son or daughter, even if the parents do not claim the student as a dependent.

FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a student at a postsecondary institution regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance. The school may non-consensually disclose information under this exception if the school determines that the student has committed a disciplinary violation with respect to that use or possession and the student is under 21 years of age at the time of the disclosure to the parent.

Another exception permits a school to non-consensually disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. A school may disclose directory information without consent if it has given public notice of the types of information it has designated as directory information, the eligible student's right to restrict the disclosure of such information, and the

period of time within which an eligible student has to notify the school that he or she does not want any or all of those types of information designated as directory information.

There are several other exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records, some of which are briefly mentioned below. Under certain conditions (specified in the FERPA regulations), a school may non-consensually disclose personally identifiable information from education records:

to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;

to organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;

to comply with a judicial order or a lawfully issued subpoena;

to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and

to any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school's rules or policies. The disclosure of the final results only includes: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.

As stated above, conditions specified in the FERPA regulations at 34 CFR § 99. 31 must be met before a school may non-consensually disclose personally identifiable information from education records in connection with any of the exceptions mentioned above.

Law Enforcement Units and Law Enforcement Unit Records

A "law enforcement unit" means any individual, office, department, division or other component of a school, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by the school to: enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any law against any individual or organization; or to maintain the physical security and safety of the school. The law enforcement unit does not lose its status as a law enforcement unit if it also performs other, non-law enforcement functions for the school, including investigation of incidents or conduct that constitutes or leads to a disciplinary proceeding against a student.

"Law enforcement unit records" (i.e., records created by the law enforcement unit, created for a law enforcement purpose, and maintained by the law enforcement unit) are not "education records" subject to the privacy protections of FERPA. As such, the law enforcement unit may refuse to provide an eligible student with an opportunity to inspect and review law enforcement unit records, and it may disclose law enforcement unit records to third parties without the eligible student's prior written consent. However, education records, or personally identifiable information from education records, which the school shares with the law enforcement unit do

not lose their protected status as education records because they are shared with the law enforcement unit.

Annual Notification of Rights under FERPA

CSNAH complies with the Family Educational Rights and Privacy Act (FERPA) to afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

The right to inspect and review the student's education records within 45 days after the day the [Name of postsecondary institution ("School")] receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by CSNAH in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of CSNAH who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for CSNAH.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by CSNAH to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information
Directory information is public information unless you request that it be kept confidential. Students may opt to not include their information with the Directory Info on the Letter of Agreement signed at orientation. The School of Nursing and the School of Radiography do not post directory information. Directory Information includes:

Name
Address
Phone Number
Email Address
Date of Birth
Dates of Attendance

Students may request to change his/her name through the Business Office Coordinator at 806-725-8901. The student must submit 2 forms of ID with the new name: new Social Security card, new Driver's license, passport, military ID, marriage license, and Divorce decree.

Disclosure of Information without Student Consent
FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

To other school officials, including teachers, within CSNAH whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to

conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

To appropriate parties, including parents, in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Complaints of Alleged Failures to Comply with FERPA

Complaint Regarding Access

If an eligible student believes that a school has failed to comply with his or her request for access to education records, the student may complete a FERPA complaint form and should include the following specific information: the date of the request for access to the education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; and the specific nature of the information requested.

Complaint Regarding Amendment

If an eligible student believes that a school has failed to comply with his or her request for amendment of inaccurate information in education records or failed to offer the student an opportunity for a hearing on the matter, the student may complete a FERPA complaint form and

should include the following specific information: the date of the request for amendment of the education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; the specific nature of the inaccurate information for which amendment was requested; and evidence provided to the school to support the assertion that such information is inaccurate.

Complaint Regarding Disclosure
If an eligible student believes that a school has improperly disclosed personally identifiable information from his or her education records to a third party, the student may complete a FERPA complaint form and should include the following specific information: the date or approximate date the alleged disclosure occurred or the date the student learned of the disclosure; the name of the school official who made the disclosure, if that is known; the third party to whom the disclosure was made; and the specific nature of the education records disclosed.

This guidance document is designed to provide eligible students with some general information regarding FERPA and their rights, and to address some of the basic questions most frequently asked by eligible students. You can review the FERPA regulations, frequently asked questions, significant opinions of the Office, and other information regarding FERPA at our Website as follows:

https://studentprivacy.ed.gov/training/ferpas-complaint-process-explained

https://studentprivacy.ed.gov/training/what-happens-when-i-file-complaint

If, after reading this guidance document, you have questions regarding FERPA which are not addressed here, you may write to the Office at the following address:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue
SW Washington, DC 20202-8520

Record Keeping Process and Documents Kept in Student Record and How Long Records Kept

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student.

CSNAH is committed to keeping consistent and accurate records on all students, including alumni, current students and withdrawn students, while following Family Educational Rights and Privacy Act (FERPA). CSNAH is required to establish and maintain, on a current basis, any application for Title IV, Higher Education Act (HEA) program funds and program records that document the following: it's eligibility to participate in the Title IV, HEA programs, the eligibility of its educations programs for Title IV HEA program funds, its administration of the Title IV, HEA programs in accordance with all applicable requirements, it's financial responsibility, information

included in any application for Title IV, HEA program funds and it's disbursement and delivery of Title IV, HEA program funds. The records that an institution must maintain in order to comply with the provisions of this section include but are not limited to the following: SAR or ISIR, application data, eligibility data, information regarding receipt of funds, counseling sessions, reports and forms and graduation rates data. CSNAH will cooperate with any independent auditor, the Secretary, the Department of Education's Inspector General, the Comptroller General of the United States, or their authorized representatives, a guaranty agency, and CSNAH's accrediting agencies, in conduct of audits, investigations, program reviews, or other reviews authorized by law.

CSNAH retains financial aid records for five years from the end of the award year. This follows the Department of Education's requirement of three years from the end of the award year.

CSNAH maintains records of current students to include: Application, Permanent Residency Form (if applicable), High School Transcript(s) or GED, Course Equivalency Evaluations (if applicable), College Transcript(s), Correspondence w/ Student (if applicable), Lubbock Christian University and CSON Partnership Program Letter of Acknowledgement, Enrollment Agreement, CSON Acknowledgement Form, Entrance Exam Scores, Declaratory Order (if applicable), Letter of Standing (if applicable), Extra Healthcare Certificates (if applicable), Healthcare Experience Form (if applicable), Copy of ID, Copy of CPR card, Verification of LVN license (LVN only), Final Acceptance Letter, VA Paperwork (if applicable), Promissory Note/Tuition and Fees Schedule, Student Confidentiality Agreement, Letter of Agreement, Policies Attestation, Mandatory Inservice Telemetry Monitoring Process, Corrective Action Form (if applicable), Miscellaneous documents as needed.

CSNAH maintains records of alumni to include: Application, Permanent Residency Form (if applicable), High School Transcript(s) or GED, College Transcript(s), Entrance Exam Scores, Promissory Note/Tuition and Fees Schedule, Consent for disclosure of records, Copy of diploma, CPR Card, Declaratory Order.

For more information regarding FERPA rights:

Model Notification of Rights: https://studentprivacy.ed.gov/resources/ferpa-model-notification-rights-elementary-secondary-schools

Consumer Information of College Navigator Website (IPEDS)

The Integrated Postsecondary Education Data System, often abbreviated IPEDS, is the core postsecondary education data collection program for the National Center for Education Statistics, a part of the Institute for Education Sciences within the United States Department of Education. IPEDS consists of nine interrelated survey components that are collected over three collection periods (Fall, Winter, and Spring) each year. The completion of all IPEDS surveys is mandatory for all institutions that participate in or are applicants for participation in any federal financial assistance program authorized by Title IV of the Higher Education Act of 1965.

To assist students in making informed decisions about a school, The U.S. Department of Education is required to post 26 items on the College Navigator website for each institution, including a link to the institution's website that provides "in an easily accessible manner"

Student activities offered by the institution

Services offered by the institution for individuals with disabilities

Career and placement services offered to students during and after enrollment

Policies of the institution related to transfer of credit from other institutions.

These items can be accessed at www.nces.ed.gov . Select the location you wish to review then select the enrollment to review the diversity of the campus.

Facilities and Services Available to Students with Disabilities

No individual with a disability will be excluded from applying to CSNAH programs of study. CSNAH will exert its best effort to provide any reasonable request for accommodations. Students requesting accommodations or other support services should notify the Dean/Director for the program in which they are applying. Further details regarding physical requirements can be found within the details of each program of study.

Use of a Service Animal Because of a Medical Condition

Statement of Purpose: Covenant School of Nursing supports a policy of non- discrimination in regard to medical conditions that may require use of a Service Animal. Examples may include: diabetes, and epilepsy. This policy applies to all terms and conditions of enrollment, including but not limited to, admission, progression, leave of absence, and graduation.

Definitions:

1. Service Animal -
    - Americans with Disabilities Act (ADA): A service dog is a dog (or, in some cases may be a miniature horse) that is individually trained to perform tasks or work for the benefit of a person with a disability, and the tasks or work performed must be directly related to the individual's disability.
        - "Do work or perform tasks": The dog must be trained to take a specific action when needed to assist the person with a disability. For example, a person with diabetes may have a dog trained to alert them when their blood sugar reaches high or low levels. A person with depression may have a dog that is trained to remind them to take their medication. A person who has epilepsy may have a dog trained to detect the onset of a seizure and then help the person remain safe during the seizure.
    - Texas Human Resources Code: a service or assistance animal is a dog that is specially trained or equipped to help a person with a disability and used by a person with a disability. "Person with a disability" means a person who has:
        - A mental or physical disability;
        - An intellectual or developmental disability;
        - A hearing impairment;
        - Deafness;
        - A speech impairment;
        - A visual impairment;
        - Post-traumatic Stress Disorder;

- A health impairment that requires special ambulatory devices or services.

Policy: Per the Americans with Disabilities Act (ADA) and Texas state law, students who use service animals may be accompanied by their service animal while they attend class, labs, simulation, and clinicals. The animal must meet the definition of a service animal.

Procedure:

1. In attempting to determine if an animal is a service animal and it is not obvious what service the animal provides, limited inquiries are allowed. Staff may only ask the following two questions:

   "Is the dog a service animal required because of a disability?"
   And/or
   "What work or task(s) has the dog been trained to perform?"

   Staff may not ask about the person's disability, require medical documentation, require a special identification card or garment (e.g., "Service Animal" designation vest, harness, or tags) or training documentation for the dog, or ask that the animal demonstrate its ability to perform the work or task. Service animals must be under the control of the handler. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.
   - If a service animal exhibits signs of illness, parasite infestation, visible dirt/soiling, or extreme animal odor, the animal's handler must remove the animal from the facility. Service animals must be housebroken.
   - Covenant Health will exclude or terminate the presence of any service animal if it acts in a vicious, aggressive, or threatening manner toward staff, patients, visitors, or handler by unruly behavior such as uncontrolled barking, snapping, biting, baring of teeth, scratching, and other extreme behaviors, all of which are uncharacteristic of service animals. If there is no one accompanying the disabled person who can remove the service animal, notify Security or department leader for assistance. Security and Risk Management will consult on the seriousness of the animal behavior. Under the circumstances where the animal needs to be excluded or limited, the staff will make all efforts to provide the assistance that the animal has been trained to provide.

2. A Service Animal must be permitted to accompany the individual with a disability (handler) to all areas of the facility where the public is normally allowed to go. In healthcare facilities, exceptions are allowed for areas with specific infection prevention concerns, e.g. sterile procedure areas, operating rooms, preop or recovery areas, labor and delivery, intensive care units, procedure rooms, medication preparation areas, isolation rooms, diagnostic imaging areas during procedures that would subject the animal to radiation exposure, kitchens or other food preparation areas unless approved by the Infection Prevention Committee, etc.

3. Service animals may not be restricted due to allergies or fear of dogs. In the event that a patient, staff member or visitor has asthma, is allergic to, or has a phobia regarding animals, staff must take reasonable steps to ensure that any potential harm is minimized, and to permit a service animal to remain with the handler. This may be accomplished by changing staff assignments or using other nondiscriminatory methods so that the presence of the service animal would not pose a direct threat and would not require a fundamental alteration in the facility's policies, practices, or procedures.

4. The student should be aware that the clinical faculty member has the right to refuse the service animal if it appears ungroomed or is unable to be controlled by the student (DOJ, Civil Rights Division, 2011). Hand hygiene should be performed after interacting with the animal. Animal feces and urine must also be properly disposed of to prevent environmental contamination (CDC, 2017). During the clinical experience, a student with a service animal should have scheduled time to go outdoors to toilet the animal when necessary. The handler may be asked to remove the service animal only if the dog is out of control or it is not housebroken (DOJ, 2011).

5. The Student Services Coordinator will meet with the student who requires a service dog while enrolled at Covenant School of Nursing. Once it is established that the service dog will need to accompany the student to any portion of the student's education at Covenant School of Nursing, the Student Services Coordinator will meet with the faculty of the module to develop a plan for this module. It is important to remember that students who use service dogs do not necessarily have to have the exact same experiences as students without service dogs as long as the course and program requirements are met. If the service animal will accompany a student to the clinical area, faculty should notify the clinical unit at least 24 hours before the student attends clinical unit. The student should be assigned a patient with a nurse who does not have allergies to dogs or cynophobia (fear of dogs).

6. As the student progresses through the modules, a new plan appropriate to the module will be developed by the Student Services Coordinator, student and faculty of the next module.

References:

Covenant Health Animals in Covenant Health Facilities

Silbert-Flagg, JoAnne, Shilling, Stacy D., Lucas, Laura, Nolan, Marie T., Lin, Lin, Bellefeuille, Pam, Foley, Mary, Mallareddy, Deena, Baker, Deborah, D'Aoust, Rita, (2019). Preparing for a student with a service animal. *Journal of Professional Nursing* 36 (2020), 458 – 461. https://doi.org/10.1016/j.orifnurs.2020.03.001

U.S. Department of Justice, Civil Rights Division (2009). A guide to disability rights laws. Retrieved from https://www.ada.gov/cguide.htm.

U.S. Department of Justice, Civil Rights Division (2011). ADA requirements: Service animals. Retrieved from https://www.ada.gov/service_animals_2010.htm.

U.S. Department of Justice, Civil Rights Division (2015). Frequently asked questions about service animals and the ADA. Retrieved from https://www.ada.gov/regs2010/ service_animal_qa.pdf.

Reasonable Modifications Based on a Medical Condition

Covenant School of Nursing supports a policy of reasonable modifications in regard to medical conditions. Although it is not mandatory for a student to disclose personal medical conditions, it is recommended to communicate such medical information that could pose a safety risk for the individual student. If a student ‘s condition is known to faculty and fellow students, appropriate support can be instituted quickly. Examples may include diabetes, epilepsy, and medical devices which may limit the student’s access to specific environments. This policy applies to all terms and conditions of enrollment, including but not limited to, admission, progression, leave of absence, and graduation.

Definitions:

Medical Condition – refers to any disease, disorder, or injury that affects a person’s health and well-being. It can include both physical and mental health issues that require medical attention or treatment and/or medical devices.

Reasonable modifications - Changes in the educational environment or adjustments to usual procedures at the school.

Process:

A student can notify CSON about their medical condition by contacting the Student Services Coordinator at any time. A school may not require a student to notify them of a medical condition. It is completely up to each person to decide whether and when they want to notify a school of a medical condition. However, until a person notifies the school, the school is **not** obligated to make any reasonable modifications.

Examples of reasonable modifications may include:

Additional, longer, or more flexible breaks
Intermittent absences to attend medical appointments,
Access to online, remote, or homebound education
Changes in schedule
Extensions of time for coursework and rescheduling of tests and examinations
Allowing a student to sit or stand, or carry or keep water nearby,
Counseling
Other changes to policies, practices, or procedures

Once a student informs the Student Services Coordinator (SSC) of their medical condition, the SSC will complete the Reasonable Modifications form with the specific needs of the student and send it to the faculty module and place a copy in the student’s file.

A student may need different modifications at different times throughout their education at Covenant School of Nursing.

Reasonable modifications must be based on the student’s individualized needs and include the student’s input. A modification that would fundamentally alter the nature of the school’s education program or activity is not a reasonable modification.

A modification that would fundamentally alter the nature of the school’s education program or activity is not a reasonable modification. It is the school’s burden to

demonstrate that a modification would be a fundamental alteration. Demonstrating that a modification would fundamentally alter a school's program or activity is a rigorous standard to meet.

Example of a modification that would fundamentally alter the nature of the school's education program:

A student's request to waive their entire senior year and graduate without those credits would likely be a fundamental alteration in the nature of a school program. Allowing the student to complete the required number of credits at a slower pace or granting an extension to complete certain tests or assignments would not be a modification that would fundamentally alter the school's education program.

Nondiscrimination Based on Pregnancy or Related Conditions and Parental, Family or Marital Status

Covenant school of Nursing supports a policy of non-discrimination based on pregnancy or related conditions and parental, family or marital status. It is the policy of Covenant School of Nursing (CSON), in accordance with local, state and federal law, to provide equal student opportunity without regard to race, color, religion, sex, national origin, age, pregnancy, disability, sexual orientation, or veteran status. This policy applies to all terms and conditions of enrollment, including but not limited to, admission, progression, leave of absence, and graduation.

Definitions:

Pregnancy Related conditions - pregnancy, childbirth, termination of pregnancy, or lactation; (2) medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or (3) recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation include, but are not limited to: pregnancy-related fatigue; dehydration (or the need for increased water intake); nausea (or morning sickness); increased body temperature; anemia; and bladder dysfunction; gestational diabetes; preeclampsia; hyperemesis gravidarum (severe nausea and vomiting); pregnancy induced hypertension (high blood pressure); infertility; recovery from childbirth, miscarriage, or abortion; ectopic pregnancy; prenatal or postpartum depression; and lactation conditions, such as swelling or leaking of breast tissue or mastitis.

"Termination of pregnancy" to include, for example, abortion, miscarriage, or stillbirth

Parental Status – person in connection with a minor or a person who cannot care for themselves because of a physical or mental disability, if the student is a biological, adoptive, foster, or stepparent; a legal custodian or guardian; someone who acts in place of a parent (such as a sibling who cares for a minor sibling); or someone actively seeking legal custody, guardianship, visitation, or adoption.

Reasonable modifications - Changes in the educational environment or adjustments to the usual procedures at a school.

Process:

A student can notify CSON about their pregnancy or related condition by contacting the Student Services Coordinator at any time. It is completely up to each person to decide whether and when they want to notify a school of their pregnancy or related conditions. A school may not require a student to notify them of the student's pregnancy. However, until a person notifies the school, the school is not obligated to make reasonable modifications.

Examples of reasonable modifications under Title IX may include:

Additional, longer, or more flexible breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom
Intermittent absences to attend medical appointments
Access to online, remote, or homebound education
Changes in schedule or course sequence
Extensions of time for coursework and rescheduling of tests and examinations
Allowing a student to sit or stand, or carry or keep water nearby
Counseling
Changes in physical space or supplies (for example, access to a larger desk or a footrest
Other changes to policies, practices, or procedures

A student may need different modifications at different times throughout their pregnancy or while experiencing pregnancy-related conditions. Also, different students who are pregnant or experiencing pregnancy-related conditions may need different reasonable modifications.
Reasonable modifications must be based on the student's individualized needs and include the student's input.
A modification that would fundamentally alter the nature of the school's education program or activity is not a reasonable modification. It is the school's burden to demonstrate that a modification would be a fundamental alteration. Demonstrating that a modification would fundamentally alter a school's program or activity is a rigorous standard to meet.

Example of a modification that would fundamentally alter the nature of the school's education program:

A student's request to waive their entire senior year and graduate without those credits would likely be a fundamental alteration in the nature of a school program.

Allowing the student to complete the required number of credits at a slower pace or granting an extension to complete certain tests or assignments would not be a modification that would fundamentally alter the school's education program.

Lacation Space

A school must ensure that a student can access a lactation space that is:

Clean
Shielded from view
Free from the intrusion of other people

Capable of being used by a student for expressing breast milk or breastfeeding as needed
Not a bathroom

Reference(s): **2024 Title IX Regulations: Impact on Title IX Coordinator Duties**;
2024 Title IX Regulations: Nondiscrimination Based on Pregnancy or Related Conditions & Parental, Family, or Marital Status

Student Body Diversity

Schools must make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories:

- Male
- Female
- Self-identified members of a major racial or ethnic group
- Federal Pell Grant recipients

These items can be accessed at www.nces.ed.gov . Click on "Popular Topics" bar and scroll down to click on IPEDS. Click on "College Navigator", enter Covenant School of Nursing and Allied Health, click on enrollment to view the selected tabs for information such as diversity, financial aid, general information, etc.

Price of Attendance

The cost of attendance (COA) is an estimate of what it costs the typical student to attend one of the programs at CSNAH. The details for COA are located under each individual program of study offered by CSNAH.

Net Price Calculator

The net price is defined as the cost of attendance minus the average yearly grant and scholarship aid. The calculator provides estimated net price information to current and prospective students and should be based, as much as possible, on their individual circumstances. You can access the Net Price Calculator for CSNAH at www.covenanthealth.org/cson

Institutional Refund Policy Requirements

Schools of Nursing and Radiography
Students who officially withdraw voluntarily or at the school's request must complete the official withdrawal procedure. Students may be eligible to receive a refund of tuition. The school retains 5% of the applicable tuition for an administrative fee or $100.00. The amount of any refund depends upon when the student withdraws; however, students are required to pay a percentage of the total bill for the period of enrollment. The amount of refund due a student will be the amount paid in excess of the percentage amount due. If the student has paid less than the percentage due, the student will be required to pay the school the balance of that amount.

Refund Schedule

Student withdraws after completing:	Refund Due:	CSNAH Retains
Prior to first class day	100%	None
Up to 10%	80%	20%
11 to 15%	70%	30%
16 to 20%	50%	50%
21 to 25%	25%	75%
26%	None	100%

Past due balances will be referred to credit bureaus. Unpaid account balances are subject to collection costs and attorney fees at student's expense.

The effective date of termination for refund purposes will be the earliest of the following:

- The last date of attendance, if the student is terminated from the school
- The date of receipt of written notice from the student
- Ten school days following the last date of attendance

If tuition and fees are collected in advance of entrance, and if after the expiration of the 72 hour cancellation privilege the student does not enter school, not more than $100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course

If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than $100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75% or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

Refunds for items of extra expense to the student such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold cost for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment

agreement. Any such items not required for the portion of the program attended must be included in the refund.

A student who withdraws for a reason unrelated to the student's academic status after the 75% completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the instructional module or program during the 12 month period following the date the student withdrew without payment of additional tuition for that portion of the instructional module or program.

A full refund of all tuition and fees is due and refundable in each of the following cases:

- An enrollee is not accepted by the school
- If the instructional module of instruction is discontinued by the school and this prevents the student from completing the instructional module
- If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Students who withdraw must complete the official withdrawal procedure which includes completion of the Exit Interview Form and return of the student badge.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

CSNAH Return of Title IV, HEA Financial Aid Policy

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. COVENANT SCHOOL OF NURSING AND ALLIED HEALTH (CSNAH) will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

"Official Withdrawal"
A student is considered "Officially" withdrawn on the date the student notifies the School Coordinator/Faculty and/or School Director/Dean in writing or orally of their intent to withdraw. The date of termination for return and refund purposes will be the earliest of the following for official withdrawal:

- Date student provides official notification of intent to withdraw, in writing or orally.
- The date the student began the withdrawal from CSNAH records.
- A student is allowed to rescind their notification in writing and continue the program if they have not been absence more than the attendance policy allows. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, CSNAH will complete the following:

- Determine the last date of attendance as of the last recorded date of academic attendance.
- Print student ledger sheet from Empower SIS
- Two policies must be evaluated, and calculations performed if necessary: Return to Title IV, HEA Funds and CSNAH Institutional Refund Policy
- The grade record will be updated to reflect his/her final grade.
- The Financial Aid Officer will provide the student with an email or a verbal explanation of the Title IV, HEA requirements.
- The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
- Any refunds that will be made to the Title IV, HEA Federal program on the student's behalf because of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
- Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
- Inform the student to check Empower SIS for ledger sheet noting outstanding balance due to the school and the available methods of payment. A copy of the CSON Exit Interview form or CSOR Withdrawal Record and Refund form, R2T4 Worksheet, calendar, and final ledger sheet will be kept in the financial aid file.
- In the event a student decides to rescind his or her official notification to withdraw and has not been absent more than the attendance policy allows; the student must provide a

signed and dated written statement that he/she is continuing his or her program of study and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend date is the original date of notification of intent to withdraw.

Unofficial Withdrawal

- If the school unofficially withdraws a student from school, the School Course Facilitator and/or Dean/Director must complete the CSON Exit Interview Form or CSOR Withdrawal Record and Refund form using the last date of attendance as the drop date.

- Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 5 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the CSNAH contractual agreement, will be subject to termination and considered to have unofficially withdrawn. Within one week of the students last date of academic attendance, the following procedures will take place:

    - The Student Services Coordinator, Course Facilitator and/or Dean/Director will make three attempts to notify the student regarding his or her enrollment status.

    - Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record. The student's withdrawal date is determined as the date the day after 5 consecutive calendar days of absence.

    - Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.

- CSNAH Financial Aid Officer calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible. R2T4

- Calculate the refund requirement (see school refund calculation)

- CSNAH Financial Aid Officer will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record ledger sheet.

If applicable, CSNAH will provide the student with a refund letter explaining Title IV requirements:

- The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.

- Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
- Inform the student to check Empower SIS for ledger sheet noting outstanding balance due to the school and the available methods of payment. A copy of the CSON Exit Interview form or CSOR Withdrawal Record and Refund form, R2T4 Worksheet, calendar, and final ledger sheet will be kept in the financial aid file.

Textbook Information

CSNAH requirements for books and supplies vary with each program type. Please refer to each program of study for the details regarding textbooks.

Attendance

Specific attendance requirements for each program of study are outlined in the program procedure and are included in the Student Handbook and instructional module syllabi. To achieve the educational goals of the designated program of study, consistent attendance and punctual arrival for all learning experiences is an expectation. Absences interfere with the student's ability to achieve instructional module and curriculum outcomes. Absences are documented and reviewed to determine if corrective action is warranted. Students are encouraged to schedule doctor appointments before or after school hours or during scheduled school breaks.
Students may refer to the specific program Academic Calendar which includes all designated student breaks and holidays.

Tardy: Students who are not present at the time theory or clinical is scheduled to start will be counted as a tardy. Students with multiple tardies are subject to corrective action. Specific corrective action guidelines for each program of study are outlined in the program procedure and are included in the Student Handbook and instructional module syllabi.

Absence: Students not present in theory or clinical for more than 30 minutes after the theory or clinical experience was scheduled to start will be counted as absent. Students with multiple absences are subject to corrective action. Specific guidelines for each program of study are outlined in the program procedure and are included in the Student Handbook and instructional module syllabi.

Inclement Weather: Inclement weather refers to any weather that could be harmful to student travel. Examples include but are not limited to ice, snow, or floods. In the event of inclement weather, CSNAH will follow Lubbock Independent School District (LISD) policies. The student can determine LISD weather protocol by watching the news the day before or the day of inclement weather. The instructional module facilitator/program director of each instructional module will also notify students of the procedure to follow the day inclement weather occurs via Everbridge (Emergency Communication System). Please refer to the appropriate program's Attendance policy for specific instructions.

