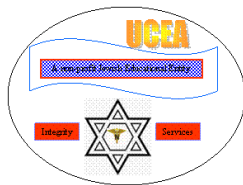


# **University Central**

## **of Ashdod**

**A Non-for-Profit Jewish Higher Learning University  
City de David, Republic of Panama**



**Excellence Education is our priority  
Undergraduate and Graduate School of Nursing  
and  
Liberal Arts Divisions**

**Volume X. 2010-2011**

**<http://www.UCEA.edu.pa>**

**Email: [Info@ucea.edu.pa](mailto:Info@ucea.edu.pa)**

**University Central of Ashdod reserves the right to  
make changes to this catalog without notice.  
Changes will be available online.**

**UCEA accepts all qualified candidates for admission  
without regard to race, sex, religion, creed, color,  
national or ethnic origin, age or physical handicap.**

## FOREWORD

This is the University Central of Ashdod ( UCEA) Catalog Volume X, effective January 1st, 2010.

Volume X presents the sum of those administrative, clinical and academic guidelines, regulations and procedures for our graduate and undergraduate programs at the School of Nursing that are needed for the efficient and effective operation of UCEA and for achievement of the quality of education to which this entity has pledged its academic, librarian and administrative resources.

The Catalog is available online at <http://www.UCEA-online.net> and [www.ucea.edu.pa](http://www.ucea.edu.pa) and our institution prior to start of every semester.

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## I. GOVERNING BODY

University Central of Ashdod, (UCEA) Governing Body consists of five members and meets at least once a year. Our institution nursing facility is located in Calle 3rd, Edificio Dona Nereida, City of David (Ciudad de David), República Panamá. The telephone number is: (50-76) 678-0642. We are financial sponsored by the UCEA Educational Foundation. It is located in 917 West Washington Boulevard, Chicago, Illinois. 60607. United States. Email address is: [admin@ucea.org.il](mailto:admin@ucea.org.il) and website: [www.ucea.org.il](http://www.ucea.org.il). This is a faith-based, private, non-for-profit educational foundation.

## II. GOVERNMENT APPROVAL AND ACCREDITATION

University Central of Ashdod (UCEA) is an autonomous independent higher learning institution. It was chartered under the United States Panama Canal Authority in 1999. UCEA was approved by the Panamanian Government when the United States Government transferred the Panama Canal Panama to the Panamanian Government.

University Central of Ashdod is accredited by The Council of Evaluation and Accreditation of Panamenian Universities “*Consejo Nacional de Evaluacion y Acreditacion Universitaria de Panama (CONEAUPA)*” and the Minister of Education (MEDUCA) to award bacclaurate, master and doctorate degrees. The UCEA and University of Panama have signed an articulation agreement to share faculty, resources and clinical rotations to help the people of Panama. We are a member accredited by the International Commission on Higher Education <http://www.icohe.org.uk> and we follow the Council for Higher Education Law of 1958 from the Jewish State of