Leave of Absence: A leave of absence (LOA) is a temporary interruption in a student's education and must be approved by the designated program official. Examples include

maternity leave, unexpected health issues, family emergencies, etc. *(Refer to the specific program Leave of Absence policy/procedure)*

Note: At the discretion of the Dean/Director, CSNAH reserves the right to omit the progressive **corrective action** process as some situations may warrant bypassing some or all the steps outlined in the school's *Due Process Policy.*

Application Requirements

This policy is used to define the application and enrollment requirements for individuals who wish to enroll at CSNAH programs as a regular student. CSNAH does not discriminate based on race, religion, national origin, sex, age, marital status, or disability. The School of Nursing and Allied Health is an Equal Access/Equal Opportunity School.

General Application Requirements
To be eligible for admission, an applicant must be able to read and write English, and the student must meet the following application requirements:

Application Submission Deadlines
Registered Nursing Program (CSON)
CSON accepts applications for fall and spring classes. Applications for the RN Program and the RN Bridge Track are only processed during the designated application period. The application period for fall admission is January – March and spring admission is May – July. The application period for the RN Bridge Track is May - July for January admission.

Radiography Program (CSOR)
CSOR accepts applications year-round for classes beginning in the fall. The application deadline for fall admission is April 15th.

Application Materials to Include

Completed online application
All applicants must complete an online application. Online applications are available at https://covn.empower-xl.com . If you need assistance with your application, please call the school you are applying to for assistance. If you have healthcare certificates or military experience, please provide a copy of the certificate or DD214 for military experience with your application packet.

Application Fee
An application fee of $50 must be turned in along with your application. The application fee must be paid by check, credit/debit card, or money order. Cash is not accepted for this fee. School of Radiography application fee of $25 must be turned in upon submission of your application packet. There is a $30.00 fee for Non-Sufficient Funds returned checks.

Application Checklist
The application checklist must be submitted with your application packet.

Acknowledgment Form
The acknowledgment form must be submitted with the application packet.

Healthcare experience form

The School of Nursing does not require a separate resume/CV for applicants of the traditional program. The RN Bridge track applicants must complete the Healthcare Experience Form.

High school diploma or GED verification

Registered Nursing Program

CSON requires an official sealed high school transcript, verified GED or successful completion of an approved home school program

Radiography Program

CSOR requires a copy of high school transcript, verified GED or successful completion of an approved home school program

Official unopened college/university transcript

Official sealed transcripts from all colleges and universities attended to date must be submitted with the Application for Admission. They must be submitted with all application documentation by the application deadline determined by the program. If a student applies before all prerequisites are completed, all final official transcripts that reflect any outstanding course work are due as stated in the admission packet.

Pre-entrance Examination

Registered Nursing Program

CSON utilizes the TEAS Admission Assessment as part of the admission process. The exam is offered on several dates during each application period and can be retaken three times per application cycle at this testing site. Candidates must score a minimum score of 58.7 for reading, 58.7 for English, 58.7 for math, and 50 for science to apply. The scores are valid for one year and all scores submitted with the application packet must be valid on the last day of the application period. The ATI registration and payment must be submitted via the online registration. Prior to the scheduled exam, an applicant may reschedule an exam date. There is a $25.00 fee to reschedule an exam date. Information about the pre-entrance exam is available on the website. Each applicant must pass the pre-entrance examination by the deadline date. More information about this exam can be found online at http://covenanthealth.org/cson under the Entrance Exam tab.

The RN Bridge Track applicant must take the HESI Fundamentals exam and pass with a score of 850 or greater.

*The LVN/Paramedic applicant will not be required to take the ATI Admission Assessment exam also.

Radiography Program

CSOR utilizes the HESI Admission Assessment pre-entrance examination as part of the admission process. The exam is offered in April of every year. The scores are valid for one year and all scores submitted with the application packet must be valid on the last day of the application period. Test scores will be incorporated into the points system for admissions. The HESI registration and payment of $55.00 (fee cost is set by HESI and may vary) must be submitted via the online registration prior to test date. Each applicant must complete the pre-entrance examination as part of the application process.

Reference forms

Registered Nursing Program

Covenant School of Nursing does not require reference forms to be submitted with the application.

Radiography Program
Each candidate must submit 3 reference forms along with the application packet. Evidence of the applicant's character, personality, and other qualities that are important in predicting probable success in the program will be substantiated by recommendation forms completed by individuals selected by the applicant. The required forms and instructions are available online. References from family members will not be accepted.

Immunization Verification
Applicants are required to have an Immunization verification form filled out by a healthcare provider. Applicants must be fully vaccinated against measles, mumps, rubella, varicella and Hepatitis B. The applicant must also have proof of the Tdap vaccine within the past 10 years and be vaccinated against Meningitis if they are under the age of 22. Declinations and titers are also allowed. Applicants must fill out a covid declination form or have received a covid vaccination within one year of their application. A TB questionnaire must be filled out and included with their application.

Proof of Permanent Residency
Unfortunately, COVENANT SCHOOL OF NURSING AND ALLIED HEALTH is not equipped to accept foreign students. Therefore, all applicants must be U.S. Citizens or have established Permanent Residency. If you were born outside the United States, you will be asked to provide proof of citizenship or permanent residency. Example of identification accepted would be permanent residency card, certificate of naturalization, or a United States Passport.

Letter of Standing
Registered Nursing Program, RN Bridge Track
If you have begun a program of nursing or allied health in the past and not successfully completed it, you will need to request a letter of standing from that program. This letter simply states that you are eligible to apply to their program again in the future. The letter must be mailed directly to the school.

Radiography Program
If you have begun a program of radiography in the past and not successfully completed it, you will need to request a letter of standing from that program. This letter simply states that you are eligible to apply to their program again in the future. The letter must be mailed directly to the school.

Letter of Eligibility
Registered Nursing Program, RN Bridge Track
CSON requires a letter of eligibility from the Texas Board of Nursing if a petition for Declaratory Order is required related to any criminal charges or convictions including misdemeanors (except for simple moving violations). The letter of eligibility must be submitted by the selected applicant 4 weeks prior to the start of class. Contact the Board of Nursing for details about submitting a declaratory order to obtain your Letter of Eligibility http://www.bne.state.tx.us/

Radiography Program
CSOR requires a Letter of Eligibility from applicants with the following circumstances: Criminal proceedings including Misdemeanor charges and convictions, felony charges and convictions,

military court-martials; and/or Disciplinary actions taken by a state or federal regulatory authority or certification board; and/or Honor code violations. The Ethics Review Pre-Application provides an early ethics review of violations that would otherwise need to be reported on your Application for Certification when you have completed an ARRT-recognized educational program and may be used for the offenses. The Ethics Review Pre-Application is reserved for those who are: not enrolled in an ARRT recognized program or enrolled in an ARRT recognized educational program and are at least six months away from graduation.

Interviews

Registered Nursing Program, RN Bridge Track
CSON does not require applicant interviews.

Radiography Program
CSOR will schedule applicants for individual interviews after receiving the application.

Background Checks

Registered Nursing Program
CSON will not require a background check until the applicant has been tentatively accepted or selected as an alternate for admission. These potential students' names are then sent on a roster to the Board of Nursing for the State of Texas. The Board of Nursing will then submit these names for Background checks.

Radiography Program
Successful completion of a criminal background check is required for admission into the program. The background checks are conducted by DISA Healthcare Technology, a firm specializing in background checks for healthcare workers, and the cost is the responsibility of the student, fee to be determined by DISA Healthcare Technology.

Pre-requisite Courses

All prerequisite courses are required to be completed prior to enrollment in all programs of study. Please refer to the Program of Study for details about courses required and equivalency review. Covenant School of Nursing and Allied Health will give consideration of credit from other institutions accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation for "prerequisite courses only." The approved courses will not count as credit hours earned.

Note: All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours. Transfer hours are not accepted from other schools of Registered Nursing or Radiography.

RN Bridge Track Applicants

Licensed vocational nurses and Paramedics may request admission to the RN Bridge track for completion of their registered nursing education. This accelerated track is 27-weeks in length and includes a 14-week integrated didactic instructional module followed by a 13-week instructional module dedicated to clinical experiences in advanced medical-surgical and specialty populations including pediatrics, mental health, and obstetrics/gynecology.
For consideration into the RN Bridge Track, the applicant must have a valid LVN/Paramedic license to practice in the state of Texas, have at least six months of experience practicing as a LVN/Paramedic within the last 3 years routinely performing basic nursing/medical skills, and

meet all regular admission requirements, which include completion of the specific college pre-requisite courses. The applicant must take the HESI Fundamentals of Nursing exam and pass with a score of 850 or greater.

To graduate from Covenant School of Nursing, students must be able to fully attend and successfully complete all classroom, lab and clinical components of each required nursing course. Students who successfully complete our program are eligible for licensure as a registered nurse (RN) once they pass the National Council Licensure Examination-RN (NCLEX-RN).

Admission Requirements

Admission Status
After the application deadline, each school will consider all qualified applicants whose application files are complete and up to date. Selected applicants are then sent an email regarding their status as tentatively accepted, alternate, disqualified or denied admission. Upon receipt, further instructions are provided. Tentatively accepted and alternate candidates will be required to complete all the requirements according to the deadlines listed in their admission packet. Please refer to each program of study for further details regarding the admission packet.

Enrollment Agreement
An enrollment agreement must be signed and returned with the admission packet.

Health Requirements
All tentatively accepted students must:

- Obtain a Hepatitis B titer showing immunity. If the student is not immune to Hepatitis B, they must complete a vaccine series to become immune. The first dose must be completed prior to starting our program.
- Obtain a TB test with a negative result
- Undergo a respirator FIT test
- Complete a substance free attestation
- Complete a health questionnaire
- Complete a latex questionnaire

CPR Certification
Completion of an approved CPR course is required prior to admission to the school. CPR must be taken through American Heart Association only. An online version of CPR that does not require "hands on" skill performance is **not** acceptable for students entering their first instructional module at CSON. You must submit a copy of your CPR card for your admission file as specified in the admission packet.

Radiography program:

> Applicants who have been accepted must obtain their basic life support (BLS) certification prior to enrollment. The BLS certification includes both CPR and AED training. It is the student's responsibility to ensure that the certification is maintained throughout the program's duration; this can include a 2-year certification or annual renewal.

Final Admission Status
A final letter of acceptance is given at orientation after all admissions requirements have been met. Until receipt of this final notification, the student's admission remains tentative.

Financial Aid
The financial aid application must be received by the dates listed below for each program. Your application will not be considered complete until ALL required forms are on file in the Financial Aid Office and have been verified for completeness and accuracy. Contact the Financial Aid Office for further assistance.

Registered Nursing Program
June 1st for the August RN Program and July 1st for the October RN Program; November 1st for the January RN Bridge Track and the January RN Program; February 1st for the March RN Program

Radiography Program
June 15th for the August admission

FAFSA Verification
Each year at least 30% of financial aid recipients are randomly selected for verification by the U.S. Department of Education by the FAFSA Central Processing System (CPS). If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Financial Aid Officer) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Financial Aid Officer, there are any changes to the financial aid package the student will be notified in writing.

Accommodations
Covenant School of Nursing and Allied Health complies with the Americans with Disabilities Act of 1990. The school will provide reasonable modifications and/or accommodations for students with learning disabilities depending on the student's need. Students are required to meet the physical demand requirements for the program. The following are Essential Program Requirements:

Intact gross and fine motor skills; precise hand/eye coordination and dexterity.
Able to discriminate tactile sensations.
Clear speech (exception SPT program).
Congruent verbal/nonverbal behavior; emotional stability; cooperative; no signs of impaired judgment.
Able to walk, bend, stoop, kneel, stand, twist, sit, carry, lift, reach hands overhead.
Able to evacuate a 4-story building in less than 3 minutes.
Able to sit and stand long periods of time (4-7 hours in class; 8 hours in clinical).
Able to pull 75 lbs; lift 35 lbs; push 100 lbs.
Able to travel independently to clinical sites as assigned.
Intact short and long-term memory.
Visual color discrimination and depth perception; near and far vision 20/20 (may be corrected with lenses).

Able to hear and discriminate alarms; hears whispered voice at 8 ft. (may be corrected with hearing aid).

Able to detect odors enough to maintain environmental safety, including smoke and noxious odors.

Frequent exposure to electricity, electromagnetic fields, electronic media and latex; chemical hazards including but not limited to disinfecting solutions, dyes, acetone, bleach, and alcohol.

Possible exposure to toxic drugs; anesthetic gases; ionizing radiation; infectious agents (blood, urine, mucus, saliva, etc.)

It is the student's responsibility to notify the program of any learning disabilities which might interfere with his/her learning and performance as a student and necessitate special accommodations while in school. Furthermore, the student understands that if he/she requires special accommodations because of disability, he/she must request in writing such consideration and submit a current letter from an appropriate licensed professional describing the nature of the learning limitation and specific accommodations needed while a student. Only after written documentation is presented can reasonable accommodations be provided.

Note: In order to be eligible for Title IV funding, you must be able to benefit from the reasonable accommodations and be able to take the state board-licensing exam.

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

Registered Nursing Program
Covenant School of Nursing
1919 Frankford Ave.
Lubbock, Tx. 79407
Phone: 806.725.8900
Fax: 806.793.0720

Office Hours: 8:00-5:00 M-Th. and 8:00-12:00 Fri.

Recruiter
Katie Martin Work: 806.725.8949
Email: katie.martin@covhs.org

Nursing Admissions Officer
Lauren Bruington Work: 806.725.8902
Email: lauren.bruington@covhs.org

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Radiography Program
Covenant School of Radiography
2002 W. Loop 289 (Wayland Plaza), Suite 120
Lubbock, Texas 79407-1704
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Copyright Infringement Policies and Sanctions (Including computer use and file sharing)

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copywright.gov , especially their FAQ's at www.copyright.gov/help/faq .

Covenant School of Nursing and Allied Health abides by the laws of the United States and international laws recognized by the government of the United States. Students enrolled in the School of Nursing and Allied Health will comply with copyright and other laws pertaining to protection of written and intellectual properties of third parties.

As students of Covenant Health School of Nursing and Allied Health, students must not infringe the intellectual property of others in any way. The unauthorized reproduction, distribution, modification, or posting of copyrighted work is a violation of copyright law. Students who violate copyright laws are subject to civil and criminal liability, including possible fines and jail time, and are subject to disciplinary action measures from Covenant School of Nursing and Allied Health.

Student postings shall respect copyright, trademark and fair use laws. Posting of an instructor's lecture materials in any format is prohibited. Distribution of any lecture recordings via social media for the purposes of public listening or viewing is prohibited. The posting or distribution of any copyrighted material that you do not have legal authorization to use is prohibited. Use of materials obtained from the Internet may be copyright protected. Students are cautioned to consult with faculty or CH librarian for assistance in determining if the "Fair Use" exemption applies to the materials. Covenant Health Schools have the right, in their sole discretion, to determine whether content is in violation of the rights of others.

Constitution Day

The Department of Education requires all schools that receive federal funds to offer some type of educational program on the Constitution. Our Constitution was drafted and signed during the Constitutional Convention held in Philadelphia from May 14 to September 17, 1787. CSNAH will provide an education offering on or before September 17th of every academic year in the form of a Constitutional quiz, informational bulletin board or some other type of educational activity.

Student Handbooks

All students have access to student handbooks specific to each program of study which contains school policies. A copy of the student handbook will be available electronically.

Voter Registration

The Department of Education requires schools to make a good faith effort to distribute voter registration forms to their students. Covenant School of Nursing and Allied Health distributes voter registration forms by electronically transmitting to each student a message containing an Internet address where the form can be downloaded. To be eligible to register in Texas, you must:

- Be a U.S. citizen;
- Be a resident of the county;
- Be 18 years old (you may register at 17 years and 10 months)
- Not be a convicted felon (unless a person's sentence is completed, including any probation or parole)
- Not be declared mentally incapacitated by a court of law

For more information, please read about Voter Registration in the Texas pamphlet at (http://www.sos.state.tx.us/elections/pamphlets/largepamp.shtml)

Intercollegiate Athletic Program

Covenant School of Nursing and Allied Health does not offer any Intercollegiate Athletic Programs.

Section 5: Programs of Study

School of Registered Nursing

Accreditation

Governing Body:
Covenant Health (CH) Lubbock, Texas

State Accrediting Agency:
Texas Board of Nursing (Texas BON)
333 Guadalupe St., Suite #3-460
Austin, Tx 78701
(512) 305-7400

National Accrediting Agency:
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404).975.5000 F (404).975.5020

School of Nursing Mission Statement
In keeping with the Mission of Covenant Health, the Mission of the School of Nursing is to provide a quality nursing education founded on a correlation of evidenced-based best nursing practices, knowledge integration skills, and concepts of caring for the whole person, thereby providing the community with competent beginning nurse generalists.

School of Nursing Philosophy
The Faculty of the School of Nursing believes:

The Faculty of the School of Nursing believes Nursing is a discipline dedicated to the promotion of optimum health for the individual, the family, and the community. Nursing requires the integration of knowledge and skills from biological, psychological, and sociological sciences with evidenced-based nursing practice and concepts of caring for the individual as a whole person. The patient's needs and care requirements are best met by an analysis of patient needs through the use of the nursing process of assessment, analysis, planning, implementation, and evaluation. The nurse collaborates with the patient, the family, and the healthcare team to formulate a plan of care to meet the needs across the lifespan and health-illness continuum of the patient, family, and community.

Covenant School of Nursing provides a correlation between scientific concepts and evidence-based nursing practice. Our curriculum facilitates the student's development of cognitive, psychomotor, and affective abilities to function as a nurse generalist capable of critical thinking, independent judgment, and self-direction. Student learning is enhanced when there are clearly defined outcomes with a variety of learning experiences which progress from simple to complex.

Nursing Program Outcomes
Graduates of Covenant School of Nursing will be competent to function as beginning nurse generalists who have the knowledge, skill, and ability to:

Safety/Quality: Integrate nursing care using evidence-based practice to promote safety and quality for patients, self and others.

Clinical Judgment: Integrate use of current evidence-based practice and clinical competence when making clinical decisions in the provision of patient centered care.

Patient Centered Care: Integrate nursing care for patients from diverse backgrounds based on patient age, culture, values, and educational needs.

Professionalism: Integrate knowledge, skills, and attitudes required of the professional nurse, embracing lifelong learning to improve the quality of healthcare.

Communication/Collaboration: Communicate and collaborate effectively with patients, family, and members of the interdisciplinary team in various healthcare settings.

History of the School of Nursing
Covenant School of Nursing, a member of Covenant Health, was founded on January 25, 1918, under the name of Lubbock Sanatorium Training School. As the hospital expanded and became recognized for its specialists in the various fields of medicine, the name was changed to Lubbock General Hospital School of Nursing.

In 1945, a memorial foundation took over the management of the Hospital and School of Nursing, changing the name to Lubbock Memorial Hospital and School of Nursing. The name Methodist Hospital School of Nursing was adopted in 1954 when the Northwest Texas conference of the Methodist Church assumed ownership and operation of both the Hospital and School of Nursing. In 1960, a new student nurses' residence was completed.

For the following eleven years, the residence was known as Jackson Hall. In 1971, the first two floors were remodeled to provide classroom, laboratory and office space to house the expanding School of Nursing. Dormitory facilities were closed in June 1974. On June 9, 1998 with the merger of Methodist Hospital and St. Mary of the Plains Hospital, the School of Nursing became a member of Covenant Health.

Partnership with Lubbock Christian University
In 2007, the Texas Legislature passed the Sunset Bill (HB 2426) which required any diploma program of study leading to the initial licensure of a registered nurse must entitle a student to receive a degree from an institution of higher education. Covenant School of Nursing (CSON) and Lubbock Christian University (LCU) proposed a streamlined approach for CSON students to continue with their education to receive a bachelor's degree from LCU. For more information regarding this unique partnership please go to our website:
https://www.providence.org/locations/covenant-health/school-of-nursing/about-us/partnership-with-lcu

Professional Nursing Pledge

In the full knowledge of the responsibilities I am undertaking, I promise to care for my clients with all the knowledge, skills and understanding I possess, without regard to race, color, creed, politics, social status, sparing no effort to conserve meaningful life, to alleviate suffering, and to promote health.

I will respect, at all times, the dignity and religious beliefs of the patients under my care and hold in professional confidence all personal information entrusted to me. I will refrain from any action which might endanger the quality of life or health.

I will endeavor to keep my professional knowledge and skill at the highest level and to give my support and cooperation to all members of the health team. With full awareness of my qualifications and limitations, I will do my utmost to maximize the potential of the nursing profession and to uphold and advance its standards.

Application/Admission Requirements

Pre-nursing status
The process toward completion of the diploma program begins prior to entering the School of Nursing. After completion of high school or a General Education Development (GED) certificate, the pre-nursing student is required to complete eight specific college level courses at a regionally accredited college or university of choice. If the school is accredited outside of the Southern Association of Colleges and Schools (SACS), then a course description review must be completed by the admission officer. Courses will be transferred upon review of course descriptions and an hour analysis. These academic pre-requisite courses include the following:

- English I/English II 6 hours
- Chemistry (with lab) 4 hours
- *Human Anatomy & Physiology 1 (with lab) 4 hours
- *Human Anatomy & Physiology 2 (with lab) 4 hours
- Microbiology (with lab) 4 hours
- Human Nutrition 3-4 hours
- Human Growth & Development 3 hours

*must be completed within ten years prior to start at CSON

Time Frame
If the pre-nursing student attends classes full time, the expected completion time for these courses is two semesters. The order in which the pre-requisite courses are taken is significant since colleges require completion of certain courses before enrollment in others. All pre-requisite college courses must be completed prior to enrollment in the nursing curriculum at the School of Nursing.

Grade Requirements
A minimum grade of "C" in each of the pre-requisite courses is required, and a grade point average of 2.5 or higher in these courses is expected. The School of Nursing also evaluates the number of times a course is taken and considers each grade earned in that course.

Credit by Examination
We accept credit by examination for the following exams with passing scores.
English I
English II

The Admissions Officer is available by appointment to applicants for academic guidance and consultation during the pre-nursing phase of completing these required courses.

Student Activities

Activity Calendar
During the academic year there are many activities in which students are encouraged to participate. Many of these are planned by students with their faculty sponsors or advisors. Notices of all activities are posted on the Activity Calendar at least one week in advance of the event.

School Calendar and Enrollment Dates
Academic Calendar 2026—2027

Date	Event
Aug 4, 2026	On-site Orientation
Aug 10, 2026	Module Begins (RN)
Sept 7, 2026	Labor Day (closed)
Oct 2, 2026	Module Ends/Graduation (RN)
Oct 6, 2026	On-site Orientation
Oct 12, 2026	Module Begins (RN)
Nov 23-27, 2026	Thanksgiving Break (closed)
Dec 11, 2026	Module Ends/Graduation (RN)
Dec 14 2026 - Jan 8 2027	Christmas Break
Jan 5, 2027	On-site Orientation
Jan 11, 2027	Module Begins (RN)
Jan 12, 2027	Module Begins (RN Bridge)
Jan 18, 2027	MLK Day (closed)
Mar 5, 2027	Module Ends/Graduation (RN)
Mar 9, 2027	On-site Orientation
Mar 15-19, 2027	Spring Break (closed)
Mar 22, 2027	Module Begins (RN)
Mar 26, 2027	Good Friday (closed)
May 14, 2027	Module Ends/Graduation (RN)
May 17 - Aug 6, 2027	Summer Break
July 23, 2027	Module Ends/Graduation (RN Bridge)
Aug 3, 2027	On-site Orientation
Aug 9, 2027	Module Begins (RN)

Campus Wide Activities

Welcome Party
Each new class is welcomed to the School of Nursing with a social gathering the first week of school given by CSNA to introduce them to campus life.

Student Conventions
Students are given educational leave to attend the Council of Schools, Texas Nursing Student's Association convention and the National Student Nurses' Association convention, provided the student is not on scholastic warning of any kind, GPA at 75 average or better and has turned in all required work before leaving and met Chapter requirements.

Covenant Student Organizations

Students are given opportunities to participate in social, philanthropic and governance activities while in school. Whether being an active member or a leadership role is your desire, opportunities exist. Students may serve as a representative on the Student Welfare Committee. Students may participate in a pre-professional organization if desired as a member or an elected officer. *
*annual fees apply

Class Organization
Each class Organization is an important part of traditional student activities, providing opportunities to develop and promote professional endeavors. The organization consists of a minimum of two Student Representatives who are elected by their peers at the beginning of each semester/Instructional module. Representatives may serve until graduation, unless needing to vacate the position. Students must maintain a grade average of 75 or above and be in good standing to hold office and commit to attending at least 80% of Student Welfare meetings.

Class Representatives Duties
1. Makes weekly announcements to class.
2. Serves on Student Welfare committee.
3. Communicates class concerns to the Student Welfare Committee.
4. Communicates Faculty's decisions and recommendations to the class.
5. Call a class meeting if necessary (scheduled with Student Activities Coordinator one week prior to posting the date and time of the meeting).
6. Serves as a member of the Grievance Hearing Panel when necessary.

Student Welfare Committee
This committee serves as liaison between the Student body and the Faculty to oversee the student program, providing opportunities for student representation in governance. The committee is a powerful and proactive group that listens to student concerns, issues or suggestions. Members include the Student Activities Coordinator, and the elected student Class Representatives from all modules. The committee is scheduled to meet one Thursday of the month from 12:00-1pm.

Functions of the Student Welfare Committee are to:

1. provide opportunities for student input into school governance
2. provide curriculum suggestions
3. provide student constituents for grievances
4. advise and support the CSON Student Association (TNSA Affiliate)
5. complete designated responsibilities assigned to the committee by the Systematic Plan for Evaluation based on current ACEN and other regulatory agency standards and criteria.

Student Representatives to the Faculty Organization

Officers who may attend the faculty organization meetings are the President of the Student Association, or a Class Representative from the Student Welfare Committee. In the event one of the officers is unable to attend, they may delegate another officer to attend in their place. The Officers have a voice and voting privileges, except in matters which would involve breach of confidentiality.

Pre-Professional Student Associations

All students of Covenant School of Nursing may become members of the Student Association, the Texas Nursing Student Association and the National Student Nurses Association. Annual dues are $47 for new members and $50 for renewals. Membership fees for two years, $90.

Purposes and Functions

The purposes of the Covenant Student Nurses Association (CSNA):
To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
To provide programs representative of functional and current professional interest and concerns.
To aid in the development of the whole person and his /her responsibility for the health care of people in all walks of life.

The functions of the CSNA shall include the following:
To have direct input into standards of nursing education and influence the education process
To influence health care, nursing education and practice through legislative activities as appropriate
To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues
To represent nursing students to the consumer, to institutions, and other organizations
To promote and encourage student participation in interdisciplinary activities
To promote and encourage recruitment efforts: participation in student activities and educational opportunities regardless of person's race, religion, sex, national origin, age, and marital status or disability
To promote and encourage collaborative relationships with the National Student Nurses Association, American Nurses Association, the National League of Nursing, the International Council of Nurses, Texas Nurses Association, Texas League for Nursing, as well as other nursing and related health organizations.

CSNA Board and Duties

Students may be elected as CSNA board members (officers) offering leadership and encouragement to the local Chapter. The Officers are elected each September, can serve for a period of one year and are responsible for transacting business of the chapter between the Executive meetings and reporting the transactions at the next scheduled General meeting. Students may be assigned as needed for the following co-chair positions: Projects, Fundraising, Historian and Communications, if desired until an election. **Students must be a current member maintain a current average grade of 75 or greater,** and met Chapter requirements, **and be in good standing to hold office or travel to conventions.**

I. President (IM3-6)

1. Presides at all meetings of the organization
2. Appoints special committees with the approval of the members
3. Serve as ex-officio member of all committees
4. Represent the organization in matters relating to the organization and perform all other duties pertaining to the office
5. Votes only in case of a tie

II. Vice President (IM3-6)

1. Assume the duties of the president in the absence or disability of the president.
2. Officially keep the points current of all CSNA members upon completion of activities.
3. Coordinate with President securing monthly guest speaker.
4. Perform other duties as assigned by the president.
5. Act as President elect.

III. Secretary-Treasurer (IM 3-6)

1. Assume the duties of the president in the absence or disability of the president or Vice-President.
2. Prepare the minutes of all business meetings of CSNA and send to membership.
3. Perform other duties as assigned by the president.
4. Presents for approval of expenditures allocated by organization for purchases or trips. (No funds will be disbursed without prior approval.)
5. Officially documents qualifications for stoles.

IV. Projects Chairperson (and co-chair)

1. Initiate and formulate events and activities for purposes of providing community service events for members.
2. Review and assess outcomes of community service events with members.

V. Historian (and co-chair)

1. Take photographs and keep current events documented for the school year.
2. Compile Scrapbook for state and the school.

VI. Fundraising (and co-chair)

1. Initiate and formulate events and activities for purposes of raising money for the organization.
2. Review and access outcome of fund-raiser with members.

VII. Communications Chair (and co-chair)
1. Coordinate with board members regarding CSNA events to be posted.
2. Post and publicized all approved events.
3. Prepare a school newsletter for the CSNA chapter.

VIII. LCU Representatives (if applicable)
1.Must attend most CSNA meetings
2.Report to all CSNA associate members about opportunities, events, and anything discussed in general meetings.

Local Chapter of the Texas Nursing Students Association
The Texas Nursing Students Association (TNSA) is governed by a Board of Directors elected by the membership at the Annual Meeting. Other meetings of the Association are scheduled as the Board designates. It is necessary to attend these meetings in order to be an active member. It is each student's privilege and responsibility to take an active part in the pre-professional nursing organization. By being an active member of the Association, the student has opportunities to participate in community activities toward improved health care, as well as participating in fund raising activities to send delegates to the TNSA and NSNA conventions. Students who wish to be delegates to either of these conventions may do so by participating in community service projects and fund-raising activities to qualify. TNSA meets annually in a city designated by the TNSA Board of Directors. Students who serve as delegates to the NSNA convention are exposed to the national liaison of nursing schools from every state and get to vote on issues of concern to the nursing profession. Being a member of the National Student Nurses' Association (NSNA), students are provided national levels of connections and mentoring in shaping their future profession.

The number of delegates who may attend TNSA and NSNA conventions from each school is determined by the number of members at a school. Another determining factor is the student's grades and the Chapters' financial means.

The annual events attended by Covenant School of Nursing Representatives:
TNSA State Convention NSNA National Conference

Student Rights and Responsibilities
The National Student Nurses' Association formulated the following Student Bill of Rights in 1975 and amended it in 1988. This document was adopted by the Covenant School of Nursing Student Association with approval of the faculty. Students have a right to:

- a sound education
- a right to and a responsibility for having a creative educational opportunity;
- a right to and a responsibility for having the highest quality practitioner-teacher;
- a right to and a responsibility for achieving input into curriculum planning;
- a right to and a responsibility for achieving self-directed learning;
- a right to and a responsibility for achieving equal participation in all areas of clinical practice;
- a right to and a responsibility for participating in interdisciplinary activities;
- a right to due process
- a right to and a responsibility for insuring peer review and self-evaluation.

- all the rights and privileges of internal governance.
- Students have a right to and a responsibility to organize and participate in an organization directed toward achieving professional goals;
- a right to and a responsibility for facilitating change in health care delivery through various channels;
- a right to and a responsibility for assembling and exploring fundamental and current professional issues and concerns;
- a right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
- a right to and a responsibility for fostering a better correlation between nursing education and practice.

Students may exercise the right to inquire about and recommend improvement in policies, regulations and procedures affecting the welfare of students, through appropriate channels such as the Student Welfare Committee of the faculty organization. The Student Welfare Committee is composed of all modules Class Representatives. It serves as a mediation board for resolving minor problems and complaints and communicates student recommendations to the faculty.

Student Services

Student Guidance/Advisement Activities
Guidance/Advisement activities are based on the recognition that each student has a unique personality and that all experiences in the school should contribute to personal growth and development as well as professional growth. A full-time Activities Coordinator is employed by the School of Nursing to assist the student in achieving these goals. Both planned and spontaneous conferences are available to the student. Academic guidance is also provided by all faculty to students in each instructional module; students are assigned a faculty advisor. A student Retention Specialist is also provided for students.

Covenant Counseling for Students
In addition to the guidance provided by School faculty, students who have special needs may be referred to the Covenant Caregiver Assistance Program. When additional counseling or treatment is needed, the counseling center will refer students to the most appropriate community-based resource for assistance.

Health Care Guidelines for Current Students
Adult Tetanus-Diphtheria Vaccine - unless current within the last ten (10) years. The following immunizations are required and the Immunization Verification Form must be completed before the school term begins.

- be current throughout nursing school.

- Measles, Mumps, and Rubella (MMR) – Documentation of 2 prior MMR vaccines or proof of immunity with titers. Vaccines must be 28 days apart.

- Hepatitis B Vaccine – complete the Hepatitis B series of 3 injections and submit results of the Hepatitis B titer prior to the start of school
- Varicella – must have two doses of the Varicella Vaccine or submit results of the Varicella titer
- Bacterial Meningitis - for students who are 22 years old or younger.
- COVID- must be fully vaccinated for COVID with an updated booster or sign a letter of declination.
- Student must have Tuberculosis Screening with the QuantiFERON Gold testing. The student may obtain this testing with their PCP or any lab of choice. Instructional Module 4 students must have an Annual Health Update, including Tuberculosis Screening Questionnaire and Respiratory Mask Fit Test, prior to beginning their 2nd/final school year.

Covenant Health (CH) will not pay for any on-school related injury/illness, nor any illness that existed before the student was accepted in to Covenant School of Nursing (CSON). Note: CSON students are strongly recommended to procure their own personal health coverage insurance.

Caregiver Health Services has the primary responsibility for coordinating medical treatment and follow-up for any clinical/school related injury or occupational exposure. Students must report any exposure to blood and body fluids, no matter how slight, to their instructor and Caregiver Health Services immediately. The office number is: 806-725-0629. Note: Caregiver Health Services has a nurse on-call 24 hours a day for all injuries/occupational exposures and may be paged at 806-740-6977 after 1700 and on weekends and holidays.

Caregiver Health Services will provide First Aid treatment and/or over-the-counter medications for temporary relief of minor illnesses. Covenant Health (CH) will not pay for any on-school related injury/illness or any illness that existed before the student was accepted in to Covenant School of Nursing (CSON).

Student Health Records are protected by the Family Educational Rights Privacy Act and will be maintained in the student's file at CSON. Students are encouraged to keep a copy of their immunization record. Second (final) year students must have an Annual Health Update, including TB Surveillance questionnaire, prior to beginning their 2nd/final school year.

Note: CSON students are strongly recommended to procure their own personal health coverage insurance.

Identification Badges

All students are always required to wear identification badges. Students must always wear their identification badges at chest level with the name and photo visible. The badge enables ready identification by patients, visitors, physicians and other personnel. The badge must not be

defaced or adorned. Lost badges must be replaced within 1 day. Students are not allowed to participate in clinical activities without a badge. In the event of withdrawal from school, the badge must be turned in to the Business Office Coordinator.

A student wearing their own identification badge will receive clearance to enter classrooms for learning, taking a course examination or national standardized test. A student not wearing their own identification badge is asked to either leave the campus and retrieve the badge or obtain a new one. In the event a student does not have their badge when they arrive for an exam, the student may show their driver's license to gain entrance for the exam. After they complete their exam, the student must retrieve their badge or go to security to have a new badge made. The fee to replace the badge is $10 by cash or check.

Child Care Center

The Covenant Child Care Center offers an exemplary facility for its employees. Nursing students are given an equal opportunity to use this Center for their children, as space permits. The Center is open from 6 a.m. to 6 p.m. Monday through Friday. Applications and payment schedules are available at the Center.

Employment

Nursing students may seek employment with Covenant Health. It is the responsibility of the student to schedule employment so that it does not conflict with school responsibilities. The faculty reserves the right to counsel a student when employment interferes with academic performance and achievement. Nursing students are given priority in securing positions for which they may qualify at Covenant Health. Application is made with Talent Acquisition at Covenant Medical Center. If a student has called in absent, it is expected he/she would refrain from employment activities on that day.

Parking Stickers

LCU requires that all individuals who park on the LCU campus have a parking sticker on the rear window of the driver's side of the vehicle. Student parking stickers expire every year on July 31st. You must obtain a new sticker before August 1, or you will receive a ticket. There is no charge for the parking stickers and are available at the LCU Student Union Building at the Chap desk. If you might drive more than one vehicle to campus, you must place a sticker on each vehicle. Please make sure you have each vehicle's license plate number and VIN number when you go to get your parking sticker(s). Students who receive a parking ticket must pay the fee at the LCU Cardwell Welcome Center.

Student Facilities

Classrooms

There are nine large classrooms with seating capacity of 40-50 students. Each classroom has Wi-Fi capability allowing students to use their own laptop during lectures. The school building is open Monday- Friday between the hours of 6:45am and 6:00pm. Students may study in the building until 9:00 pm on Monday, Wednesday, Friday and Sunday evenings. Students must have their badge on them. The School of Nursing is closed on holidays.

Learning Resource Center
There are two computer labs with a total of 100 computers for testing purposes. Students may also use the lab computers for researching a subject on the internet. Private testing rooms are available for testing accommodations.

WEPA Printing Stations
There are 2 printing stations available for students to use to make copies. They are located in the student computer/copier room at the School of Nursing**.** The student may use their debit/credit card for payment. Black and white copies are $0.07 and color copies are $0.25. See details on the WEPA machine.

Simulation Center
The CSON/Helen DeVitt Jones Simulation Center is located on the 5th floor of the Covenant Children's Hospital and is available to all students for their learning needs. The Simulation Center has 4 large mid fidelity patient rooms for skills acquisition, 3 high fidelity patient rooms, and 3 debriefing rooms. Each of the patient rooms has been designed to accurately simulate the hospital environment. Each high-fidelity room has the capability for audio and video recording. Each debriefing room is equipped for remote viewing and video replay of high-fidelity simulations on 65-inch video monitors. Instructors may choose to utilize audiovisual recordings of the simulation for use by the instructor during the debriefing period to enhance student learning. The Simulation Center provides space for Instructor supervised learning activities as well as providing time and space for students to schedule independent practice times. Various task trainers are available, as well as, several human patient simulators, including seven Laerdal Nurse Anne Simulators with SimPad Plus® technology, two Gaumard one year old pediatric simulators, one Gaumard Torie® newborn simulator, one Gaumard Victoria® birthing simulator, and one Gaumard 5-year-old pediatric simulator are utilized to simulate various patient care situations throughout the lifespan and are available for use in any area of the Simulation Center. All simulation areas are supplied with appropriate patient care equipment and supplies to recreate a realistic clinical environment.

The Simulation Center is available to enhance the student experience at Covenant School of Nursing and provide a state-of-the-art environment for active learning.

Study Areas
The Atrium area or an empty classroom may be used as study areas.

Student Housing
CSON does not have any authorized campus housing. However, students who would like to live on the LCU campus may do so. Contact LCU campus housing.

Eating Areas
Many students bring lunches and use refrigerators and microwave ovens which are in the atrium. Items placed in refrigerators must be marked with name and date. Items dated longer than 3 days will be thrown out. ALL items will be thrown out on Fridays after 10 am. Soft drinks and snacks are available in vending machines. Drinks need to be in cups with screw on lids.

Smoking Policy
The LCU campus is a Tobacco-free environment. Smoking, vaping, chewing tobacco or any other form of tobacco is prohibited on the campus.

It is the policy of Covenant Health to provide a healthful, safe working environment. The use of tobacco products is prohibited inside all CH-owned and leased facilities. Smoking is permitted only in designated areas and 20 feet from an entrance.

Alcohol
The possession or usage of alcohol is prohibited on all CH-owned and leased facilities.

Library
The Covenant Medical Library is located in the Covenant Children's Hospital on the 5th floor. The hours are M-F 8:30-5:00. The Covenant Medical Library provides various resources for CSON students. Most of the Library's resources are online, including journals and eBooks. Students may check out print books, which must be returned in 2 weeks (renewals available on a case-by-case basis). These resources can be accessed both on-campus and remotely. There is a Reference Cart with books that correlate to your textbooks, though not always the same edition. These are reference books and may not be checked out. Students may check out print books, which have a loan period of two weeks with renewals on a case-by-case basis. There is free printing at the library for any Library Resources. If you are printing any other items such as slides or notes from class, there are two Wepa machines at the School of Nursing you can print from.

Bike Racks
Bike racks are provided for students riding bikes. It is advised that all bikes be locked. CSON or LCU are not responsible for lost or stolen bikes.

Covenant Lifestyle Center
The Covenant LifeStyle Center in 2018 had a 7-million-dollar remodel of the entire facility including the addition of 5,000 square feet to the existing building. The addition is the Performance Zone, which includes a large turf area for additional utilization for high intensity workouts. Besides the remodeling of the facility, $600,000 of new equipment was added to existing equipment. Once you become a member of the LSC you have access to the entire facility, which includes all the group exercise classes for both land and water. Memberships for Covenant caregivers and students is $30 per month which includes a parking pass for the east garage.

We are located on top of the East Parking garage at Covenant Medical Center. For more information or a tour of the facility stop by at any time or call 725-4386.

Hours:
Monday – Thursday – 5:30 am until 9:00 pm
Friday – 5:30 am until 8:00 pm
Saturday – 8:00 am until 3:00 pm
Sunday – 1:00 pm until 6:00 pm

Nursing Curriculum Overview

Prerequisite Course Requirements

Course Title	Semester Hours
English 1	3
English 2	3
Chemistry	4* Must have a lab
Anatomy & Physiology 1	4* Must have a lab
Anatomy & Physiology 2	4* Must have a lab
Microbiology	4* Must have a lab
Human Growth & Development	3
Human Nutrition	3 or 4
Total Prerequisite Hours	**28-29**

Prerequisites Course Descriptions

English I
A study of the writing process that requires students to write extensively in a variety of modes and styles, including personal, academic, and research essays. Includes an application of research techniques and critical thinking

English II
A critical examination of a variety of literary forms and a careful examination of the writing process, culminating in a research paper.

Chemistry (either of the following)
General Chemistry: An introduction to chemistry. Includes gas laws, bonding theory, atomic structure, solutions, acid-base and redox reactions.

Inorganic Chemistry: The study of chemistry especially relating to the properties and behavior of inorganic compounds. The course should cover all chemical compounds except the myriad organic compounds.

Anatomy and Physiology, I (or just Anatomy)
Structure and function of cells, tissues, and the general body plan; the integument, skeletal, and muscular systems.

Anatomy and Physiology II (or just Physiology)
A continuation Anatomy and Physiology I. Structure and function of the endocrine, circulatory, respiratory, digestive, excretory, and nervous systems, as well as a study of fluid, electrolyte and pH balance of the body.

Microbiology
Characteristics of microorganisms, their culture, uses, control and immunological aspects in industrial, domestic, and medical areas. Concurrent registration in the complementary laboratory course is required.

Human Growth and Development (Lifespan)
The physical and psychological development of the individual from birth through the death/dying process.

Nutrition (Science of, or Personal)
Study of nutrients, their functions and food sources, recommended daily allowances, deficiency and toxicity symptoms, and sound principles for nutrition throughout the life cycle.

Covenant School of Nursing Course Numbering

Instructional module Title and Number	Weeks	Credit Equivalents
Nursing 1101 Fundamental Nursing Concepts I	8	6.5
Nursing 1102 Fundamental Nursing Concepts II	8	6
Nursing 1103 Nursing Care of the Adult I	8	6
Nursing 1104 Nursing Care of the Adult 2	8	6
Nursing 1205 Pediatric and Pediatric Psychiatric Nursing Concepts	8	6
Nursing 1206 Childbearing Family and Acute Psychiatric Nursing Concepts	8	7
Nursing 1207 Care of the Patient with Complex Needs	8	6.5
Nursing 1208 Capstone	8	6
Traditional Pre-licensure Program Totals	64	50
RN Bridge Track	Weeks	Credit Equivalents
Nursing 1300 Professional Nursing Care	14	12
Nursing 1301 Professional Nursing Care Clinical	13	12
RN Bridge Track Totals	27	24

Covenant School of Nursing Instructional Module Descriptions

Instructional Module 1: Nursing 1101 Fundamental Nursing Concepts I
This instructional module introduces classic nursing principles that underpin future clinical practice. Fundamental nursing concepts include, but are not limited to, caring in nursing practice, assessment, communication, nursing process, hygiene, and universal competencies. General pathophysiology concepts are introduced for selected health impairments. An introduction to pharmacology and medication administration, including dosage calculations, is also included. Laboratory and clinical experiences support student learning and the achievement of instructional module student learning outcomes. Upon completion of this material, students should be able to identify basic abnormalities in patient assessment findings, to apply legal and ethical standards of care in medication administration and safely calculate medication dosage and provide safe patient care based on the concepts presented.

Instructional Module 2: Nursing 1102 Fundamental Nursing Concepts II
This instructional module builds on the nursing principles presented in instructional module 1. Fundamental nursing concepts of Instructional Module 2 include, but are not limited to, safety and infection control, phlebotomy and lab values, an introduction to diabetes, elimination, and an introduction to the genitourinary system. Safe medication administration, dosage calculation, communication, use of the nursing process, and documentation continues. Pharmacology and medication administration, including dosage calculation, is also included. Students are given the opportunity to demonstrate knowledge and skills learned through laboratory and clinical experiences. Upon completion of this instructional module, students should be able to safely provide basic nursing interventions in clinical patient care with supervision from faculty and licensed nurses.

Instructional Module 3: Nursing 1103 Nursing Care of the Adult I
This instructional module introduces the student to concepts of care for patients with acute and chronic alterations in oxygenation, circulation, and gastrointestinal function. Diabetes care, an introduction to peri-operative nursing, and end-of-life care, grief, and loss are also introduced in this module. Clinical experiences include caring for adult and geriatric patients in acute care settings as well as peri-operative clinical experience. Students will gain in-depth information about the pathophysiological processes associated with common disease processes. Students will be introduced to medications common to health issues emphasized in the instructional module. Upon completion of this instructional module students should be able to plan and perform basic patient care for the adult or geriatric patient with faculty support.

Instructional Module 4: Nursing 1104 Nursing Care of the Adult II
This instructional module continues the study of health conditions including neurological, musculoskeletal, endocrine, immune/infectious, tissue integrity, and genitourinary disorders. Healthcare trends (i.e. DRGs, accreditation, etc.) are also introduced. Students will be introduced to medications common to health issues emphasized in the nursing instructional module. Students will gain in-depth information about the pathophysiological processes associated with common disease processes. Medication math review continues. Clinical experiences include caring for adult and geriatric patients in acute and simulated care settings highlighting concepts of delegation and prioritization. Upon completion of this instructional module, students should be able to plan and implement basic nursing care with faculty support.

Instructional Module 5: Nursing 1205 Pediatric and Pediatric Psychiatric Nursing Concepts
This module introduces care issues specific to the pediatric patient and family. Included in this module are mental health conditions common to pediatric and teen-age patients. Clinical experiences will include acute care facilities, community settings and mental health rehabilitation settings. Upon completion of this module, students should be able to recognize care issues of this population and intervene at a fundamental level with faculty support.

Instructional Module 6: Nursing 1206 Childbearing Family and Acute Psychiatric Nursing Concepts

This module is divided into two sections: concepts of obstetrical nursing and concepts of care of chronic and acute mental health patients. Family dynamics is included within the concepts. Students will be introduced to fundamental concepts of care for these populations. Clinical experiences will include acute care facilities, community settings and mental health rehabilitation settings. Upon completion of this module, students should be able to recognize care issues of this population and intervene at a fundamental level with faculty support.

Instructional Module 7: Nursing 1207 Care of the Patient with Complex Needs

This module focuses on patients across the lifespan experiencing complex health issues. Concepts related to critical care environments including safety, communication, emergent care, disaster planning, and assistive equipment are introduced. Complex pharmacology, medication administration and pathophysiology are combined with healthcare issues experienced by this population. Clinical experiences include critical care units, perioperative units, acute and community emergency departments. Upon completion of this module, students should be able to recognize emergent situations and intervene at a fundamental level with faculty support.

Instructional Module 8: Nursing 1208 Capstone

This module is designed to bring all the program concepts together. Students will participate in activities directed at connecting previous learning to real world experiences. Students will participate in preparation for licensure and employment. Clinical experience will be fully precepted with emphasis on transition to practice. Upon completion of this module, students should be prepared to successfully complete the NCLEX-RN© and be able to function as beginning nurse generalists.

Instructional Module Descriptions for the RN Bridge Track

Instructional Module 1: Nursing 1300: Professional Nursing Care

This 14-week integrated theory instructional module is designed for the student with LVN licensure and nursing practice experience. Building on prior educational experience, this instructional module expands on the concepts of care for patients across the lifespan experiencing acute and chronic alterations in health. End of life and grief and loss are addressed. Mental health issues (including acute psychiatric disorders) across the lifespan are addressed. Development of professional role, ethical decision making, health maintenance and patient education is included within the content. Pharmacology, medication administration and pathophysiology are reviewed within the context of healthcare topics. Nursing skills will be reviewed and validated during the instructional module. Upon completion of this instructional module, the student should be able to plan and evaluate basic nursing care with faculty support.

Instructional Module 2: Nursing 1301: Professional Nursing Care Clinical

This 13-week clinical instructional module begins after successful completion of Nursing 1300: Professional Nursing Care (integrated theory IM). The emphasis of this instructional module is the clinical care of the adult/geriatric patient, acute mental health patient, childbearing family and the pediatric patient. The student will provide nursing care in various clinical settings under the supervision of a Registered Nurse preceptor with oversight and direction from CSON faculty.

Lubbock Christian University Partnership

Background:
In 2007 the Texas legislature passed HB2426 requiring all diploma school graduates to be eligible for a degree from an institution of higher learning by the year 2014. The bill was signed into law and subsequently entered into the Texas Nurse Practice Act Section 301.157 (a-1).

Effective January 2012, Covenant School of Nursing entered into a Partnership agreement with the Department of Nursing of Lubbock Christian University for the purpose of fulfillment of the intent of the law for all Covenant graduates to be eligible for a degree from an institution of higher learning which in this instance is Lubbock Christian University.

The Partnership Program agreement provides the Covenant School of Nursing graduate the ability to seamlessly matriculate to Lubbock Christian University Department of Nursing for completion of the RN-BSN courses and be eligible for the granting of a Bachelor of Science degree in Nursing upon completion of the university degree requirements.

Benefits of Partnership

- Yields a highly marketable, clinically well-trained BSN nurse
- Forty-two hours of University credit awarded for Covenant program completion
- Seamless transition from Covenant School of Nursing to Lubbock Christian University
- Education costs are comparable to other BSN programs
- Financial assistance available during 4-year program
- Students are working full time as registered nurses while completing RN-BSN courses
- Tuition reimbursement at some local hospitals are immediately available for full time RN's
- Scholarships are available for qualified applicants

LCU ARTICULATION TO RN-BSN DEGREE



Dept.	#	BSN Core Courses
UNI	**3000**	LCU Partnership Student-maintains LCU student services
BIB	**3310**	Christian Life or BIB 3300 Romans
BIO	**3301**	Genetics or Pathophysiology
MATH	**3303**	Psychological Statistics or SWK3310 Statistics
PSYCH	**1300**	Psychology - General
HIST	**2301**	History of U.S. I or HIS 2302 History of U.S. II
GOV	**4352**	Special Topics: Public Policy and Health Care or any GOV
		Elective
		RN-BSN Classes – 29 hours
NUR	**3200**	Intro to BSN *taken entering semester
NUR	**3214**	History, Theory, and Therapies
NUR	**3314**	Trends and Issues
NUR	**4311**	Nursing Research
NUR	**4314**	Leadership and Management I
NUR	**4316**	Leadership and Management II
NUR	**4403**	Community Health I
NUR	**4305**	Community Health II
NUR	**4318**	Professional Role Development *taken last semester
		NURSING ELECTIVE CHOICES
NUR	**3313**	Cultural Diversity or
NUR	**4320**	Comparative Health Systems-Trip abroad
NUR	**4404**	Spirituality in Nursing
NUR	**3199**	Independent Study

Class Schedules

Schedule of CSON Class/Clinical Hours

The following is a SAMPLE of instructional module/clinical times. Schedules will vary depending on multiple factors.

All Instructional Modules
Week 1

Classroom: Monday, Tuesday, Wednesday	8:30-4:30
Thursday	8:30–4:30
Online Activities: Friday	No set hours

Week 2-7

Classroom: Monday	8:30-4:30
Thursday	8:30–4:30
Clinicals: Tuesday, Wednesday:	6:00am-4:30pm (Hours will vary)
Online Activities: Friday	No set hours

Week 8

Classroom: Monday	8:30-4:30
Thursday	8:30–4:30
Last Exam	Day & Time will vary
Clinical Makeup	TBD
Weather Day make-up	TBD

Office Hours
School Year Hours: (The third week in August – the first week in May)
Administrative staff

Monday - Thursday	8:00am - 1:00pm & 2:00pm - 5:00pm
Friday	8:00am - 12:00pm
Faculty	Hours will vary

Summer Hours: (The second week in May – the second week in August)

Monday - Thursday	8:00am - 1:00pm & 2:00pm - 5:00pm
Friday	8:00am – 12:00pm

Price of Attendance

Tuition/Nonrefundable Fees – (subject to change)

RN Program	1	2	3	4	5	6	7	8
Tuition	$1406.00	$1406.00	$1406.00	$1406.00	$1406.00	$1406.00	$1406.00	$1406.00
Fees								
ATI Materials	$ 1645.00							
Hurst Review								$375.00
Simulation Center Fee	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00
Building Fee	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ 200.00
Software License Fee	$ 45.00	$ 45.00	$ 45.00	$ 45.00	$ 45.00	$ 45.00	$ 45.00	$ 45.00
Computer Access Fee	$ 13.00	$ 13.00	$ 13.00	$ 13.00	$ 13.00	$ 13.00	$ 13.00	$ 13.00
Student Services Fee	$ 15.00	$ 15.00	$ 15.00	$ 15.00	$ 15.00	$ 15.00	$ 15.00	$ 15.00
Graduation Fee								$ 80.00
Total	$3474.00	$1,829.00	$1,829.00	$1,829.00	$1829.00	$1,829.00	$1,829.00	$2,284.00
				GRAND TOTAL		$16,732.00		

RN Bridge Track	Nsg 1300	Nsg 1301
Tuition	$4,295.00	$3,988.00
Fees		
HESI Materials and NCLEX review	$593.00	$593.00
Simulation Center Fee	$210.00	$195.00
Building Fee	$ 350.00	$325.00
Software License Fee	$79.00	$74.00
Computer Access Fee	$23.00	$22.00
Student Services Fee	$18.00	$17.00
Graduation Fee		$62.00
	$5,568.00	$5,276.00
Grand Total		**$10,844.00**

RN Program

Additional Tuition
Students who withdraw from CSON for any reason (personal/academic) and are readmitted to CSON, will be charged the tuition listed above for any instructional module for which they must repeat.

Miscellaneous Expenses:
CPR Course: Must take Health Care Provider course by American Heart Association prior to entering CSON.
Module #7 - $75.00 paid to the Texas Board of Nursing for Application for Examination
Module #8 - $200.00 paid to Pearson Vue for NCLEX Registration Fee
Uniform Accessories: Cost of watches, shoes, stethoscope, etc. is determined by personal selection

Electronic Device

Students will be required to have a personal electronic device. The following specification are required for the device to be compatible with the Learning Management System, ExamSoft, and HESI Resources.

- **PC**: Operating System: 32-bit and 64-bit Versions of Windows 10. (**Alternate versions of Windows 10, such as Windows RT and Windows 10 S, are NOT supported at this time).**
- Only genuine, U.S.-English versions of Windows Operating Systems are supported. CPU: 2.0 ghz Intel i3 processor or higher, Windows: Chrome (latest version) and/or Firefox (latest version); Microsoft Edge (latest version)
- {Mac OS 11.3 and higher (Big Sur)}, {Mac OS 10.15 and higher (Catalina)}, {Mac OS 12 (Monterey)
- Only genuine versions of Mac Operating Systems are supported. CPU: Intel processor or M1 processor. Devices using Apple's M1 processor and Apple Rosetta 2 are supported Mac: Safari 11 (or latest version)
- RAM: 4GB or higher of available space
- Hard Drive: 4GB or higher available space
- Microsoft Office 2010 or higher (Office 365 recommended)
- Adobe Reader
- Adobe Flash enabled
- JavaScript enabled
- ExamSoft does not support Tablet devices other than Surface Pro. Surface laptops that come with non-detachable keyboards are permitted. Non-Pro Surface devices are not supported for ANY institution.

Textbook Requirements

Instructional Module 1 & Instructional Module 2

Burchum, J. & Rosenthal, L. (2021). *Lehne's pharmacology for nursing care* (11th ed.). Elsevier. ISBN-13: 978-0323825221

Lewis, S. L., Bucher, L. Heitkemper, M. M., Harding, M. M., Kwong, J. & Roberts, D. (2022). *Medical surgical nursing* (12th ed.). Elsevier. ISBN-13: 978-0323789615

Potter, P. A., Perry, A. G., Stockert, P. & Hall, A. (2023). *Fundamentals of nursing* (11th ed). Elsevier. ISBN-13: 978-0323810340

These texts will be used primarily in Instructional Modules 1 and 2 and serve as a resource in all modules.

Instructional Module 3 and Throughout the Program

Swearingen, P. L. and Wright, J. (2020). *All-in-one nursing care planning resource* (5th ed.). Elsevier. ISBN: 978-0323532006

Instructional Module 4 and Throughout the Program

Huber, D.L.(2022). Leadership and nursing care management (7th edition) Elseveir. ISBN 978-0-378-697118 (Text will need to be purchased prior to Instructional Module 4) Instructional Module 4 and Instructional Module 7

DO NOT PURCHASE THESE TEXTS BELOW UNTIL NEARING THE END OF INSTRUCTIONAL MODULE 4 - Text and/or editions subject to change

Instructional Module 5

Hockenberry, M., Wilson, D. , & Rodgers, C. C. (2022). Wong's essentials of pediatric nursing (11th ed.). Elsevier: Publisher. ISBN-13: 978-0323624190

Instructional Module 6

Varcarolis, E. M. (2022). Essentials of psychiatric mental health (5th ed.). Elsevier. ISBN-978-0323810302

Murray, S., McKinney, E., Holub, K. and Jones, R. (2023). Foundations of maternal-newborn and women's health nursing (8th ed.). Elsevier. ISBN: 978-0323827386

All Texts may be purchased new or used, or as rental.

Faculty Access

Students have access to their course faculty for academic and/or course advisement at times that are outside regularly scheduled class hours. Faculty phone numbers and office hours are published on course syllabi.

Dean

Timmerman, Jennifer (2012) BSN, Midwestern State University, Wichita Falls, TX, 2005; MSN, Midwestern State University, Wichita Falls, TX, 2011; PhD, University of Texas at Tyler, Tyler, Texas, 2025; Dean; 806-725-8905

Faculty School of Nursing

Students have access to their instructional module faculty for academic and/or course advisement at times that are outside regularly scheduled class hours. Faculty phone numbers and office hours are published on course syllabi.

Brazil, Laiken (2022) BS Texas Tech University, Lubbock, Texas, 2013; Diploma, Covenant School of Nursing, Lubbock, Texas, 2016; BSN, West Texas State University, Canyon, TX 2018; MSN, Lubbock Christian University, Lubbock, TX, 2021, Nursing Instructor Module 1; 806-725-8922

Burnett, Lorrie (2024) BS Texas Tech University, Lubbock, Texas, 2015; Diploma, Covenant School of Nursing, Lubbock, Texas, 2017; MSN, Lubbock Christian University, Lubbock, TX, 2021, Nursing Instructor Module 4; 806-725-8908

Coulombe, Sheryll (2017) Diploma, Covenant School of Nursing, Lubbock, TX, 2012; BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2013; MSN, Lubbock Christian University, Lubbock, TX, 2015; Nursing Instructor Module 4; 806-725-8960

Crow, Rachel (2024) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1998; BSN, Lubbock Christian University, Lubbock, TX 2000; MSN, Lubbock Christian University, Lubbock, TX, 2022; Nursing Instructor Module 3; 806-725-8946

Duriex, Kelli (2015) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1998; BSN, Lubbock Christian University, Lubbock, TX 2000; MSN, Lubbock Christian University, Lubbock, TX 2013; Nursing Instructor Module 8; 806-725-8914

Faz, Cindi (2021) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1991; BSN, Lubbock Christian University, Lubbock, TX 2002; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2004; DNP, Texas Tech University Health Sciences Center, Lubbock, TX, 2010; Faculty Affairs Coordinator; 806-725-8954

Gordey, Cindy (2015) Diploma, Covenant School of Nursing, Lubbock, TX, 2002; BSN, Lubbock Christian University, Lubbock, TX, 2011; MSN, Lubbock Christian University, Lubbock, TX, 2013, Nursing Instructor Instructional Module 5; 806-725-8934

Griffin, Monti (2005) BSN, West Texas A&M, Canyon, TX, 1995; MSN, Lubbock Christian University, Lubbock, TX, 2007; Nursing Instructor Module 8; 806-725-8930

Harrison, Annie (2018) Diploma, Covenant School of Nursing, Lubbock, TX, 2014; BSN, Lubbock Christian University, Lubbock, TX 2015; MSN, Lubbock Christian University, Lubbock, TX 2018; DNP, Regis College, Weston, Ma, 2022; Nursing Instructor Module 6; 806-725-8923

Haynes, Brittany (2014) BSN, Texas Tech University Anita Thigpen-Perry School of Nursing, Lubbock, TX, 2009; MSN, Texas Tech University Anita Thigpen-Perry School of Nursing, 4Lubbock, TX, 2013; Student Services Coordinator, 806-725-8936

Heinrich, Abby (2021) BSN, West Texas State University, Canyon, TX, 2014; MSN, Lubbock Christian University, Lubbock, TX, 2019; Nursing Instructor Module 4; 806-725-8929

Huber, Jenny (2025) Diploma, Covenant School of Nursing, Lubbock, TX, 2008; BS, Interdisciplinary Studies; MSN, Lubbock Christian University, Lubbock, TX, 2017; Nursing Instructor Module 6; 806-725-8922

Ivy, Courtney (2025) Diploma, Covenant School of Nursing, Lubbock, TX 2003, BSN, Lubbock Christian University, Lubbock, TX, 2007; MSN, Lubbock Christian University, Lubbock, TX, 2011; Nursing Instructor Module 1; 806-725-8938

Kensing, Angela (2012) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1983; BSN, University of Mary Hardin Baylor, Belton, TX, 1988; MSN, Lubbock Christian University, Lubbock, TX, 2013; Nursing Instructor Module 3; 806-725-8925

Kidder, Monica (2013) BSN, University of Nevada, Reno, Reno, Nevada 1996; MSN, Regis University, Denver, Colorado, 2005; DNP, American Sentinel University, Denver, Colorado, 2016; Curriculum Coordinator; 806-725-8920

Kineman-Wiginton, Dawn (2020) AS, South Plains College, Levelland, TX, 2003; BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2006; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2009; DNP, Texas Tech University Health Sciences Center, Lubbock, TX, 2017; Nursing Instructor Module 7; 806-725-8969

Leavell, Claire (2017) Diploma, Covenant School of Nursing, Lubbock, Texas, 2011; BS, Texas Tech University, Lubbock, Texas 2008; MSN, Lubbock Christian University, Lubbock, TX, 2016, Nursing Instructor Module 1; 806-725-8940

Maya, Jaynie (2012) BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 1993; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2007; Nursing Instructor Module 6; 806-725-8948

McWilliams, Ester (2014) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 2004; BSN, Lubbock Christian University, Lubbock, TX, 2007; MSN, Lubbock Christian University, Lubbock, TX, 2013, Nursing Instructor RN Bridge track; 806-725-8932

Milam, Vanessa (2025) Diploma, Covenant School of Nursing, Lubbock, TX, 2008; BSN, Lubbock Christian University, Lubbock, TX, 2016; MSN, Lubbock Christian University, Lubbock, TX, 2019, Nursing Instructor Module 7; 806-725-8915

Moreno, Corbin (2021) BS Athletic Training, 2015; Diploma, Covenant School of Nursing, Lubbock, TX, 2018; MSN, Lubbock Christian University, Lubbock, TX 2020; Student Retention Coordinator; 806-725-8939

Myres, Nicole (2017) ADN, South Plains College, Levelland, Texas, 1996; BSN, Lubbock Christian University, Lubbock, TX, 1999; MSN, West Texas A&M University, Canyon, TX, 2003; Nursing Instructor Module 5; 806-725-8952

Nesbitt, Tammy (2000) BS, Texas Tech University, Lubbock, TX, 1984; MEd, Texas Tech University, Lubbock, TX, 1990; BSN, West Texas A&M University, Canyon, TX, 1993; MSN, West Texas A&M University, Canyon, TX, 1997; DNP, American Sentinel University, Denver, Colorado, 2017; Nursing Instructor Module 2; 806-725-8927

Payne, Brittany (2025) Diploma, Covenant School of Nursing, Lubbock, TX 2016, BSN, Lubbock Christian University, Lubbock, TX, 2013; MSN, Lubbock Christian University, Lubbock, TX, 2021; Nursing Instructor Module 3; 806-725-8947

Severs, Jordan (2023) Diploma, Covenant School of Nursing, Lubbock, TX, 2017; BS, Lubbock Christian University, Lubbock, TX, 2018; MSN, Lubbock Christian University, Lubbock, TX, 2019; Nursing Instructor Module 1; 806-725-8951

Smith, Darla (2015) Diploma, Covenant School of Nursing, Lubbock, TX, 2006; BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2010; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2013; DNP, American Sentinel University, Denver, Colorado, 2020; Nursing Instructor RN Bridge Track; 806-725-8917

Soliz, Rachel (2022) Diploma, Covenant School of Nursing, Lubbock, TX, 2017; BSN Lubbock Christian University, Lubbock, TX, 2018; MSN, Lubbock Christian University, Lubbock, TX, 2021; Nursing Instructor Module 6; 806-725-8910

Spradling, Stacy (2021) Diploma**,** Covenant School of Nursing, Lubbock, TX, 2006; BSN, Texas Tech University Health Sciences Center; Lubbock, Texas, 2007; MSN, Lubbock Christian University, Lubbock, TX, 2017; DNP, American Sentinel University, Denver, Colorado, 2021; Nursing Instructor Module 7; 806-725-8928

Stennett, Charles Randall (2006) BSN, West Texas A&M University, Canyon, TX, 1981; MSN, West Texas A&M University, Canyon, TX, 1999; DNP, Texas Tech University Health Sciences Center; Lubbock, Texas, 2016; Simulation Coordinator; 806-725-0295

Thomas, Cathy (2013), Diploma, Covenant School of Nursing, Lubbock, Tx, 2001; BSN, Lubbock Christian University, Lubbock, TX, 2008; MSN, Lubbock Christian University, Lubbock, TX, 2010; DNP, American Sentinel University, Denver, Colorado, 2020; Nursing Instructor Module 3; 806-725-8918

Tidwell, Jodi (2015) Diploma, Covenant School of Nursing, Lubbock, Tx, 2003; BSN, West Texas A&M University, Canyon, TX, 2007; MSN, Lubbock Christian University, Lubbock, TX, 2014; Nursing Instructor Module 5; 806-725-8910

Tungate, Lynda (2024) ADN, New Mexico Junior College, Hobbs, New Mexico, 1976; BSN, Eastern New Mexico University, Roswell, New Mexico, 1998; MSN, University of Phoenix, Phoenix, Arizona, 2001; PT Clinical Nursing Instructor; 806-725-8924

Webster, Abigail (2023) BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2016; MSN, Lubbock Christian University, Lubbock, TX, 2023; Nursing Instructor Module 4; 806-725-8926

White, D'Anne (1990) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1982; BSN, West Texas State University, Canyon, TX, 1988; MSN, West Texas State University, Canyon, TX, 1990; Nursing Instructor Module 5; 806-725-8909

Whitley, Erin (2017) Diploma, Covenant School of Nursing, Lubbock, TX, 2002; BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2003; MSN, Lubbock Christian University, Lubbock, TX, 2015; Nursing Instructor Module 3; 806-725-8935

Wolfe, Julie (2006) Diploma, Covenant School of Nursing, Lubbock, TX, 2000; BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2002; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2006; Nursing Instructor Module 1; 806-725-8931

Zumbro, Janci (2025) Diploma, Covenant School of Nursing, Lubbock, TX, 2018; BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2019; MSN, Lubbock Christian University, Lubbock, TX, 2023; Nursing Instructor Module 2; 806-725-8951

Administrative Staff

Bruington, Lauren (2025) BS of Business, Marketing, University of North Texas, Denton, Texas, 2004; Admissions Officer; 806-725-8902

Hendrix, Sue (2003), BA Advertising, Texas Tech University, Lubbock, TX, 1985; Financial Aid Officer; 806-725-8903

Ferguson, Alex (2024) BA in Marketing, Texas Tech University, Lubbock, Texas, 2014; Masters of Library and Information Science, University of North Texas, Denton, Texas, 2017; Medical Librarian; 806-725-0602

Martin, Katie (2022) BA in English Literature & Psychology, Texas Tech University, Lubbock, Texas 2008; Recruiter; 806-725-8949

McIntire, Patrick (2015) Associate of Arts in Telecommunications, South Plains College, Levelland, Texas, 2004; Simulation Technician; 806-725-0296

Ramirez, Daniel (2026) Instructional Technology Technician; 806-725-8906

York, Veronica (2019) Business Office Coordinator; 806-725-8901

Revisions and Updates
July 2010 October 2010 January 2011 July 2014, July 2026

July 2015 July 2016 July 2017 March 2018
Jan 2019, April 2019, July 2019, May 2020, July 2021, January 2022, June 2023, June 2024, June 2025, July 2025; October 2025; June 2026

School of Radiography

Accreditation
Covenant School of Radiography is fully accredited by the Joint Review Committee on Education in Radiologic Technology. The JRCERT is an organization approved by the United States Department of Education to evaluate and accredit programs in radiography and radiation therapy.

JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300

Mission Statement of the School of Radiography

Covenant School of Radiography will strive to foster and support creative and positive learning experiences within an atmosphere of academic excellence and continuous improvement. Through the ministry of Jesus and through our core values of Compassion, Dignity, Justice, Excellence and Integrity, the Program will utilize a competency level of skill, proficiency and utilization of critical thinking and problem-solving skills relative to clinical procedures and patient care.

Goals and Student Learning Outcomes for CSOR

Goal 1. Students will be able to safely and competently perform radiographic procedures.

Outcome 1-1: Students will always practice radiation safety.
Outcome 1-2: Students will demonstrate an understanding of equipment operation by utilizing psychomotor and critical thinking skills

Goal 2. Students will evaluate the importance of professional development and growth.

Outcome 2-1: Students will be able to identify unprofessional and unethical behavior and understand how ethics and professional behavior impact the lives of patients, their families, their health care providers, their communities, and the country.
Outcome 2-2: Students will understand their legal obligations to their patients and to the hospital/institution.

Goal 3. Students will use critical thinking and problem-solving skills.

Outcome 3-1: Students will be able to identify and correct technical and positional errors on radiographs.
Outcome 3-2: Students will be able to select acceptable technical factors by utilizing critical thinking skills

Goal 4. Students will be able to communicate effectively.

Outcome 4-1: Students will practice written communication skills
Outcome 4-2: Students will be able to communicate orally and interact effectively with physicians and coworkers.

History of the School of Radiography
The program in radiography at Covenant Medical Center in Lubbock is ~~20-months~~ 74-week and culminates in a certificate of completion. Covenant School of Radiography has an articulation agreement with Saint Joseph's College Online, which allows students also to graduate with an Associate Degree in Radiography.

After graduation our students are eligible to apply for the certification examination given by the American Registry of Radiologic Technologists (ARRT). Upon successful completion of the examination, you'll be registered in the field of radiologic technology in radiography and may use the initials RT (R) after your name.

Application/Admission Requirements

Prerequisite Requirements
The American Registry of Radiologic Technologists (ARRT) requires all graduates of schools of radiography to hold an Associate's degree (or more advanced degree). This degree must be from an accrediting agency recognized by ARRT in order to sit for the national board registry exam for licensure.

Covenant School of Radiography has an articulation agreement with Saint Joseph's College Online (SJO) and University of Providence (UP) that provides a seamless coordination for the conferral of an Associate's degree for those candidates who presently do not hold an Associate's degree. These agreements allow applicants to complete a certain number of required Associate of Science courses in preparation for admission to Covenant School of Radiography. Enrollment at an articulating college/university ***DOES NOT GUARANTEE ADMISSION*** into Covenant's Radiography Program. Students still need to meet Covenant's admission requirements. Students who have completed the required pre-requisite Associate Degree course work at SJC or UP and ***ARE NOT*** accepted into Covenant's Radiography Program will have a choice of another degree option for completion with their college of choice or may apply to transfer their credits to another institution. As the total number of admissions is limited at Covenant's School of Radiography, applicants can re-apply the following year.

Options:

1. Students can apply for Covenant School of Radiography that already have a minimum of an Associate Degree. This meets the requirements for ARRT.

OR:

1. Students can obtain an Associate degree through Saint Joseph's College Online.

Saint Joseph's College Online

Saint Joseph's College will grant up to 30 credits for clinical work that has been completed during the 20-month radiology program for the Associate of Science in Radiologic Science Administration degree (ASRSA) and up to 50 credits towards the Bachelor of Science in Radiologic Science Administration degree (BSRSA). Credits are accepted across degrees with no statute of limitation. Graduate Program Option: A fast track to a Master's degree in Healthcare Administration is also available.
Go to www.sjcme.edu/online

For further information, please contact:
Saint Joseph's College Online
278 Whites Bridge Road
Standish, Maine 04084-5236
Phone: 1-800-752-4723
Email: onlineadmissions@sjcme.edu
Text: 207-893-7841
For further information, please contact CSOR.

Saint Joseph's College Online ASRSA Degree Table

2026: Covenant School of Radiography to Saint Joseph's College Online AS-Radiologic Science Administration

Covenant Program Requirements		SJC Equivalent		
Course Name(s)	*Credits*	*Course Number*	*Course Name*	*Credits*
Radiology Training	30	RADXFR	Radiologic Science	30
Credits Earned	**30**		**Credits Applied**	**30**

*To be eligible for a December degree conferral, students must submit a graduation application by October 1st. The application can be obtained from their SJC advisor or by contacting onlineregistrar@sjcme.edu.

Students in Covenant's Radiologic Technology program may send an official transcript from Covenant to SJC after successful completion of their third semester as outlined in Covenant's program map (typically ending in December). Official transcripts must be received by SJC by **December 20th. At that point, if minimum grades have been met, SJC will transfer in the block of 30 semester hour credits and the student will be eligible to have their Associate of Science degree in Radiologic Science Administration conferred on December 30th.

Remaining Courses		
EH 106	English Composition I	3
EH 107	English Composition II	3
MA	Math Elective	3
HY or PH	History OR Philosophy Elective	3
TH	Theology Elective	3
	Natural Science Elective (MUST TAKE BIO 200 - Anatomy & Physiology)	3
	Personal Growth & Prof. Devel. Elective	3
HA 205	American Health Care Systems	3
HA 330	Health Administration	3
HA 343	Healthcare Financial Management	3
HA 353	Legal Aspects of Healthcare Administration	3
HA 355	Ethics in Health Administration	3
	Remaining Courses Total Credits	**36**
	Total Credits to Earn Degree	**66**

***Students must earn a 'C' or better in each course for the course to be eligible to transfer to SJC.**
***Students must earn a minimum of 25% of the credits towards their degree at Saint Joseph's College.**
***This template should be used as a guide. Official evaluations will take place after the student is accepted at Saint** Ö±-»°¸ù- Ý±´´»¹» ¿²¼ ¿´´ ±°°·½·¿´ ¬®¿²-½®·°¬ ¸¿³» ¾»»² ®»½»·ª»ò

Reviewed and Approved by SJC Representatives	Program Director:	Colleen Halupa		1/23/2026
		First Name	Last Name	Date Approved
	Assistant Registrar:	Lisa Trueworthy		1/13/2026
		First Name	Last Name	Date Approved

Saint Joseph's College Online Articulation to BSRSA Degree Table

2026: Covenant School of Radiography to Saint Joseph's College Online BS-Radiologic Science Administration

Covenant Program Requirements		SJC Equivalent		
Course Name(s)	*Credits*	*Course Number*	*Course Name*	*Credits*
Radiology Training	50	RADXFR	Radiologic Science	50
Credits Earned	**50**		**Credits Applied**	**50**

Remaining Courses		
EH 106	English Composition I	3
EH 107	English Composition II	3
MA	Math Elective	3
PH	Philosophy Elective	3
HY	History Elective	3
TH	Theology Elective	3
	Social & Behavioral Science Electives	6
	Natural Science Elective (MUST TAKE: BIO 208 – Anatomy & Physiology)	3
	Natural Science Elective	3
	Social/Behavioral Science OR Natural Science Elective	3
	Personal Growth & Prof. Devel. Elective	9
HA 205	American Health Care Systems	3
HA 302	Human Resource Management	3
HA 330	Health Administration	3
HA 343	Healthcare Financial Management	3
HA 353	Legal Aspects of Healthcare Administration	3
HA 355	Ethics in Health Administration	3
HA 410	Quality in Healthcare Administration	3
RS 460	Senior Project	3
	Healthcare Elective (MUST TAKE: Medical Terminology)	3
	General Elective	1
	Remaining Courses Total Credits	**70**
	Total Credits to Earn Degree	**120**

***Students must earn a 'C' or better in each course for the course to be eligible to transfer to SJC.**
***Students must earn a minimum of 25% of the credits towards their degree at Saint Joseph's College.**
***This template should be used as a guide. Official evaluations will take place after the student is accepted at Saint Joseph's College and all official transcripts have been received.**

Reviewed and Approved by SJC Representatives	Program Director:	Colleen	Halupa	1/23/2026
		First Name	Last Name	Date Approved
	Assistant Registrar:	Lisa	Trueworthy	1/14/2026
		First Name	Last Name	Date Approved

Time Frame

If the pre-radiography student attends classes' full time, the expected completion time for these courses is three semesters. The order in which the pre-requisite courses are taken is significant since colleges require completion of certain courses before enrollment in others. All pre-requisite college courses must be completed prior to enrollment in the radiography curriculum at the School of Radiography.

Grade Requirements

A minimum grade of "C" in each of the pre-requisite courses is required, and a grade point average of 2.75 or higher in these courses is recommended. The School of Radiography also evaluates the number of times a course is taken and considers each grade earned in that course.

For questions concerning specific courses to enroll in at a chosen institution, contact the School of Radiography at (806) 725-8965

Covenant School of Radiography (CSOR) does not accept transfer credits from any other radiologic program.

Student Activities

Activity Calendar

During the academic year there are many activities in which students and faculty members are encouraged to participate. Notice of all activities will be given in advance.

Academic Calendar 2025-2026

August 3	Fall 2026 Module Begins
August 7	Fall 2026 Tuition Due by 12:00 PM
September 7	Labor Day (School Closed)
November 23-27	Thanksgiving Break (School Closed)
December 11	Last Class Day for Fall 2026 Module
December 14 – January 4	Christmas Break-Students
December 21 – January 4	Christmas Break-Faculty (School Closed)
January 5	Spring 2027 Module Begins
January 8	Spring 2027 Payment Due by 12:00 PM
January 18	Martin Luther King, Jr. Day (School Closed)
March 15-19	Spring Break (School Closed)
March 26	Good Friday (School Closed)
April 30	Senior Graduation
May 3-7	Student Module Break
May 31	Memorial Day (School Closed)
June 18	Last Class Day (Juniors) Spring 2026 Module
June 21 – July 30	Summer Break
August 2	Fall 2027 Module Begins

Revised June 2026

Campus Wide Activities

Welcome Party (Open House): Each new class is welcomed to the School of Radiography via a Microsoft Teams meeting, or social gathering dependent upon COVID procedures at the time, to introduce them to fellow students and faculty of the school.

Student Body Organizations

Student Government Organization

The SGO (Student Government Organization) serves as a vehicle within which students may learn to operate within a group to accomplish their desired goals and to plan and execute school activities and social activities.

The student council is made up of a Junior class representative and a Senior class President and Vice President.

Student Council Officers/Duties

President (Senior Student)

President (Senior Student)

- Preside at all meetings for the Junior and Senior class.
- Appoint special committees on special projects for both classes.
- Serve on all Advisory Committee meetings.
- Represent both classes in special class concerns.

Vice President (Senior Student)

- Assume the duties of the president in the absence or disability of the president.
- Perform other duties as assigned by the president.
- Serve on Advisory Committee meetings.

Class Representative (Junior Student)

- Represent the Junior Class
- Take issues to the President and Vice President.
- Work with the President and Vice President on student issues.
- Serve on Advisory Committee meetings.

Student Rights and Responsibilities

You have the right to know

What financial aid programs are available.

The deadline for submitting applications for each of the programs.

How financial aid will be disbursed.

How your financial aid was determined.

What resources were considered in the calculation of your need.

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- Work with the President and Vice President on student issues.
- Serve on Advisory Committee meetings.

Student Rights and Responsibilities

You have the right to know

What financial aid programs are available.

The deadline for submitting applications for each of the programs.

How financial aid will be disbursed.

How your financial aid was determined.

What resources were considered in the calculation of your need.

How much of your financial need has been met.

The details of the various programs in your student aid package.

The School of Radiography's refund policy and the Department of Education's return of Title IV funds requirements.

What portion of the financial aid you receive must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know the interest rate, the total amount that must be repaid, and know when the payment is to begin.

How the School of Radiography determines if you are making satisfactory progress, and what happens if you are not.

In accepting your responsibilities, you must

Complete all application forms accurately and submit them on time to the proper place.

Provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.

Return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.

Be responsible for reading and understanding all forms that you are asked to sign, and for keeping copies of them.

Live up to the agreement that you sign.

Be aware of and comply with deadlines for application.

Be aware of the School of Radiography refund procedures.

Report changes in name, address, and telephone number to the proper office/person.

Student Services

Covenant Counseling Center

In addition to the guidance provided by School faculty, students who have special needs may contact Covenant Counseling Center. This program is provided to students and their families as a free service. The Counseling Center provides free evaluation and referral services regarding personal problems on a self-referral basis and is staffed by highly qualified and experienced counselors who are not employees of Covenant Health. When additional counseling or treatment is needed, the Counseling Center will refer students or their family members to the most appropriate community-based resource for assistance. The Counseling Center's services may be recommended or required along with disciplinary action. To make an appointment with, the Counseling Center, students may talk with the program director.

Health Care Guidelines for Current Students

Second (final) year students must have an Annual Health Update TB Questionnaire, prior to beginning their 2nd/final school year.

Covenant Health (CH) will not pay for any on-school related injury/illness, or any illness that existed before the student was accepted into CSOR. Note: CSOR students are strongly recommended to procure their own personal health coverage insurance.

Students must report any injury/occupational exposure, no matter how slight, to their instructor and Caregiver Health Services (CHS) immediately. Note: An CHS nurse is on-call 24 hours a day for all injuries/occupational exposures and may be paged at 740-6977 after 5:00pm and on weekends and holidays.

CHS will provide First Aid treatment and/or over-the-counter medications for temporary relief of minor illnesses.

CHS has the primary responsibility for coordinating medical treatment and follow-up for any clinical/school related injury or occupational exposure.

Student Health Records are protected by the Family Educational Rights Privacy Act and will be maintained in Caregiver Health Services. Upon graduation, students are responsible for obtaining immunization records from CHS, otherwise these records will be destroyed after six (6) months. If, however, following graduation, students become CH employees, CHS will continue to maintain the records as part of their employee health record. Records pertaining to the years the employee is enrolled at CSNAH will remain Student Health Records and those obtained during employment will be Employment Records.

Identification Badges
All students are always required to wear identification badges. Students must always wear their identification badges at chest level with the name and photo visible. The badge enables ready identification by patients, visitors, physicians and other personnel. The badge must not be defaced or adorned. The badge, with the photo facing outward, is worn in the upper left chest area. Lost badges must be replaced immediately. A replacement fee may be required. In the event of withdrawal from school, the badge must be turned into CSOR. A student not wearing his/her own identification badge is asked to either leave the campus and retrieve the badge or obtain a new one.

Child Care Center
The Covenant Child Care Center offers an exemplary facility for its employees. Radiography students are given an equal opportunity to use this Center for their children, as space permits. The Center is open from 6 a.m. to 6 p.m. Monday through Friday. Applications and payment schedules are available at the Center.

Employment
Radiography students may seek employment with Covenant Health or elsewhere if desired. It is the responsibility of the student to schedule employment so that it does not conflict with school responsibilities. The faculty reserves the right to counsel a student when employment interferes with academic performance and achievement. Radiography students are given priority in securing positions for which they may qualify at Covenant Health. Application is submitted online through the Covenant Health website. If a student has called in absent, it is expected he/she would refrain from employment activities on that day.

Student Facilities

Eating Areas
Many students bring lunches and use refrigerators and microwave ovens which are in the student lounge. Soft drinks and snacks may be purchased in vending machines. Items placed in refrigerators must be marked with name and date. Items dated longer than 3 days will be thrown out. ALL items will be thrown out on Fridays.

Smoking Areas
It is the policy of Covenant Health to provide a healthful, safe working environment. The use of tobacco/nicotine products is prohibited inside all CH-owned and leased facilities. Smoking is permitted only in designated areas and 20 feet from an entrance.

Study Areas
Study areas are provided as needed. Empty classrooms may also be used as study areas.

Student Housing
There is no authorized campus housing. Students are responsible for locating safe places of residence while they are enrolled in the school.

Library
The Covenant Medical Library is located in the Covenant Children's Hospital on the 5th floor. The hours are M-F 8:30-5:00. The Covenant Medical Library provides various resources for CSON students. Most of the Library's resources are online, including journals and eBooks. Students may check out print books, which must be returned in 2 weeks (renewals available on a case-by-case basis). These resources can be accessed both on-campus and remotely. There is a Reference Cart with books that correlate to your textbooks, though not always the same edition. These are reference books and may not be checked out. Students may check out print books, which have a loan period of two weeks with renewals on a case-by-case basis. There is free printing at the library for any Library Resources. If you are printing any other items such as slides or notes from class, there are two Wepa machines at the School of Nursing you can print from.

Physical Fitness Center
The Lifestyle Centre features a jogging track, Nautilus workout equipment, aerobic dance, treadmills, bikes, rowing machines and a swimming pool. Membership is available to students with a monthly fee. Application is made at the LifeStyle Centre.

Simulation Center
The CSON/Helen DeVitt Jones Simulation Center is located on the 5th floor of the Covenant Children's Hospital and is available to all students for their learning needs. The Simulation Center has 4 large mid fidelity patient rooms for skills acquisition, 3 high fidelity patient rooms, and 3 debriefing rooms. Each of the patient rooms has been designed to accurately simulate the hospital environment. Each high-fidelity room has the capability for audio and video recording. Each debriefing room is equipped for remote viewing and video replay of high-fidelity simulations on 65-inch video monitors. Instructors may choose to utilize audiovisual recordings of the simulation for use by the instructor during the debriefing period to enhance student learning. The Simulation Center provides space for Instructor supervised learning activities as well as providing time and space for students to schedule independent practice times. Various task trainers are available, as well as, several human patient simulators, including seven Laerdal Nurse Anne Simulators with SimPad Plus® technology, two Gaumard one year old pediatric simulators, one Gaumard Torie® newborn simulator, one Gaumard Victoria® birthing simulator, and one Gaumard 5-year-old pediatric simulator are utilized to simulate various patient care situations throughout the lifespan and are available for use in any area of the Simulation Center. All simulation areas are supplied with appropriate patient care equipment and supplies to recreate a realistic clinical environment.
The Simulation Center is available to enhance the student experience at Covenant School of Nursing and provide a state-of-the-art environment for active learning.

Radiologic Curriculum Overview

First Year-First Instructional Module	
Introduction to Medical Imaging & Radiologic Science & Health Care	1
Ethics and Law in Medical Imaging & Radiologic Sciences	1
Image Production	1
Image Analysis	1
Human Anatomy & Physiology/ Medical Terminology	3
Radiographic Procedures	2
Radiography Lab	1
Radiation Physics & Instrumentation	1
Patient Care & Services in the Medical Imaging & Rad. Sciences	2
Clinical Practice	2
Total:	15
First Year-Second Instructional Module	
Image Production	2
Image Analysis	2
Human Anatomy & Physiology/ Medical Terminology	3
Radiographic Procedures	2
Radiography Lab	1
Radiation Physics & Instrumentation	2
Patient Care & Services in the Medical Imaging & Rad. Sciences	2
Pharmacology & Venipuncture	2
Digital Image Acquisition & Display	2
Clinical Practice	3
Total:	21
Second Year-First Instructional Module	
Image Production	1
Image Analysis	1
Human Anatomy & Physiology/ Medical Terminology	1
Radiographic Procedures	1
Radiography Lab	1
Radiation Physics & Instrumentation	1
Radiographic Pathology	1
Radiation Biology & Health Physics	2
Clinical Practice	3
Total:	12
Second Year-Second Instructional Module	
Comprehensive Program Review	4
ARRT Examination Preparation with Basic Principles of CT	4
Image Analysis	1
Human Anatomy & Physiology/ Medical Terminology	1
Radiographic Procedures	1
Radiation Protection	1
Clinical Practice	2
Total:	14

Total Credit Hours: 62

Covenant School of Radiography Course Descriptions

ARRT Examination Preparation with Basic Principles of CT 401: Introduces content to provide fundamental principles of computed tomography (CT). Furthermore, students are guided through the ARRT certification and state licensure application processes, including eligibility, documentation, and timelines. Emphasizes transition to professional practice, covering next steps, expectations, and career readiness as an entry-level technologist.

Clinical Practice 101, 201, 301, 401: Regular rotations in hospital and clinic settings will be performed. Involves radiographic procedure competency testing and technical evaluations. 401 familiarizes students with CT, MRI, Ultrasound, Nuclear Medicine, Cardiac Catheterization Laboratory, and Radiation Therapy.

Comprehensive Program Review 401: Provides a structured review of key knowledge and skills from the radiologic sciences curriculum. Emphasizes core concepts in radiographic procedures, patient care, radiation protection, image production, and equipment operation. Students engage in review activities, critical thinking, and practice assessments to evaluate readiness for professional practice, while developing test-taking strategies and confidence for the transition to entry-level radiographer.

Digital Image Acquisition & Display 201: Content is designed to impact an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems. Principles of digital system quality assurance and maintenance are presented.

Ethics and Law in Medical Imaging & Radiologic Sciences 101: Content is designed to provide a fundamental background in ethics. The historical and philosophical bases of ethics, as well as the elements of ethical behavior, are discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice. Also, an introduction to legal terminology, concepts and principles also will be presented. Topics include misconduct, malpractice, legal and professional standards, and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized.

Human Anatomy and Physiology/ Medical Terminology 101, 201, 301, 401: Content is designed to provide students with knowledge of the structure and function of the human body. Cells, tissues, and bones will be described. Organs will be discussed as components of their system.
Medical Terminology content also provides an introduction to the origins of medical terminology. A word-building system is introduced and abbreviations and symbols are discussed. Also introduced is an orientation to understanding radiographic orders and diagnostic report interpretation. Related terminology is addressed.

Image Analysis 101, 201, 301, 401: Content is designed to provide a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a

problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis.

Image Production 101, 201, 301: Content is designed to establish a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. The content also provides a basic knowledge of quality control.

Introduction to Medical Imaging & Radiologic Sciences & Health Care 101: Content is designed to provide an overview of the foundations in radiography and the practitioner's role in the health care delivery system. Principles, practices and policies of the health care organization(s) are examined and discussed in addition to the professional responsibilities of the radiographer.

Patient Care & Services in the Medical Imaging & Radiologic Sciences 101, 201: Content is designed to provide the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified.

Pharmacology and Venipuncture 201: Content is designed to provide basic concepts of pharmacology. The theory and practice of basic techniques of venipuncture and administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized.

Radiation Biology & Health Physics 301: Content is designed to provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues, and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation.

Radiation Physics & Instrumentation 101, 201, 301: Provides the student with knowledge of basic physics. Fundamentals of x-ray generating equipment are discussed. Information on x-ray production, beam characteristics, and units of measurement is provided.

Radiation Protection 401: Provides an overview of radiation protection principles, including the responsibilities of the radiographer for patients, personnel, and the public. Covers ALARA, stochastic and nonstochastic effects, and compares these with Maximum Permissible Dose (MPD). Regulatory agencies and their roles in radiation protection are also discussed.

Radiographic Pathology 301: Content is designed to introduce concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection.

Radiographic Procedures 101, 201, 301, 401: Provides students with the knowledge and skills necessary to perform standard radiographic procedures and a summary knowledge of special studies. Consideration will be given to the production of radiographs of optimal diagnostic quality. Clinical experience will be used to complement the classroom portion of the course.

Radiography Lab 101, 201, 301: Provides hands-on practice in radiographic positioning and procedures within a controlled lab setting. Emphasizes application of theory to simulated clinical

scenarios, including patient positioning, equipment use, and radiation safety. Students build competency in routine and specialized imaging through practice, feedback, and assessment.

Revised & Adopted: June 2026

Class Schedules

Schedule of Class/Clinical Hours
Typical Class/Clinical Schedule:

1st Year Students:
Didactic/Lab: Monday through Friday: 9:00 a.m.- 12:00 p.m.
Clinical: Monday through Thursday: 1:00 p.m. – 5:00 p.m.
- Junior clinical rotations include some evening/weekend rotations

Scheduled lunch: 1.0 hour, from 12:00 p.m. to 1:00 p.m.

2nd Year Students:
Didactic/Lab:
Module 3: Monday through Thursday: 1:30 p.m. – 4:30 p.m.
Module 4: Monday through Friday: 1:00 p.m. – 4:00 p.m.
Clinical:
Module 3: Monday through Friday: 9:00 a.m. – 12:00 p.m.
Module 4: Monday through Thursday: 9:00 a.m. – 12:00 p.m.
- Senior clinical rotations include some evening/weekend rotations

Scheduled lunch: 1.5 hours from 12:00 p.m. to 1:30 p.m. through 3rd learning module; 4th learning module moves to 1 hour, from 12:00 p.m. to 1:00 p.m.

Note: Clinical times may vary throughout the program (i.e. during holiday weeks). Students will be made aware of changes as soon as possible so students can make changes.

Office Hours
Monday through Thursday: 8:00 a.m. – 3:00 pm

Revised July 2024; Revised May 2025; Revised June 2026

Price of Attendance

CSOR Tuition/Fee Schedule

CSOR Tuition & Fees	Module 1 August to December 1st Year	Module 2 January to June 1st Year	Module 3 August to December 2nd Year	Module 4 January to May 2nd Year
Tuition	$2,600.00	$2,600.00	$2,600.00	$2,600.00
CloverLearning	$60.00	$60.00	$60.00	$60.00
HESI/ARRT Review			$80.00	$80.00
Simulation Center Fee/	$30.00	$20.00		
Radiography Sim Fee *Pending implementation*	$225.00	$225.00	$150.00	$150.00
Building Fee	$150.00	$150.00	$150.00	$150.00
Software License Fee	$45.00	$45.00	$45.00	$45.00
Computer Access Fee	$13.00	$13.00	$13.00	$13.00
Student Services Fee	$15.00	$15.00	$15.00	$15.00
Graduation Fee			$50.00	$50.00
Total	$3,138.00	$3,128.00	$3,163.00	$3,163.00
			Grand Total:	$12,592.00

Miscellaneous Expenses and Additional Fees:

CSOR Administrative Fee: $100.00 non-refundable fee to help defray the fixed costs of CSOR for reserving an academic position for the student. Due within 2 weeks of acceptance into the program.
DISA Healthcare Technology: Certified Background Check: Must be completed prior to enrollment. Fee determined by DISA Healthcare Technology.
Vaccinations: CSOR required vaccinations outlined in the vaccination form, as well as tuberculosis (TB) testing upon acceptance
CPR Course: Must take Health Care Provider course by American Heart Association prior to entering CSOR.
Uniform & Accessories: Cost of required uniforms, shoes, calculator, and personal electronic device is determined by personal selection.
Required Textbooks: $1,300.00-$1,400.00 (Students must have books by the first day of classes)
Module 4 – ➢ TMB with TMB Application for General License (Includes Jurisprudence Exam & other Fees) - $161.81 ➢ Fingerprinting: $38.50 +tax ➢ ARRT with ARRT Exam Application: $225.00
ID Card Fee: A $10.00 replacement charge will be required if issues ID card is lost or stolen.
X-Ray Markers: Each student will receive one set of markers, which must be returned upon graduation. If a marker is lost or damaged during the program, the student is responsible for ordering a replacement from a given website.
Transcript: Official transcripts = $5.00 each; unofficial transcripts = $3.00 each. Transcript request form can be located on our website at www.covenanthealth.org/csor

†Housing, meals, and transportation are the students' responsibilities.
*Covenant School of Radiography reserves the right to change any provision, rules, or recommendations at any time.

Revised: June 2026

Textbooks/Online Courses in use for 2025-2027

The Digital Radiography Workbook 2nd Edition		
By DeAngelis	ISBN#9780943589039	$130.00
Principles of Radiographic Imaging 6th Edition		
By Carlton, Adler, & Balac	ISBN#9781337711067	$233.95
Patient Care in Radiography 11th Edition		
By Ehrlich & Coakes	ISBN#9780443123542	$100.00
Exploring Medical Language 12th Edition		
By LaFleur Brooks	ISBN#9780443264559	$103.99
Introduction to Radiology Technology 9th Edition		
By Callaway	ISBN#9780443117268	$82.99
Merrill's Atlas of Radiographic Positions and Radiologic Procedures 16th Edition		
By Long, Rollins, and Smith	ISBN#9780443120411	$441.00
Workbook for Merrill's Atlas of Radiographic Positioning and Procedures 16th Edition		
By Long, Curtis, Smith & Curtis	ISBN#9780443116919	$136.99
Bontrager's Handbook of Radiographic Positioning and Techniques 11th Edition		
By Bontrager	ISBN#9780323936163	$64.99
Anatomy & Physiology 11th Edition (includes online course)		
By Patton	ISBN#9780323775717	$209.99
Radiologic Science for Technologists 13th Edition		
By Stewart Bushong	ISBN#9780323765367	$151.00
Ethical & Legal Issues: For Imaging Professionals 2nd Edition		
By Towsley-Cook and Young	ISBN#9780323045995	$57.95
Pharmacology and Drug Administration for Imaging Technology 2nd Ed		
By Jensen & Peppers	ISBN#9780323030755	$68.99
MRO: Radiographic Imaging 4th Edition		
By Mosby	ISBN#9780323779135	$61.99
Sherpath: Merrill's Atlas of Radiographic Positions and Radiologic Procedures 16th Edition		
By Long, Rollins, and Smith	ISBN#9780443349829	$349.99
Sherpath: Patient Care in Radiography 11th Edition		
By Ehrlich & Coakes	ISBN#9780443349775	$129.99
Sherpath: Radiologic Science for Technologists 13th Edition		
By Stewart Bushong	ISBN#9780443413308	$179.99

*Price for e-books vary slightly lower than those listed above

Note: Prices of books may vary slightly over time. Package offers may have additional savings.

Revised June 2025

Textbooks/Online Courses in use for 2026-2028

The Digital Radiography Workbook 2nd Edition		
By DeAngelis	ISBN#9780943589039	$130.00
Principles of Radiographic Imaging 7th Edition		
By Carlton, Adler, & Balac	ISBN#9780443384158	$208.99
Patient Care in Radiography 11th Edition		
By Ehrlich & Coakes	ISBN#9780443123542	$103.99
Exploring Medical Language 12th Edition		
By LaFleur Brooks	ISBN#9780443264559	$108.99
Introduction to Radiology Technology 9th Edition		
By Callaway	ISBN#9780443117268	$ 90.99
Sherpath for Rollins Merrill's Atlas of Radiographic Positions & Radiologic Procedures, 16th Edition		
By Long, Rollins, and Smith	ISBN#9780443120411	$349.99
Workbook for Merrill's Atlas of Radiographic Positioning and Procedures 16th Edition		
By Long, Curtis, Smith & Curtis	ISBN#9780443116919	$142.99
Handbook of Radiographic Positioning and Techniques 11th Edition		
By John Lampignano, & Kendrick	ISBN#9780323936163	$70.99
Anatomy & Physiology 11th Edition (includes online course)		
By Patton	ISBN#9780323775717	$218.99
Radiologic Science for Technologists 13th Edition		
By Stewart Bushong	ISBN#9780323765367	$157.99
Ethical & Legal Issues: For Imaging Professionals 2nd Edition		
By Towsley-Cook and Young	ISBN#9780323045995	$57.94
Pharmacology and Drug Administration for Imaging Technology 2nd Ed		
By Jensen & Peppers	ISBN#9780323030755	$68.99
MRO: Radiographic Imaging 4th Edition		
By Mosby	ISBN#9780323779135	$61.99

*Price for e-books vary slightly lower than those listed above
Note: Prices of books may vary slightly over time. Package offers may have additional savings.

Revised May 2026

Faculty Access

Students have access to their course faculty for academic and/or course advisement at times that are outside regularly scheduled class hours. Faculty phone numbers and office hours are published on course syllabi.

Director

Seigman, Kim (1986) Certificate in Radiologic Sciences, Methodist School of Radiologic Technology, Lubbock, TX; (2008) Bachelor of Science in Radiologic Sciences, Midwestern State University, Wichita Falls, TX; (2016) Master of Science in Healthcare Administration, Texas Tech University Health Sciences Center, Lubbock, TX. ARRT ID: #210124; TMB License: #GMR00003206

Faculty

Castillo, Bianca (2015) Certificate in Radiologic Sciences, Covenant School of Radiography, Lubbock, TX; (2006) Bachelor of Arts, Mass Communications, Texas Tech University, Lubbock, TX. ARRT ID: #539618; TMB License: #GMR02000185

Scherer, Lana (1999) Certificate in Radiologic Sciences, Covenant School of Radiography, Lubbock, TX; (2016) Bachelor of Sciences in Radiologic Science Administration, St. Joseph College, Standish, Maine. ARRT ID: #335220; TMB License: #GMR00021234

Zamora, Jeremy (2009) Associate of Science in Radiologic Sciences, South Plains College, Levelland, TX; (2017) Bachelor of Science in Healthcare Management, Texas Tech University Health Sciences Center, Lubbock, TX. ARRT ID: #454669; TMB License: #GMR00097018

Section 6: Health and Safety

Covid-19

To inform students of the process that will be taken if a student is exposed to a positive Covid-19 person, has symptoms of Covid-19, is in the process of being tested for Covid-19 or has tested positive for Covid-19.

Process
This policy becomes effective immediately for all currently enrolled and future students of Covenant School of Nursing (CSON). Students must understand, while in a clinical setting caring for patients, they are exposed to many diseases and could potentially become exposed themselves. Students are expected to follow all safety protocols established by the clinical facility to maintain safety for themselves, patients, visitors and other healthcare providers. If a student does not follow the protocols established by the healthcare facility, they are putting themselves at risk.

If a student becomes positive with Covid-19, is exposed to a positive Covid-19 person or is having symptoms of Covid-19 they must follow the steps below:

- Any student who is exposed to a positive Covid-19 person, has symptoms of Covid-19, is in the process of being tested for Covid-19 or has tested positive for Covid-19 is required to notify their current faculty immediately.
- The student will be contacted by CSON Leadership and will be notified of next steps. Each level of exposure will be treated differently. The different levels of exposure are:
    - High risk: means you come in contact with a positive person for more than 15 minutes, social distancing less than 6 feet, or neither person is wearing a mask or face shield
    - Medium risk: means you come in contact with a positive person for more than 15 minutes, you are wearing a mask but no face shield and the positive person is not wearing a mask or you are not wearing a mask or face shield and the positive person is wearing a mask.
    - Low risk: means you come in contact with a positive person for less than 15 minutes and you are socially distancing yourself at least 6 feet during that time, you are wearing a mask and face shield and positive person is wearing a mask or not masked, or you are wearing a mask, no face shield and the positive person is wearing a mask
- All students will follow Covenant Health protocols in dealing with Covid-19 exposures, positive testing results or showing symptoms.
- No student will be allowed to attend class, clinical or lab while waiting for results of testing or during the mandatory required `days of quarantine. Online activities will be provided when feasible.
- CSON will do everything that can reasonably be done within an 8-week module to assist the student to meet the expectations of the instructional module.
- There may be some circumstances in which the student cannot meet the current module expectations before the next instructional module begins. In these cases, CSON will work with the student to get them in the next available instructional module.
- If a student is too sick to return to classes, the student may be eligible to take a personal LOA, Medical LOA or withdraw from classes until the student can return safely.
- Leadership of CSON will monitor any student who is testing for Covid-19, is positive for Covid-19 or is quarantined for Covid-19.
- It is the student's responsibility to ensure communication is timely and honest for accurate monitoring.

Community Site Requirements

- If a community site requires a student to receive a covid vaccine shot, the student is required to meet the expectations of the community site in order to complete the assigned clinical experience expectations.

Addendum: Notification of CMS Interim Final Rule related to vaccination requirements

- Covenant Health strives to meet our promise of "Know me, care for me, ease my way" for all of our patients, caregivers, and students. As a health system, we are gathering information to ensure our facilities are compliant with the CMS Interim Final Rule related to vaccination requirements.
- All Covenant School of Nursing students must either (i) receive the first dose of a one (Johnson & Johnson) or two-dose (Pfizer and Moderna) vaccine regimen, or sign a Declination form for the COVID-19 immunization.
- Please provide to us one of the following pieces of information to CSON Administrative Secretary:

1. Copy of your vaccination card or record showing completion of your COVID vaccination;
2. Completed COVID-19 Declination form.

Reference(s): Covenant Health Covid-19 Protocols

Drug and Alcohol Abuse Prevention Program

The federal government's Drug-Free Schools and Communities Act of 1989 required institutes of higher education to have a program to prevent the unlawful possession or distribution of illicit drugs and alcohol by students and employees. This policy of Covenant School of Nursing and Allied Health is in response to this federal requirement. Written notice of the policy is provided to all students on admission and annually. The Drug-Free School Zone policy is published in the Student Policy Handbook of each program.

Drug and Alcohol Abuse Prevention Program

1. All incoming freshman students will be informed of the Drug and Alcohol Abuse Prevention Program @ CSON through freshman orientation. These policies discuss the Standards of conduct, available treatment programs for students, faculty and employees, and the disciplinary sanctions for violations of the standards. Each new student will be emailed a copy of the Drug and Alcohol Abuse Prevention policy along with the sanctions for violations of federal and state laws, and the health Risks associated with drug and alcohol abuse.

2. All existing students will be emailed the Drug and Alcohol Prevention Policy prior to the first day of class. The policy includes the Standards of Conduct, available treatment programs for students and the disciplinary sanctions for violations of the standards, the sanctions for violations of federal and state laws, and the health risks associated with drug and alcohol abuse.

3. All faculty and staff will be emailed a copy of the Drug and Alcohol Abuse Prevention Program prior to the first day of class.

4. A biennial review of the program's effectiveness and consistency of the enforcement will be conducted at the end of every even year.

Standards of Conduct
Covenant School of Nursing and Allied Health is committed to provide a safe and healthy environment of learning. The schools discourage the use of drugs and the abuse of alcohol in the student's personal life.

No student may report to CSNAH's clinical sites, classroom settings and/or its communities after consumption of alcoholic beverages or use of illegal drugs.
The possession, manufacture, use, sale, purchase or distribution of alcohol or illegal drugs is prohibited in CSNAH's clinical sites, classroom settings and/or its communities.

Possible State and Federal Legal Sanctions and Penalties
State and federal penalties for alcohol and other drugs provided in Chart A.

Health Risks of Alcohol and Drugs
The health risks of alcohol and drugs are many. Chart B provides information about the effects of alcohol and commonly used illegal and prescription drugs.

Procedure for Enforcement of Drug and Alcohol Policy
Covenant School of Nursing students are subject to Reasonable Cause Drug/Alcohol testing. Refusal to provide the sample, sign the consent forms or accept treatment is grounds for denial of admission to CSON, dismissal or expulsion.

Before an alcohol or illegal drug testing may be administered, current students will be provided with a Briefing Sheet on Drug/Alcohol Testing and asked to sign a Drug/Alcohol Screen Consent Form authorizing the test and permitting release of test results to CHS personnel having a need to know. The consent shall include an acknowledgment that the individual in question was aware of the organization's alcohol, illegal drug testing policy (forms provided by Caregiver Health Services).

Students must report any conviction under a criminal drug statute for violations occurring on or off CSON's premises. A report must be made within five (5) days after the conviction. The Board of Nursing must be notified by the student by completing a declaratory order.

Pre-enrollment Screening
All candidates are required to complete a pre-enrollment attestation regarding the use of alcohol/illegal drugs. If the candidate is using an illegal substance, the candidate will be denied admission to CSON for at least 2 years.

Covenant Health Pre-employment Screening
Any student who chooses to apply for a job at Covenant Health while enrolled as a student at CSON is required to complete a screening form concerning the use of alcohol or other illegal substances. If the student indicates they use alcohol in excess or consume illegal substances, the student will not be employable by Covenant Health for 2 years.

Reasonable Suspicion Testing
Reasonable suspicion testing will be performed when it is suspected that a student is impaired by alcohol or drugs at CSON's clinical sites, classroom settings and/or its communities. Reasonable suspicion testing will include a blood test for alcohol suspicion and urine for drug suspicion. In the event of a positive result from reasonable suspicion testing, the student will be subject to immediate dismissal or expulsion.

Circumstances which constitute a basis for determining “reasonable suspicion” may include, but are not limited to:

a pattern of abnormal or erratic behavior;
information provided by reliable and credible sources;
direct observation of alcohol or drug abuse;
the presence of physical symptoms of alcohol or drug abuse
(e.g., alcohol breath, slurred speech, poor coordination and/or reflexes, glassy or blood-shot eyes);
students who, due to the nature of their work, have access to controlled substances may be tested following incidents of controlled substance medication charting errors, tampered vials, or missing narcotics.

Confidentiality
All information regarding a student’s alcohol/drug testing is confidential and will only be made available to those with a need to know. Test results may also be released to any judicial or administrative proceeding. Positive test results will not be released to Human Resources until they have been reviewed and confirmed by the Medical Review Officer.

Drug and Alcohol Counseling Programs
Covenant Caregiver Assistance Program is available to provide information about and assistance with obtaining treatment for any type of substance abuse which might adversely affect the student’s health, safety, and/or academic progress.

Supervisory staff and/or instructors have the option to refer students, as appropriate, for services as part of disciplinary action and/or dismissal or expulsion. In such cases it will be the responsibility of the student to comply with the referral for diagnosis of their problem(s) and to cooperate and follow the recommendations of the diagnostician and/or counseling agent. Students will be held personally liable for all expenses incurred that are not covered by their insurance policy. When a timely request for assistance is received, the individual may be eligible for a leave of absence in accordance with existing CSON policies. Non-compliance with any of the treatment modalities or follow-up random testing will result in dismissal or expulsion.

Self-identified substance abusers who voluntarily seek help through the Covenant Caregiver Assistance Program may do so without reprisal or corrective action. However, this must be done prior to any selection, request or requirement to submit to alcohol/drug testing. When a violation of this policy has already occurred, a student’s request for assistance will not waive dismissal or expulsion.
Covenant School of Nursing and Allied Health students are subject to Reasonable Suspicion Drug/Alcohol testing. Refusal to provide the sample, sign the consent forms or accept treatment is grounds for dismissal, or expulsion. A positive drug/alcohol screening result will result in corrective action up to and including dismissal or expulsion.

Program Review
Covenant School of Nursing and Allied Health will review the Drug Free School Zone program on a biennial schedule. Program effectiveness will be measured and reported per Department of Education Guidelines.

Chart A: Texas and Federal Drug and Alcohol Penalties

Offense	Minimum Punishment	Maximum Punishment

Manufacture or delivery of a controlled substance (drugs)	Imprisonment in the TDCJ for life or a term not more than 99 years or less than 10 years, and a fine not more than $100,000	Imprisonment in the TDCJ for life or a term not more than 99 years or less than 15 years, and a fine not more than $250,000
Possession of a controlled substance (drug)	Confinement in jail for a term not to exceed 1 year and/or a fine not to exceed $4000	Imprisonment in the TDCJ for life or a term not more than 99 years or less than 15 years, and a fine not more than $250,000
Delivery of marijuana	Confinement in a jail for a term not to exceed 180 days and/or a fine not to exceed $2000.	Imprisonment in the TDCJ for life or a term not more than 99 years or less than 10 years, and a fine not more than $100,000
Possession of marijuana	Confinement in a jail for a term not to exceed 180 days and/or a fine not to exceed $2000.	Imprisonment in the TDCJ for life or a term not more than 99 years or less than 5 years, and a fine not more than $50,000
Delivery of a controlled substance or marijuana to a minor		Imprisonment in the TDCJ for life or a term not more than 20 years or less than 2 years, and a fine not more than $10,000
Driving while intoxicated	Confinement in a jail for a term not to exceed 180 days and/or a fine not to exceed $2000 with a minimum term of confinement of 72 hours.	Confinement in a jail for a term not to exceed 180 days and/or a fine not to exceed $2000 with a minimum term of confinement of 6 days.
Public intoxication		Fine not to exceed $500
Intoxication Assault		Imprisonment in the TDCJ for life or a term not more than 10 years or less than 2 years, and a fine not more than $10,000
Intoxication Manslaughter		Imprisonment in the TDCJ for life or a term not more than 20 years or less than 2 years, and a fine not more than $10,000
Attempt to purchase, purchase or consumption of alcohol by a minor	Fine not to exceed $500	Fine of not less than $250 nor more than $2000, and/or confinement in jail for a term not to exceed 180 days.
Purchase of alcohol for a minor		Fine of not more than $4000 and/or confinement in jail for not more than 1 year.
Sale of alcohol to a minor		Fine of not more than $4000 and/or confinement in jail for not more than 1 year.
Misrepresentation of age by a minor	Fine not to exceed $500	Fine of not less than $250 nor more than $2000, and/or confinement in jail for a term not to exceed 180 days.
Consumption or possession of alcoholic beverage in a motor vehicle		Fine not to exceed $500
Federal Penalties		
Manufacture, distribution, or dispensing drugs including marijuana	A term of imprisonment not less than 5 years, and a fine of not more than $250,000 for an individual	A term of life imprisonment without release (life without parole) and a fine not to exceed $8,000,000 for an individual or $20,000,000 if other than an individual.
Possession of drugs including marijuana	Civil penalty in amount not to exceed $10,000	Imprisonment for not more than 20 years or less than 5 years, a fine of not less than $5000 plus costs of investigation and prosecution.

Chart B Health Risks with Drug Abuse

Commonly Abused Prescription Drugs

NIDA NATIONAL INSTITUTE ON DRUG ABUSE

Visit NIDA at www.drugabuse.gov

National Institutes of Health
U.S. Department of Health and Human Services

Substances: Category and Name	Examples of Commercial and Street Names	DEA Schedule*/How Administered	Intoxication Effects/Health Risks
Depressants			
Barbiturates	*Amytal, Nembutal, Seconal, Phenobarbital:* barbs, reds, red birds, phennies, tooies, yellows, yellow jackets	II, III, IV/injected, swallowed	*Sedation/drowsiness, reduced anxiety, feelings of well-being, lowered inhibitions, slurred speech, poor concentration, confusion, dizziness, impaired coordination and memory/slowed pulse, lowered blood pressure, slowed breathing, tolerance, withdrawal, addiction; increased risk of respiratory distress and death when combined with alcohol*
Benzodiazepines	*Ativan, Halcion, Librium, Valium, Xanax, Klonopin:* candy, downers, sleeping pills, tranks	IV/swallowed	
Sleep Medications	*Ambien (zolpidem), Sonata (zaleplon), Lunesta (eszopiclone)*	IV/swallowed	*for barbiturates—euphoria, unusual excitement, fever, irritability/life-threatening withdrawal in chronic users*
Opioids and Morphine Derivatives**			
Codeine	*Empirin with Codeine, Fiorinal with Codeine, Robitussin A-C, Tylenol with Codeine:* Captain Cody, Cody, schoolboy; (with glutethimide: doors & fours, loads, pancakes and syrup)	II, III, IV/injected, swallowed	*Pain relief, euphoria, drowsiness, sedation, weakness, dizziness, nausea, impaired coordination, confusion, dry mouth, itching, sweating, clammy skin, constipation/* slowed or arrested breathing, lowered pulse and blood pressure, tolerance, addiction, unconsciousness, coma, death; risk of death increased when combined with alcohol or other CNS depressants
Morphine	*Roxanol, Duramorph:* M, Miss Emma, monkey, white stuff	II, III/injected, swallowed, smoked	
Methadone	*Methadose, Dolophine:* fizzies, amidone, (with MDMA: chocolate chip cookies)	II/swallowed, injected	*for fentanyl—80–100 times more potent analgesic than morphine*
Fentanyl and analogs	*Actiq, Duragesic, Sublimaze:* Apache, China girl, dance fever, friend, goodfella, jackpot, murder 8, TNT, Tango and Cash	II/injected, smoked, snorted	*for oxycodone—muscle relaxation/twice as potent analgesic as morphine; high abuse potential*
Other Opioid Pain Relievers: Oxycodone HCL Hydrocodone Bitartrate Hydromorphone Oxymorphone Meperidine Propoxyphene	*Tylox, Oxycontin, Percodan, Percocet:* Oxy, O.C., oxycotton, oxycet, hillbilly heroin, percs *Vicodin, Lortab, Lorcet:* vike, Watson-387 *Dilaudid:* juice, smack, D, footballs, dillies *Opana, Numorphan, Numorphone:* biscuits, blue heavens, blues, Mrs. O, octagons, stop signs, O Bomb *Demerol, meperidine hydrochloride:* demmies, pain killer *Darvon, Darvocet*	II, III, IV/chewed, swallowed, snorted, injected, suppositories	*for codeine—less analgesia, sedation, and respiratory depression than morphine* *for methadone—used to treat opioid addiction and pain; significant overdose risk when used improperly*
Stimulants			
Amphetamines	*Biphetamine, Dexedrine, Adderall:* bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers	II/injected, swallowed, smoked, snorted	*Feelings of exhilaration, increased energy, mental alertness/increased heart rate, blood pressure, and metabolism, reduced appetite, weight loss, nervousness, insomnia, seizures, heart attack, stroke* *for amphetamines—rapid breathing, tremor, loss of coordination, irritability, anxiousness, restlessness/delirium, panic, paranoia, hallucinations, impulsive behavior, aggressiveness, tolerance, addiction* *for methylphenidate—increase or decrease in blood pressure, digestive problems, loss of appetite, weight loss*
Methylphenidate	*Concerta, Ritalin:* JIF, MPH, R-ball, Skippy, the smart drug, vitamin R	II/injected, swallowed, snorted	
Other Compounds			
Dextromethorphan (DXM)	*Found in some cough and cold medications:* Robotripping, Robo, Triple C	not scheduled/swallowed	*Euphoria, slurred speech/increased heart rate and blood pressure, dizziness, nausea, vomiting, confusion, paranoia, distorted visual perceptions, impaired motor function*

** Schedule I and II drugs have a high potential for abuse. They require greater storage security and have a quota on manufacturing, among other restrictions. Schedule I drugs are available for research only and have no approved medical use. Schedule II drugs are available only by prescription and require a new prescription for each refill. Schedule III and IV drugs are available by prescription, may have five refills in 6 months, and may be ordered orally. Most Schedule V drugs are available over the counter.*

*** Taking drugs by injection can increase the risk of infection through needle contamination with staphylococci, HIV, hepatitis, and other organisms. Injection is a more common practice for opioids, but risks apply to any medication taken by injection.*

Commonly Abused Drugs

Visit NIDA at www.drugabuse.gov

National Institutes of Health
U.S. Department of Health and Human Services
NIH... Turning Discovery Into Health

Substances: Category and Name	Examples of Commercial and Street Names	DEA Schedule*/ How Administered**	Acute Effects/Health Risks
Tobacco			
Nicotine	Found in cigarettes, cigars, bidis, and smokeless tobacco (snuff, spit tobacco, chew)	Not scheduled/smoked, snorted, chewed	*Increased blood pressure and heart rate/chronic lung disease; cardiovascular disease; stroke; cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder, and acute myeloid leukemia; adverse pregnancy outcomes; addiction*
Alcohol			
Alcohol (ethyl alcohol)	Found in liquor, beer, and wine	Not scheduled/swallowed	*In low doses, euphoria, mild stimulation, relaxation, lowered inhibitions; in higher doses, drowsiness, slurred speech, nausea, emotional volatility, loss of coordination, visual distortions, impaired memory, sexual dysfunction, loss of consciousness/increased risk of injuries, violence, fetal damage (in pregnant women); depression; neurologic deficits; hypertension; liver and heart disease; addiction; fatal overdose*
Cannabinoids			
Marijuana	Blunt, dope, ganja, grass, herb, joint, bud, Mary Jane, pot, reefer, green, trees, smoke, sinsemilla, skunk, weed	I/smoked, swallowed	*Euphoria; relaxation; slowed reaction time; distorted sensory perception; impaired balance and coordination; increased heart rate and appetite; impaired learning, memory; anxiety; panic attacks; psychosis/cough; frequent respiratory infections; possible mental health decline; addiction*
Hashish	Boom, gangster, hash, hash oil, hemp	I/smoked, swallowed	
Opioids			
Heroin	*Diacetylmorphine:* smack, horse, brown sugar, dope, H, junk, skag, skunk, white horse, China white; cheese (with OTC cold medicine and antihistamine)	I/injected, smoked, snorted	*Euphoria; drowsiness; impaired coordination; dizziness; confusion; nausea; sedation; feeling of heaviness in the body; slowed or arrested breathing/constipation; endocarditis; hepatitis; HIV; addiction; fatal overdose*
Opium	*Laudanum, paregoric:* big O, black stuff, block, gum, hop	II, III, V/swallowed, smoked	
Stimulants			
Cocaine	*Cocaine hydrochloride:* blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot	II/snorted, smoked, injected	*Increased heart rate, blood pressure, body temperature, metabolism; feelings of exhilaration; increased energy; mental alertness; tremors; reduced appetite; irritability; anxiety; panic; paranoia; violent behavior; psychosis/weight loss; insomnia; cardiac or cardiovascular complications; stroke; seizures; addiction* **Also, for cocaine**—nasal damage from snorting **Also, for methamphetamine**—severe dental problems
Amphetamine	*Biphetamine, Dexedrine:* bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers	II/swallowed, snorted, smoked, injected	
Methamphetamine	*Desoxyn:* meth, ice, crank, chalk, crystal, fire, glass, go fast, speed	II/swallowed, snorted, smoked, injected	
Club Drugs			
MDMA (methylenedioxymethamphetamine)	Ecstasy, Adam, clarity, Eve, lover's speed, peace, uppers	I/swallowed, snorted, injected	**MDMA**—*mild hallucinogenic effects; increased tactile sensitivity; empathic feelings; lowered inhibition; anxiety; chills; sweating; teeth clenching; muscle cramping/ sleep disturbances; depression; impaired memory; hyperthermia; addiction* **Flunitrazepam**—*sedation; muscle relaxation; confusion; memory loss; dizziness; impaired coordination/addiction* **GHB**—*drowsiness; nausea; headache; disorientation; loss of coordination; memory loss/ unconsciousness; seizures; coma*
Flunitrazepam***	*Rohypnol:* forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies	IV/swallowed, snorted	
GHB***	*Gamma-hydroxybutyrate:* G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X	I/swallowed	
Dissociative Drugs			
Ketamine	*Ketalar SV:* cat Valium, K, Special K, vitamin K	III/injected, snorted, smoked	*Feelings of being separate from one's body and environment; impaired motor function/anxiety, tremors; numbness; memory loss; nausea* **Also, for ketamine**—*analgesia; impaired memory; delirium; respiratory depression and arrest; death* **Also, for PCP and analogs**—*analgesia; psychosis; aggression; violence; slurred speech; loss of coordination; hallucinations* **Also, for DXM**—*euphoria; slurred speech; confusion; dizziness; distorted visual perceptions*
PCP and analogs	*Phencyclidine:* angel dust, boat, hog, love boat, peace pill	I, II/swallowed, smoked, injected	
Salvia divinorum	Salvia, Shepherdess's Herb, Maria Pastora, magic mint, Sally-D	Not scheduled/chewed, swallowed, smoked	
Dextromethorphan (DXM)	Found in some cough and cold medications: Robotripping, Robo, Triple C	Not scheduled/swallowed	
Hallucinogens			
LSD	*Lysergic acid diethylamide:* acid, blotter, cubes, microdot, yellow sunshine, blue heaven	I/swallowed, absorbed through mouth tissues	*Altered states of perception and feeling; hallucinations; nausea* **Also, for LSD and mescaline**—*increased body temperature, heart rate, blood pressure; loss of appetite; sweating; sleeplessness; numbness; dizziness; weakness; tremors; impulsive behavior; rapid shifts in emotion* **Also, for LSD**—Flashbacks, Hallucinogen Persisting Perception Disorder **Also, for psilocybin**—*nervousness; paranoia; panic*
Mescaline	Buttons, cactus, mesc, peyote	I/swallowed, smoked	
Psilocybin	Magic mushrooms, purple passion, shrooms, little smoke	I/swallowed	
Other Compounds			
Anabolic steroids	*Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise:* roids, juice, gym candy, pumpers	III/injected, swallowed, applied to skin	**Steroids**—*no intoxication effects/hypertension; blood clotting and cholesterol changes; liver cysts; hostility and aggression; acne; in adolescents—premature stoppage of growth; in males—prostate cancer, reduced sperm production, shrunken testicles, breast enlargement; in females—menstrual irregularities, development of beard and other masculine characteristics* **Inhalants** *(varies by chemical)*—*stimulation; loss of inhibition; headache; nausea or vomiting; slurred speech; loss of motor coordination; wheezing/cramps; muscle weakness; depression; memory impairment; damage to cardiovascular and nervous systems; unconsciousness; sudden death*
Inhalants	*Solvents (paint thinners, gasoline, glues); gases (butane, propane, aerosol propellants, nitrous oxide); nitrites (isoamyl, isobutyl, cyclohexyl):* laughing gas, poppers, snappers, whippets	Not scheduled/inhaled through nose or mouth	

Immunizations

IMPORTANT NOTICE TO APPLICANTS: Please be aware that all of our students are required to have completed the COVID vaccination process, bacterial meningitis (if 22 or under) and HEP B series before the start of school. If you have not yet begun to receive this series, or if you will not have it completed before classes begin, you will not be eligible for admission.

Required immunizations include

- Tetanus booster (td or Tdap vaccination) within the past 10 years;
- Two measles, mumps, and rubella (MMR) immunizations, or titers proving immunity;
- Hepatitis B (HBV) immunization series completed, in progress, lab test showing immunity to Hepatitis B or a Hepatitis B Vaccination Declination Form signed by the student;
- Lab results showing immunity to varicella (chickenpox) or vaccination series (two doses required);
- One Mantoux Tuberculin Skin Test (TST) within the past year or immediately prior to program enrollment.
- Annual flu shot required or declination form (October through March, or if identified as a high flu period through Covenant Health)
- Must be fully vaccinated for COVID or sign a Declination form prior to starting classes at CSNAH. Fully vaccinated means that you have had two of the Pfizer or Moderna vaccine or one of the Johnson & Johnson vaccine.

Immunization Exemption Policy

No form of immunization is required for a person's admission to an institution of higher education if the person applying for admission meets the following conditions:

- submits to the admitting official:
    - an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine within the United States in which it is stated that, in the physician's opinion, the immunization required poses a significant risk to the health and well-being of the applicant or any member of the applicant's family or household; or
    - an affidavit signed by the applicant stating that the applicant declines immunization for reasons of conscience, including a religious belief;
- is a member of the armed forces of the United States and is on active duty.

Security Report

Covenant School of Nursing and Allied Health Campus Security Act Disclosure Statement

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution’s crime statistics for the period between 1/1/2024 and 12/31/2024.

Covenant School of Nursing and Allied Health (CSNAH) has two on-campus sites.
The School of Nursing is located at:
1919 Frankford Ave
Lubbock, Tx. 79407

When reporting crime statistics, the area includes: Frankford Ave. from 19th to 34th, 19th street from Frankford Ave. to Dover Ave., Dover Ave. to Chicago Ave., Chicago Ave from 22nd street to 26th street, 26th street from Chicago Ave. to the east border of the LCU golf course to 34th street, and 34th street to Frankford Ave.

The School of Radiologic Program is located at:
2002 W. Loop 289 Suite #120
Lubbock, Tx. 79407.
When reporting crime statistics, the area includes West Loop 289 to Iola and 19th to 21st.

Crime statistics reported on non-campus locations include:

- Covenant Medical Center
  3615 19th Street, Lubbock, Texas 79410
- Covenant Children's Hospital
  4015 22nd Place, Lubbock, Texas 79410
- Lubbock Specialty Hospital
  3815 20th Street, Lubbock, Texas 79410
- Covenant Southwest Medical Park
  9812 Slide Road, Lubbock, Texas 79424
- Covenant Health Plus
  7601 Quaker Avenue, Lubbock, Texas 79424
- Covenant Medical Group Urgent Care
  1910 Quaker Avenue, Lubbock, Texas 79410
- Grace Surgical Hospital
  7509 Marsha Sharp Fwy W, Lubbock, Texas 79424

The Campus Security Act defines public property as all thoroughfares, streets, sidewalks and parking facilities that are within the campus or immediately adjacent to and accessible from the campus.
Note: In complying with the crime statistical reporting requirements, CSNAH provides a map to current and prospective students and employees that depict its campus. See attached maps located at the end of the Disclosure Statement.

The following criminal offenses, are published each year and must be reported no later than October 1 of each year, include any crime statistics that occurred on campus during the previous three calendar year periods.

Updated as of: December 2024

Crime Statistic Report:

Crimes Reported	2022	2023	2024	Location: C=Campus N=Non-campus P=Public Area	*Hate Crime
Criminal Homicide	0	0	0		0
Murder (non-negligent manslaughter)	0	0	0		0
Negligent manslaughter	0	0	0		0
Sex Offenses		0	0		0
Sex offenses - forcible	0	0	0		0
Sex offenses - non-forcible	0	0	0		0
Robbery	2	0	0	C	0
Burglaries	18	11	4	C	0
Motor Vehicle Thefts (on Campus)	2	2	0	C	0
Arson	0	0	0	P	0
Larceny – Theft	0	0	2	C	0
Simple Assault	0	0	1	C	0
Intimidation	0	0	0		0
Destruction/Damage /Vandalism of property	0	0	0		0
Any other Crime involving bodily injury	0	0	0		0
Liquor Laws	0	0	0	C	0
Drug Laws	0	0	0	C P	0
Illegal Weapons Possession	0	0	0		0
Domestic Violence	0	0	0	P	0
Dating Violence	0	0	0		0
Stalking	0	0	0		0

Hate Offenses

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was

intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred. The Crime Analyst for LPD states their reporting system and software are incompatible and do not accurately record this information, therefore they were unable to provide this data.

Violence Against Women Reauthorization Act of 2013

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety- and security-related requirements as a condition of participating in the Federal student financial aid programs authorized by Title IV of the HEA. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs). The statute requires institutions to include this new information in the ASR beginning with the ASR that must be provided to students, employees, and prospective students and employees by December 31, 2024.

The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

"Domestic violence" means a "felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim
- a person with whom the victim shares a child in common
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA]
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."

"Dating violence" means "violence committed by a person

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - the length of the relationship;
  - the type of relationship; and
  - the frequency of interaction between the persons involved in the relationship.

"Stalking" means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- fear for his or her safety or the safety of others; or

- suffer substantial emotional distress."

Institutions must make a good-faith effort to include these statistics for these crimes for calendar year 2017 in the ASR. Institutions must also make a good-faith effort to ensure that the statistics for the new crime categories are accurate and complete.

Contact Information

Office Responsible to provide a copy of the Campus Security information	Covenant School of Nursing Student Services Coordinator 806-725-8936

Who to contact to report an incident at the Institution	Designated Safety Officer at CSON and CSOR 806-725-8904

General Information

CSNAH is committed to providing a safe and secure environment for students. Access to the Nursing program is open to the public from 07:30am to 6:00pm. CSON has access to on site Security department of LCU campus. All non-emergent events involving Covenant employees or students should be reported to the LCU Security Department. All emergent events should be called in to "911". Access to the building of the Radiologic program is controlled by a keyless security code and is restricted to authorized individuals only. The CSOR campus does not employ on-campus security. All non-emergent events involving Covenant employees or students should be reported to the Covenant Security Department. All emergent events should be called in to "911".

All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's Financial Aid Officer, LCU Security Department and Covenant Medical Center Security Department who contacts the Lubbock Police Department for statistics and the institution's "Daily Crime Log", and then records those statistics.

Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All access doors leading to the Radiologic program campus are closed and locked during evening hours starting at 5:00pm. When the school closes for the night, the school's official or supervisor will inspect each room to see that it is empty. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

Current policies concerning campus law enforcement are as follows:

- Institution's officials have no powers of arrest other than the Citizens Arrest Law and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
- Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
- The institution currently has the Covenant Counseling Center available to provide counseling services. In the event a student needs pastoral counseling, a member of Covenant Health Pastoral Care will be notified.

Although this institution offers a brief crime awareness and prevention session with each orientation, the students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

- Do not leave personal property in classrooms
- Report to your institutional official, any suspicious persons.
- Always try to walk in groups outside the school premises.
- If you are waiting for a ride, wait within sight of other people
- Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
- The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students.
- Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

All incidents shall be recorded in the Institutions daily Incident Log located at Covenant Medical Center Security Department or LCU Security Department. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.

The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.

Information concerning drug and alcohol abuse education programs are posted on campus and is distributed annually to students and staff. Covenant Counseling Center is available to provide information about and assistance with obtaining treatment for any type of substance abuse which might adversely affect the student's health, safety and/or academic progress.

Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.

The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.

In the event a sex offense should occur on campus, the victim should take the following steps:

- Report the offense to the school administration.
- Preserve any evidence as may be necessary to the proof of the criminal offense. (Sexual Assault Resource Guide)
- Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.

- Request a change in the academic situation if necessary.

On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances. These records are available upon request through the administrative offices.
The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim.
As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders.
Link: http://www.city-data.com/soz/soz-79407.html

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon to report to the school's Dean but rather contact the appropriate agency by calling (911).

General Emergency Procedures

Who to Contact
All employees are expected to be familiar with and to follow procedures outlined in the CSNAH Emergency Response Plan. In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized to make an emergency call to 911. Instructors (including student instructors) and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

Medical Attention
Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

Personal Responsibility for Safety
No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

Individual Responsibility
Follow the approved practices and procedures or standards which apply, on any work you perform for the school.

Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.

It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the School Dean/Director. All injuries and accidents should be reported to the Supervisor/Instructor by the end of the day.

If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves.

Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.

Accident Investigation and Reporting
Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/ Instructor no later than end of the period on the day in which the injury occurred.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration. All incidents shall be reported through the incident reporting system for tracking. Students should be sent to Employee Health for evaluation.

Firearms
Firearms, ammunition, explosives or other weapons are prohibited on the school property. Exceptions to this policy are limited to the following instances:

- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property and
- TCLEOSE approved students.

Good Housekeeping

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

Fire Prevention and Security

Fire Prevention
Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on School property.

Smoking is not allowed on the LCU campus and only allowed outside a Covenant facility in designated areas; 20 feet from any entrance. This also includes the use of any electronic smoking devices.

If a fire should occur, contact your supervisor/instructor or the School Dean/Director and follow the Fire Safety Plan:

RACE procedure

- R- Rescue/Remove persons in immediate danger of fire.
- A- Alarm/Announce. Pull fire alarm and call emergency number.
- C- Confine/Contain. Close all doors to prevent spreading of fire/smoke.
- E- Extinguish/Evacuate. Get Fire Extinguisher if needed. If the FIRE is cleared in the fire area, you may return to that area if the Fire Department and/or Property Supervisor have declared the area safe.

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

TYPES OF FIRES	TYPES OF EXTINGUISHER AND AGENT
Ordinary Combustible Materials Such As Paper, Wood, and Trash	Class A- Water (Preferred) and Multi-purpose
Flammable Liquid And Gases such As Gasoline, Lubricating Oils and Natural Gas	Class B- Dry Chemical (Preferred) and Carbon Dioxide
Electrical such as Electronic Instruments And Switchgear Installations	Class C- Carbon dioxide (Preferred) and Dry Chemical

Storage of Flammable Liquids
Metal containers and/or safety cans equipped with flame arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100 degrees F.

Solvents, Chemicals and Chemical Cleaning

Rules
All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regard to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

Responsibilities
It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use. Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard.
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the month or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

First Aid
First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

Severe Weather

Tornado
If (in the judgment of the Dean/Director or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways/classrooms and away from glass windows, doors and partitions.
- Everyone should remain in these “safe areas” until in the opinion of the Dean/Director the threat of danger is past. Assigned “Safe Areas” are noted at the doorway of each area.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

Flooding
Because of the location of the School, buildings at CSNAH are not likely to flood. However, during periods of flooding, the Dean/Director will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

Ice and Snow
In the event that ice and/or snow threaten to make highway travel hazardous, the Dean/Director may dismiss classes to allow commuters to return home safely.

Closing the School as the Result of Severe Weather
Only the Dean/Director has the authority to close the School. When this action is taken, the Student Services Coordinator will notify the students and faculty via the mass communication system

Self-Determination Policy
No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).

Evacuation Procedures

Emergency Communication Guidelines
In the event of an emergency either on or off campus, that, in the judgment of the CSNAH Dean/Director, constitutes an ongoing or continuing threat, a campus wide emergency notification will be issued. The warning will be issued to students, Nursing Instructors and staff through Everbridge, the mass communication system.

Emergency Evacuation
During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single file through the nearest exit and well beyond the building to an area of safety.
- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.
- Never return to the building until instructed to do so by the appropriate authorities.

Disaster Response Plan

Purpose
- To coordinate the School's response to disasters while paying special attention to the safety and security needs of members of the CSNAH community.
- To maintain the safety and security of faculty, staff and students as a whole, in the event of a disaster.
- To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a disaster.

Definition of a Disaster
A disaster is a situation that involves CSNAH student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life-threatening injury or illness.

(Note: this plan is for general information only. During an actual disaster, variations might be made depending on the nature of the event and the situation.)

Student Assistance Services
In the event of a disaster, the Dean/Director or designated official of CSNAH will act as the referral agent for students seeking assistance for emotional or personal counseling services.

Disaster Procedures
1. The Dean/Director is notified of a disaster involving a CSNAH student or employee. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

2. The Dean/Director gathers information concerning the disaster and responds accordingly.

In the event that scheduled classes need to be cancelled or altered in some manner the Student Services Coordinator will contact the students, faculty and staff via the mass communication system, Everbridge. The closure will also be posted on the school LMS. Any media contact, press releases, email or website assistance must be coordinated through the Covenant Public Information Officer.

3. Depending on the evaluation of the situation, one or more of the following may occur:

    a. CSNAH will without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain respond to or otherwise mitigate the disaster.

       The Dean/Director goes to the scene of the incident to assess the need for back-up personnel.

       Based on the initial findings and upon agreement with either the Dean/Director, the response may include dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center, etc.

    b. If warranted, a disaster meeting with the Covenant Safety Officer may be called. A Disaster Response Team (DRT) may be called after evaluation of the situation and with consent of the Dean/Director.

    c. Dean/Director initiates contacting family members of students, faculty and staff.

    d. A DRT meeting is called. The Covenant Safety Officer will assist the Dean/Director in dealing with the disaster.

4. Once the issue/situation is under control, the Dean/Director, Student Services Coordinator and other respondents will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the disaster. Timelines for these activities will be determined and a closure/evaluation meeting will be scheduled. CSNAH will evaluate all responses to disasters at the closure/evaluation meeting.

5. The Student services Coordinator will recommend to the Dean/Director any policy revisions in procedures and will compile an After-Action Incident Report to be filed in the Office of the Dean/Director.

CSNAH Disaster Command Center

When a disaster involves responses from a variety of personnel, a Command Center will be established. The Command Center will communicate and coordinate all activities involved in the responses to the disaster. Communications involving responding personnel will be dispersed through this Command Center by the Student Services Coordinator and/or Dean/Director.

Members of the CSNAH Disaster Response Team

Disaster Response Team		
Dean/Director	School of Nursing School of Radiography	Jennifer Timmerman Kim Seigman

Coordinator	School of Nursing School of Radiography	Cindi Faz, Brittany Haynes, Randall Stennett, Monica Kidder, Corbin Moreno Kim Seigman
Instructor/Staff	School of Nursing School of Radiography	Veronica York Lana Scherer
Covenant Administration	Administrator/VP On-Call Safety Officer Security Director	 Cindi Kenady Jodi Warren

Local Community Emergency Services

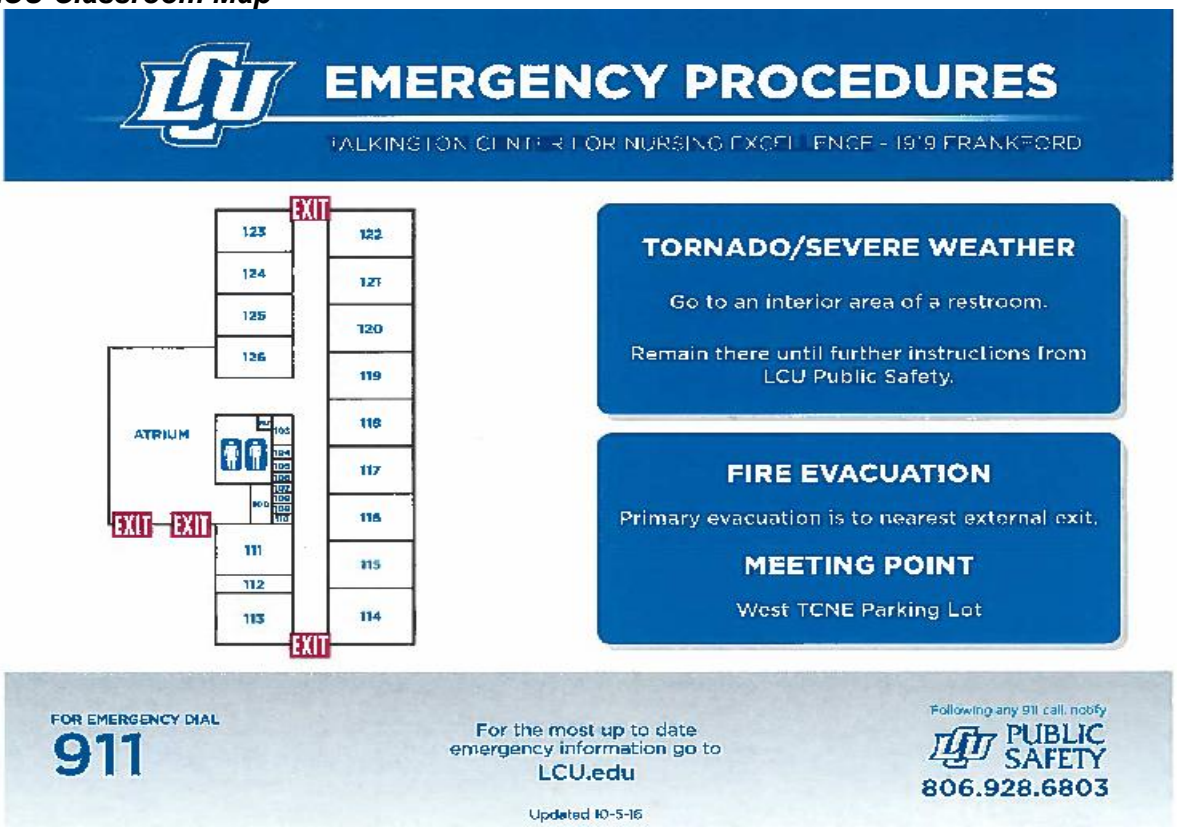
All Emergencies (Fire, Police, Sheriff, Ambulance)	**911**
Poison Control Center	**1-800-222-1222**
Suicide Hotline	**1-800-273-8255**
Hospitals:	**Phone numbers**
Covenant Medical Center	**1-806-725-1011**
University Medical Center	**1-806-775-8200**
Clinics:	**Phone numbers**
Health Plus	**1-806-725-9444**
CMG Urgent Care	**1-806-725-4440**

Campus Maps

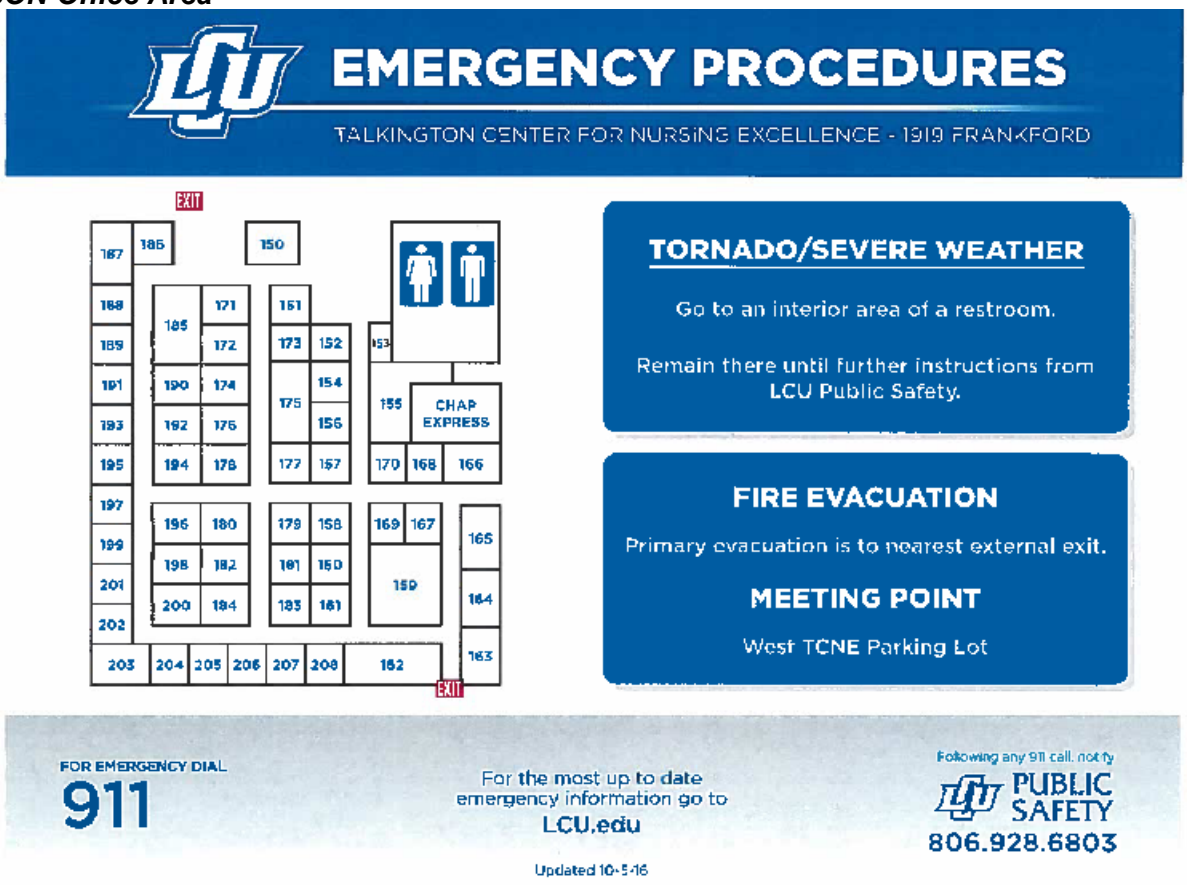
Covenant School of Nursing on Lubbock Christian University's Campus



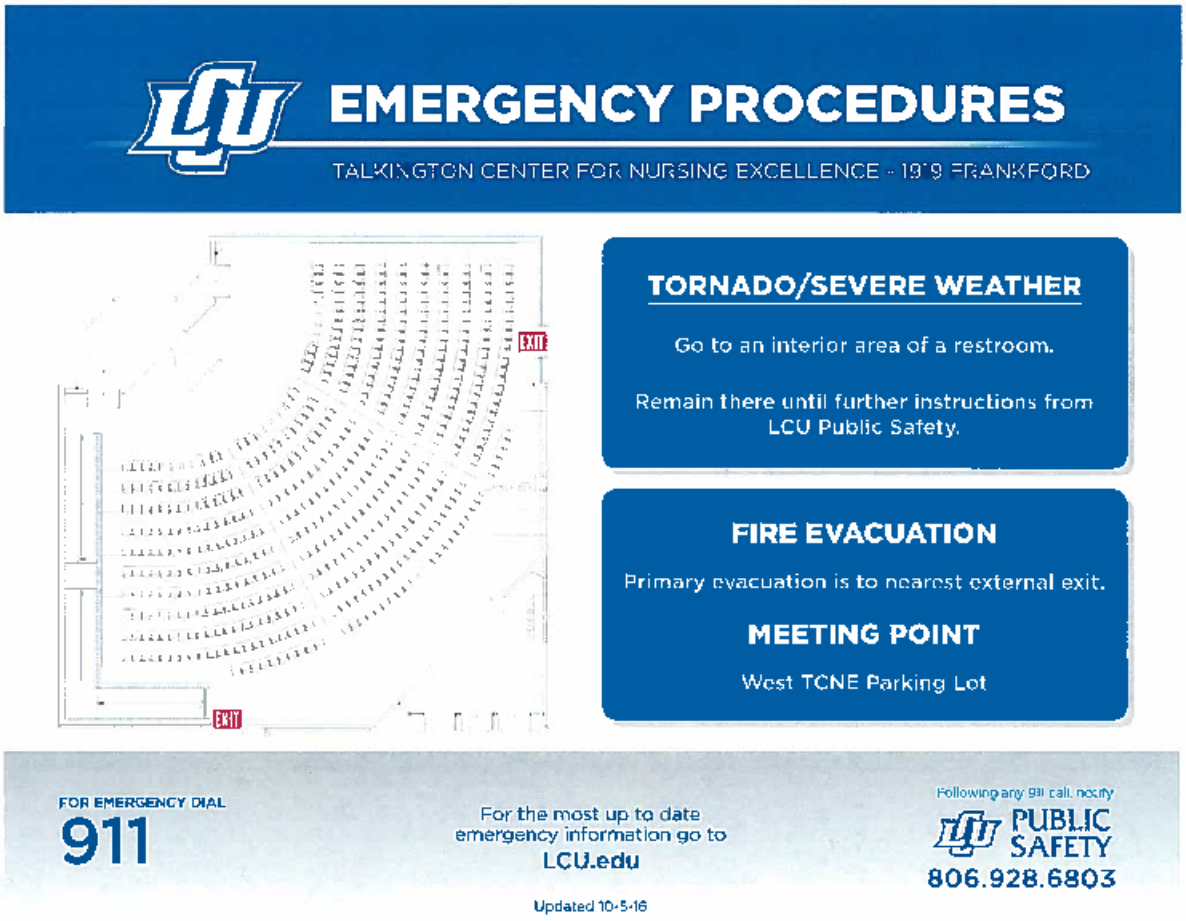
LCU Classroom Map



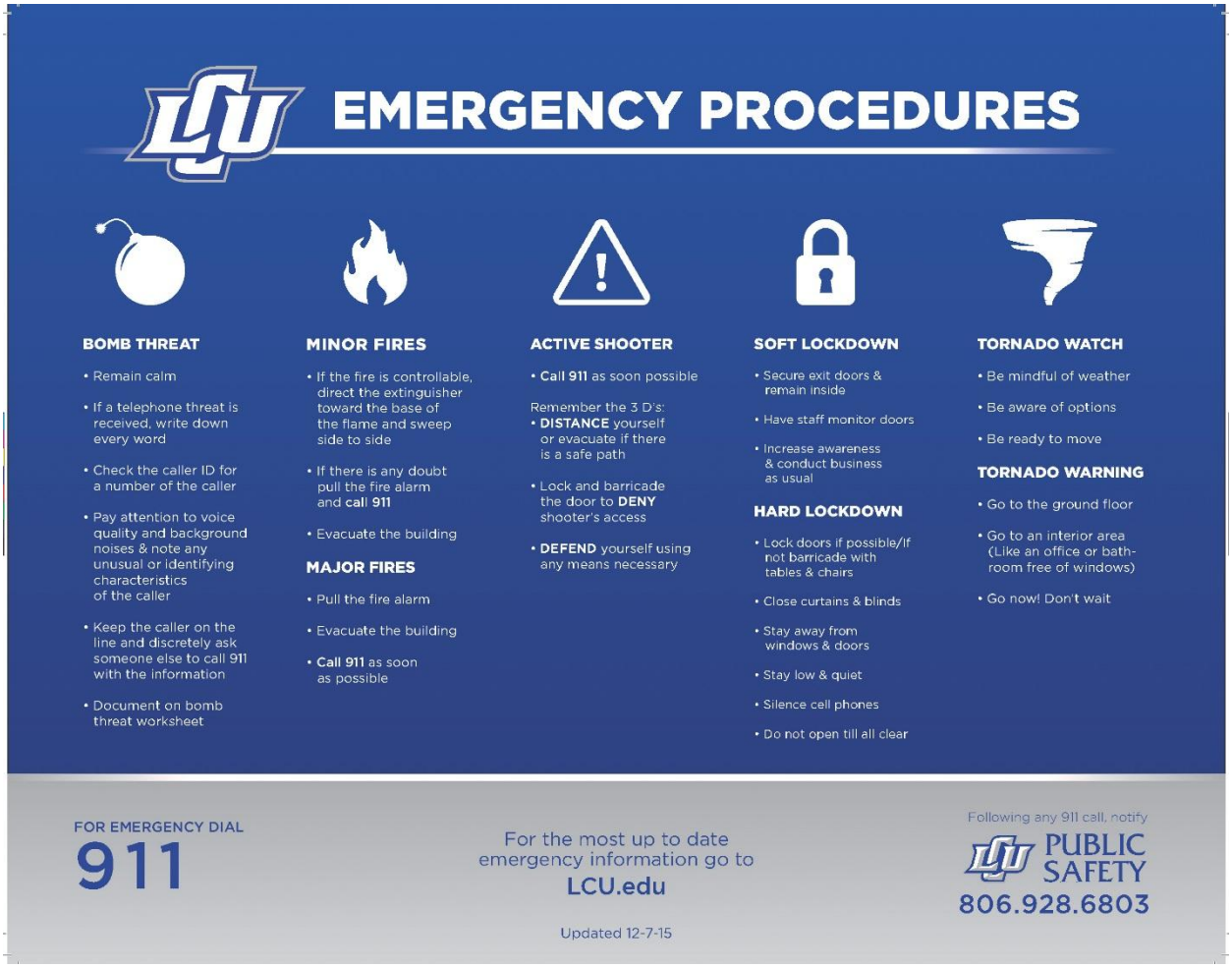
CSON Office Area



LCU Auditorium

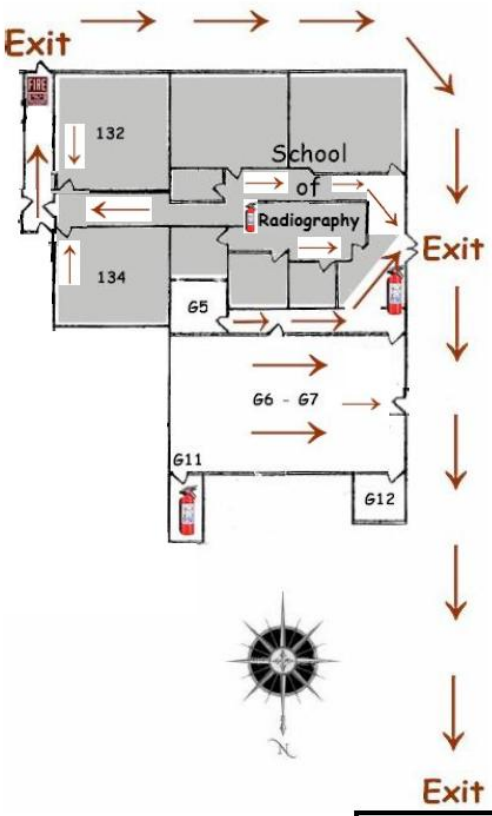


LCU Emergency Procedures



School of Radiography

Fire Escape Routes



Fire Plan

DO NOT PANIC when you find a fire!

Small Fires

Distinguish immediately by smothering if suitable materials are available

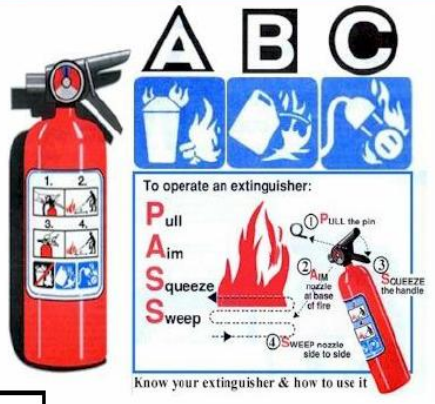
Large Fires

Rescue/remove anyone in area of fire if possible
Alarm - Pull alarm nearest fire / Notify administrative staff
Confine - CLOSE ALL DOORS to contain smoke/fire
Extinguish fire if possible / Evacuate building

Extinguishers

RIGHT TYPE
A - ordinary combustibles (wood, paper, cloth)
B - flammable liquids (grease, paint, oil)
C - electrical equipment (NEVER USE WATER on electrical!)

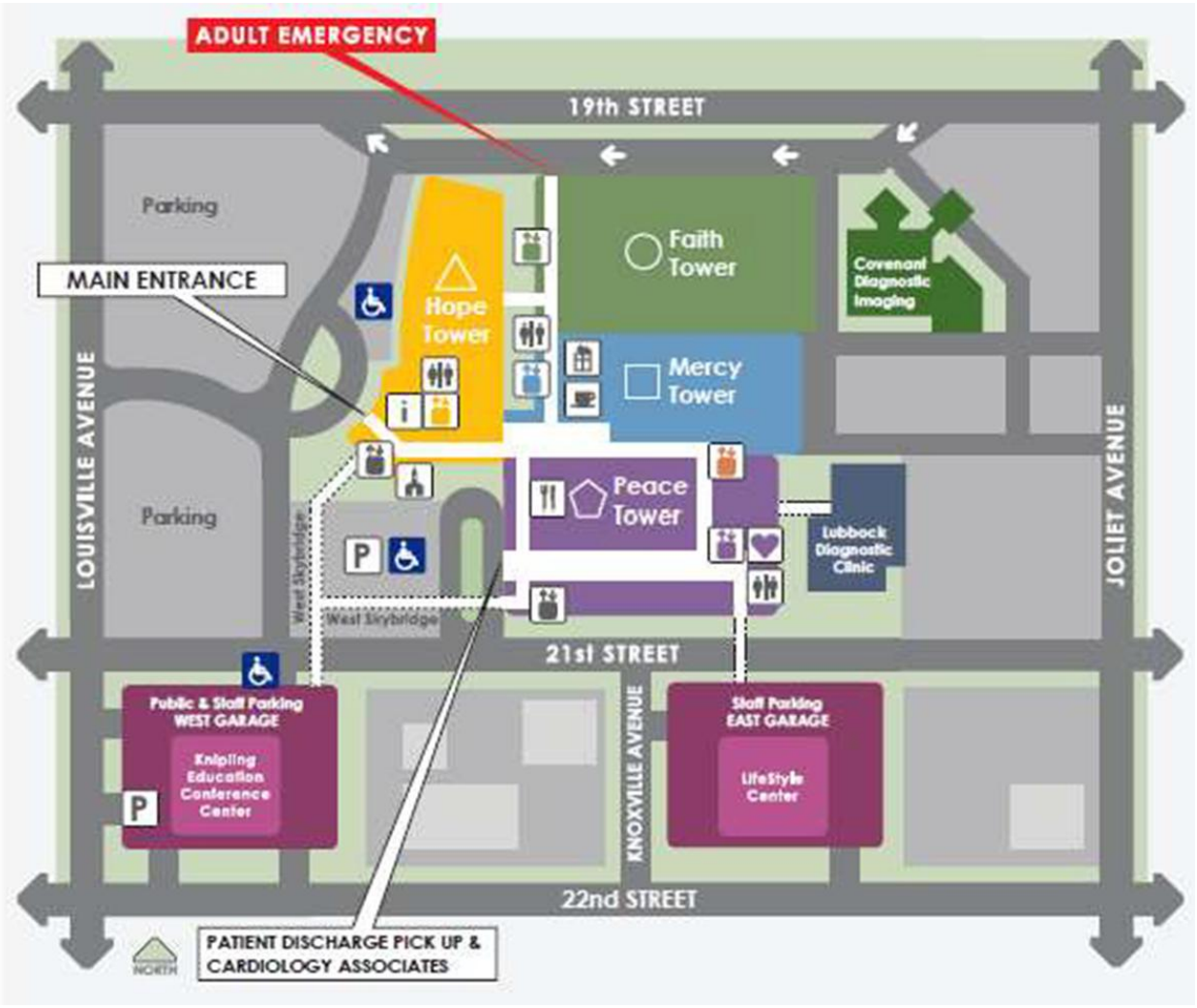
RIGHT WAY
Pull pin on extinguisher
Aim nozzle at base - (STAY AT LEAST 6 FEET AWAY!)
Squeeze handle
Sweep the spray side to side at base of fire



Revised June 2018

In case of emergency call 911.

Covenant Medical Center Map



Covenant Children's Hospital Map

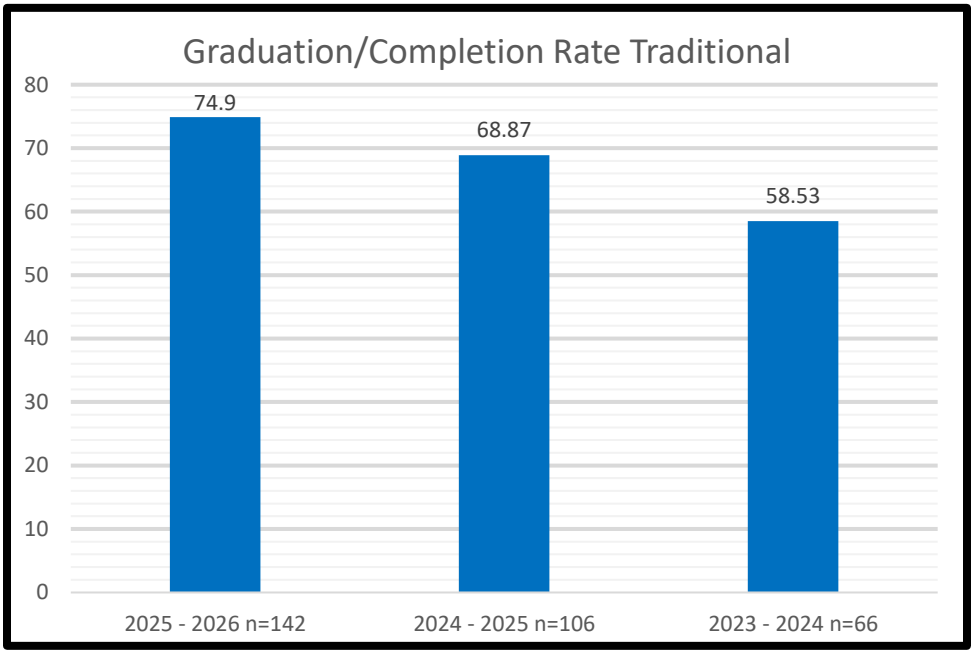


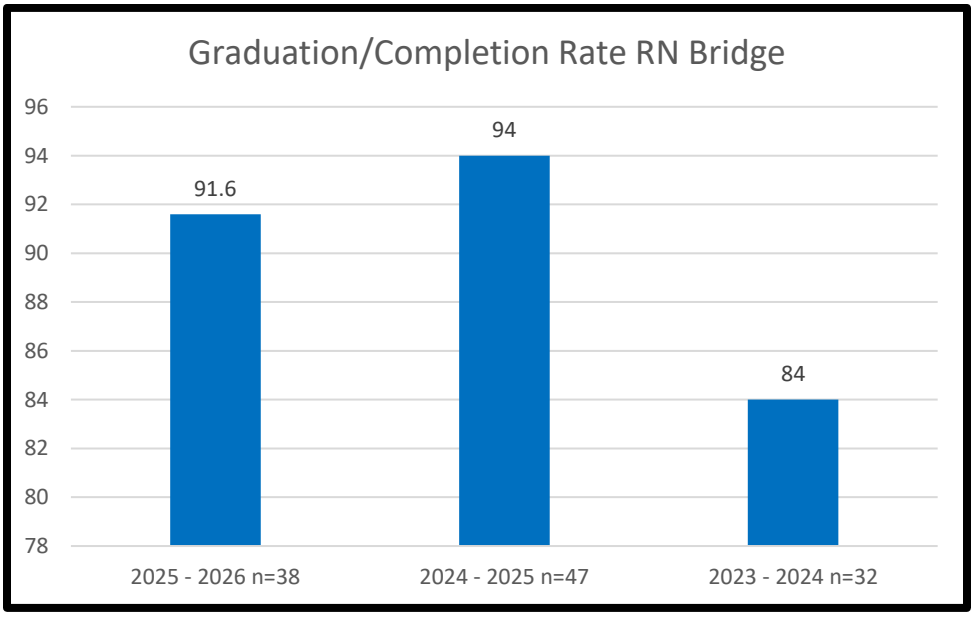
Section 7: Student Outcomes

School of Nursing

Graduation/Completion Rate

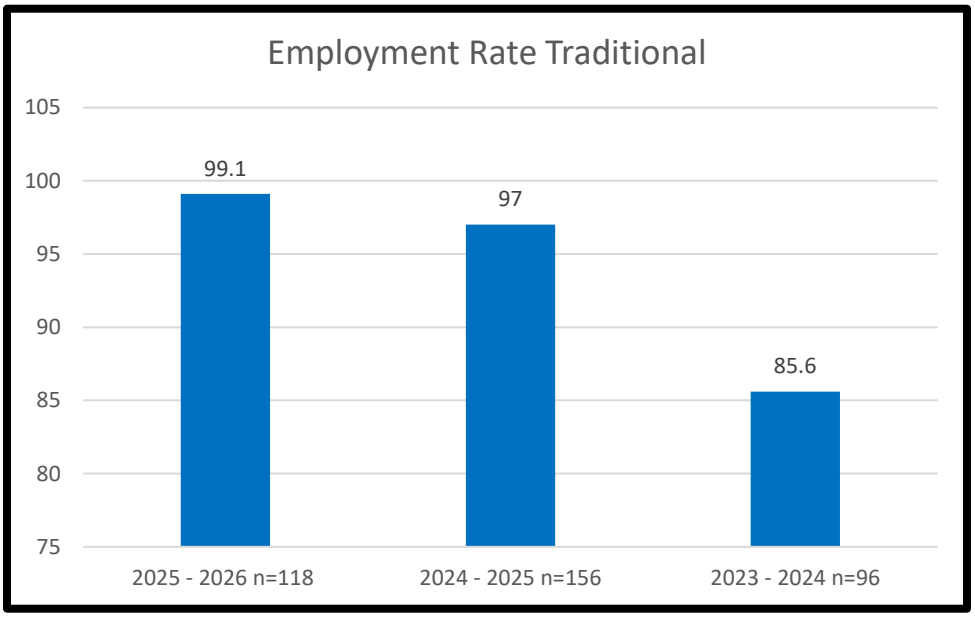
Program graduation rate is defined as the number of students who complete the program within 100% of the stated program length.

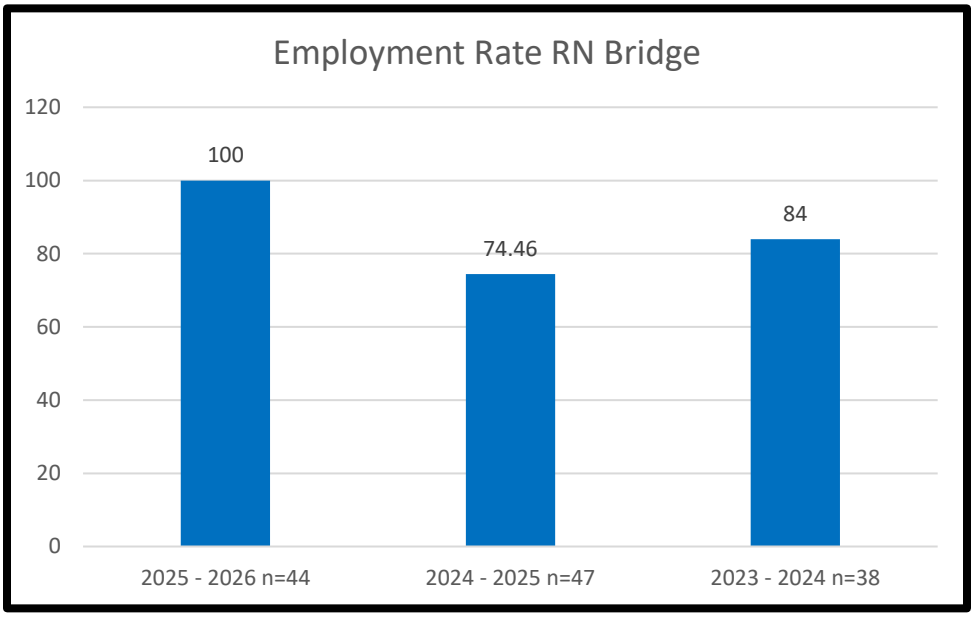




Placement in Employment
Graduates from Covenant School of Nursing work in various areas in the Healthcare industry. Our students work in one of the following areas: Acute Care, Long Term Care or in the Community. Acute care can include some of the following areas: ED, Pedi, Med- Surg, ICU, Mom Baby, etc. Long Term Care (LTAC) refers to hospital-based care that requires long term care past acute care regulations. Community Facilities may include some of the following areas: Clinics, Home Health Agencies or Nursing Facilities, etc.

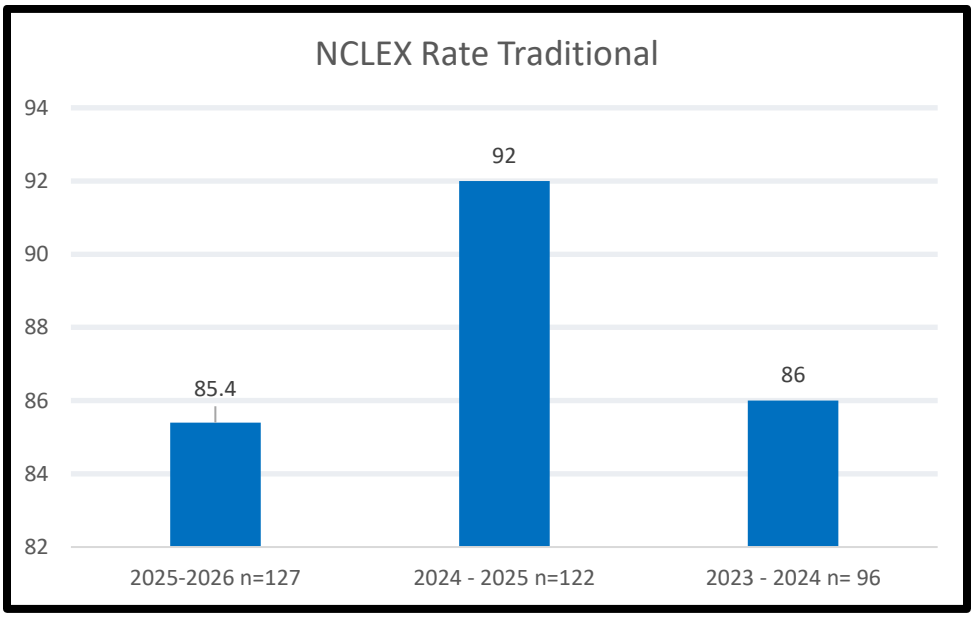
Job Placement Rates

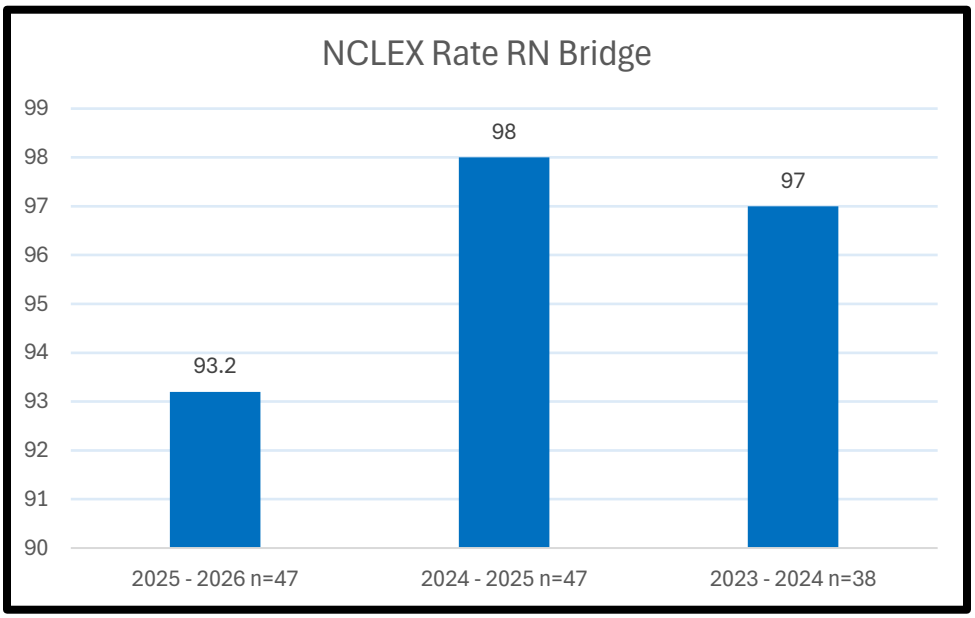




Credentialing Exam Passing Rates

First Time Test Taker Passing Rates per Academic Year





School of Radiography

Job Placement Rate

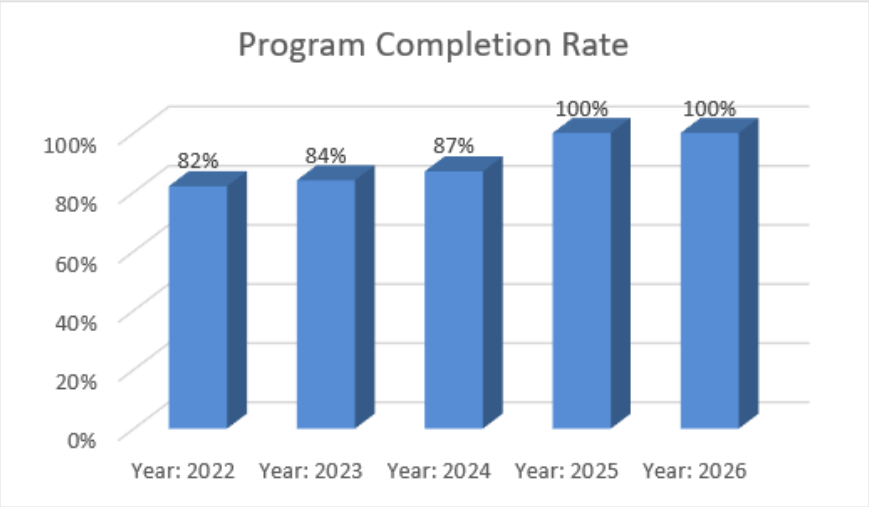
Job Placement: The number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences within twelve months of graduating. The five-year average benchmark established by the JRCERT is 75%.



Year	Percent job placement	Number of students
2021	100%	14 of 14 graduates completed graduate F/U questionnaire or were contacted. • 13 full-time • 1 part-time (not looking for full-time) • 0 unemployed
2022	100%	14 of 14 graduates completed graduate F/U questionnaire or were contacted. • 13 full-time • 1 unwilling to accept salary or hours (was employed full-time just prior to questionnaire) • 0 unemployed
2023	100%	16 of 16 graduates completed graduate F/U questionnaire or were contacted. • 16 full-time • 0 part-time
2024	100%	13 of 13 graduates completed graduate F/U questionnaire or were contacted. • 10 full-time • 3 part-time • 0 unemployed
2025	100%	14 of 14 graduates completed graduate F/U questionnaire or were contacted. (13 counted in cohort due to one continuing their education) • 13 full-time • 0 part-time • 1 unemployed (continued education)
5-year average	**100%**	**70 of 70 students found jobs in radiologic sciences**

Program completion rate

Program Completion: The number of students who complete the program within the stated program length. The annual benchmark established by the program is 75%.

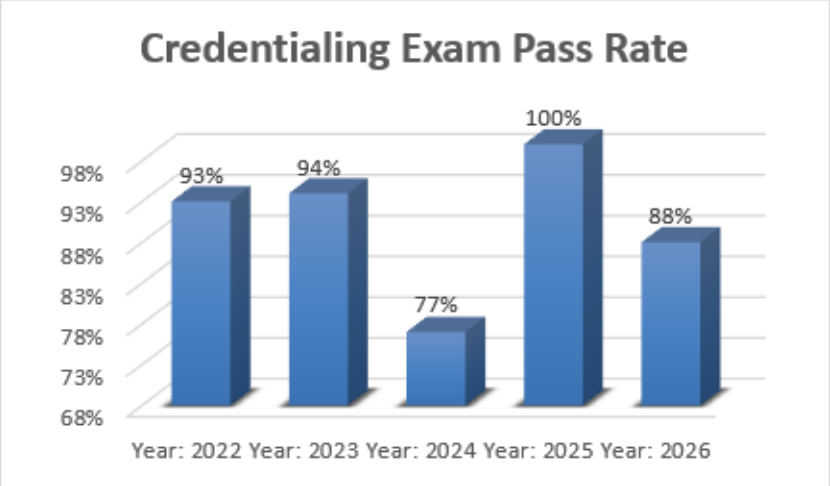


Year	Percent of students who completed program	Number of students
2022	82%	17 began,14 graduated • 1 withdrew to accept a job (not included in cohort) • 3 dismissed for grades
2023	84%	19 began, 16 graduated • 3 dismissed for grades
2024	87%	15 counted in cohort (17 began); 13 graduated • 1 withdrew for family health reasons (not included in cohort) • 1 withdrew to accept a job (not included in cohort) • 2 dismissed for grades
2025	100%	14 counted in cohort (16 began); 14 graduated • 1 withdrew for personal reasons • 1 withdrew for family reasons
2026	100%	17 began; 17 graduated
5-year average	**91%**	**74 of 82 graduated the program**

Revised May 2026

Five- year average credentialing examination

Credentialing Examination: The number of students who pass, on the first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination, or an unrestricted state licensing examination, compared with the number of graduates who take the examination within six months of graduation. The five-year average benchmark established by the JRCERT is 75%.



Credentialing Examination Pass Rate		
Year	**Percent passing on 1st attempt within 6 months**	**Number of students**
2022	93%	13 of 14 students passed on 1st attempt
2023	94%	15 of 16 students passed on 1st attempt
2024	77%	10 of 13 students passed on 1st attempt
2025	100%	14 of 14 students passed on 1st attempt
2026	88%	15 of 17 students passed on 1st attempt
5-year average	**90.5%**	of students passed on 1st attempt

Five- year average credentialing examination

- **(ARRT exam) pass rate – Students taking exam within 6 months of graduation**

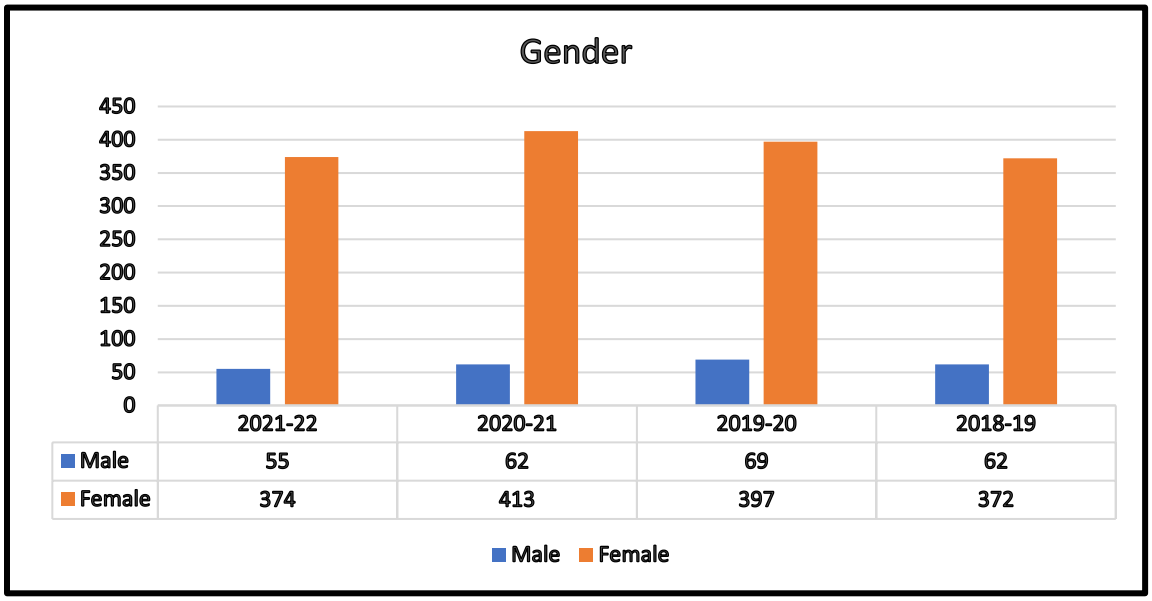
Year	Taking Exam	# Passing Exam
2022	14	13
2023	16	15
2024	13	10
2025	14	14
2026	17	15
	74	**67**

Raw Data Calculation: 67/74 = 90.5%

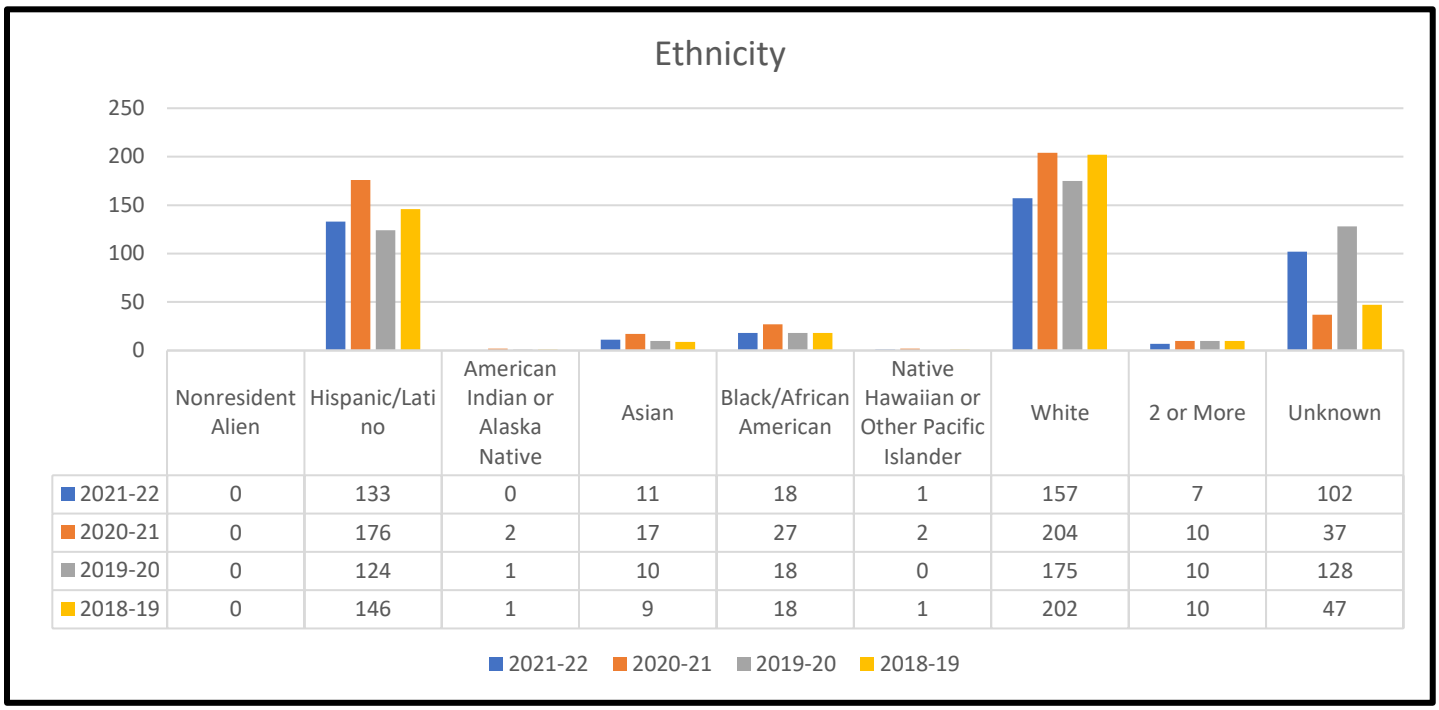
School Body Diversity

School Body Diversity for Covenant School of Nursing and Allied Health full time programs which consist of School of Nursing and School of Radiography.

Gender

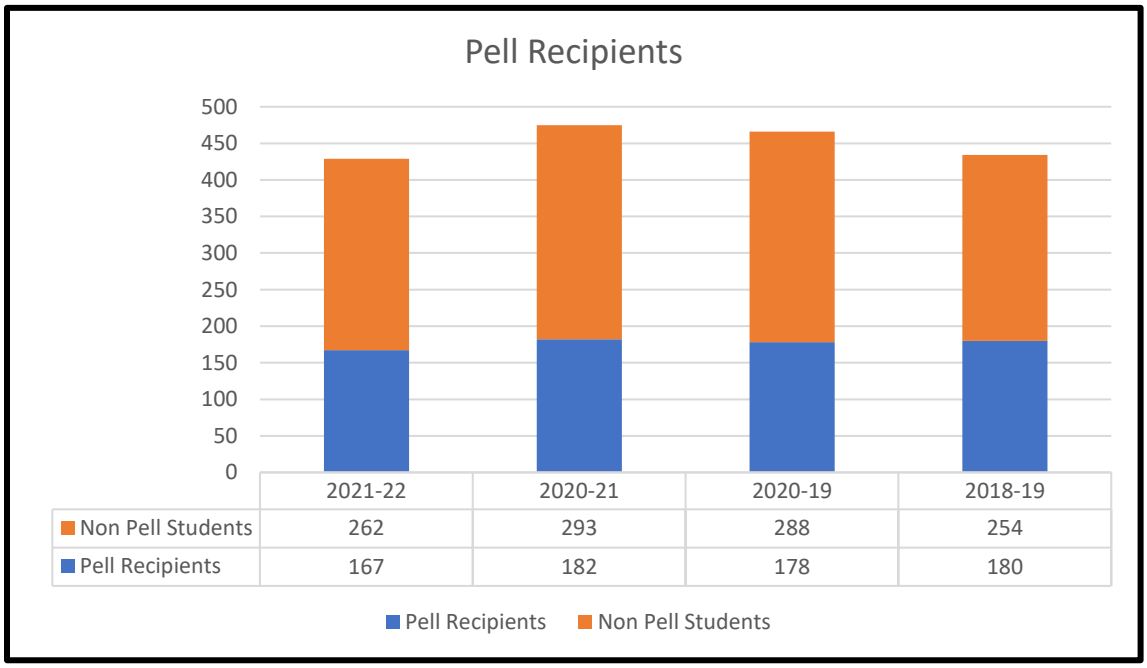


Ethnicity



	Nonresident Alien	Hispanic/Latino	American Indian or Alaska Native	Asian	Black/African American	Native Hawaiian or Other Pacific Islander	White	2 or More	Unknown
2021-22	0	133	0	11	18	1	157	7	102
2020-21	0	176	2	17	27	2	204	10	37
2019-20	0	124	1	10	18	0	175	10	128
2018-19	0	146	1	9	18	1	202	10	47

Federal Pell Recipient Data:



	2021-22	2020-21	2020-19	2018-19
Non Pell Students	262	293	288	254
Pell Recipients	167	182	178	180

Section 8: Disclosure Requirements Relating to Educational Loans

State Grant Assistance

Covenant School of Nursing and Allied Health are not eligible for state grant assistance.

Student Loan Information Published by Department of Education

To obtain copies of publications please contact the education publications center at https://studentaid.ed.gov/sa/resources

National Student Loan Data System

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program and other Department of Education programs. NSLDS Student Access provides a centralized integrated view of Title IV, HEA loans and grants so that recipients of Title IV funds can access and inquire about their funds. The website is located at https://nsldsfap.ed.gov/nslds_SA/

Entrance Counseling for Student Borrowers

Entrance Counseling and the MPN can be accessed at https://studentaid.gov/

Exit Counseling for Student Borrowers

When a student ceases enrollment, CSNAH Financial Aid Officer will direct the student to the following link (https://studentaid.gov/) to complete the exit counseling process. A copy of the confirmation of completion must be given to the Financial Aid Officer prior to leaving.

Private Education Loan Disclosures

(Including Self-Certification Form)

Pursuant to Section 155 of the Higher Education Act of 1965, as amended, (HEA) and to satisfy the requirements of Section 128(e)(3) of the Truth in Lending Act, a lender must obtain a self-certification signed by the applicant before disbursing a private education loan. The school is required on request to provide this form or the required information only for students admitted or enrolled at the school. Throughout this Applicant Self-Certification, "you" and "your" refer to the applicant who is applying for the loan. The applicant and the student may be the same person. http://ifap.ed.gov/dpcletters/attachments/GEN1001A-AppSelfCert.pdf

Code of Conduct for Education Loans

To comply with the 2008 Higher Education Opportunity Act, CSNAH adopts the following Code of Conduct to provide guidance to our employees in ensuring the integrity of the student aid process and in ensuring ethical conduct of our employees in regard to student loan practices. Our officers, employees, trustees and agents, including the alumni association and other organizations associated with CSNAH, agree to the provisions of this Code of Conduct and will refrain from:

1. Accepting philanthropic contributions from a lender, lender servicer, or guarantor that are related to the educational loans provided by the entity that is making the contribution.

2. Serving on or otherwise participating as a member of an advisory council for a lender, lender affiliate, or lender servicer unless one would recuse themselves from decisions regarding private loans.

3. Accepting from a lender or its affiliate any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide education loan-related services to or on behalf of the lender.

In addition, Student Financial Services staff will refrain from:

4. Accepting fees or other benefits in exchange for endorsing a lender or the lender's loan products.

5. Requesting or accepting an offer of funds for private education loans from a lender, in exchange for our promise to provide the lender with placement on a preferred lender list, or a certain number of volume of private education loans.

6. Refusing to certify or delaying the certification of an education loan based on a borrower's choice of lender.

7. Assigning a first-time borrower to a particular private education loan lender through the student's financial aid award or another means.

8. Packaging a private education loan in a student's financial aid award, except when the student is ineligible for other financial aid, has exhausted his or her federal student aid eligibility, has not filed a Free Application for Federal Student Aid, or refuses to apply for a federal student loan.

9. Accepting impermissible gifts, goods, or services from a lender, lender servicer, or guarantor. The institution may accept default prevention, financial literacy, or student aid-related educational services or materials, or other items of a nominal value.

10. Receiving anything of value other than reimbursement of reasonable expenses while serving on an advisory board, commission, or group established by a lender or group of lenders.

CSNAH is committed to providing the information and resources necessary to help every student achieve educational success. To accomplish this goal the financial aid staff will consider each student's individual needs.

Preferred Lender Lists

CSNAH currently prefers Ascent and College Ave. as our preferred lender because they will submit loan checks directly to the school and student. This ensures that tuition and fees will be paid. Other lenders that will accommodate this requirement will also be considered.

Preferred Lender Arrangements

CSNAH does not have any arrangements with lenders for private lender loans or for Title IV, HEA loans.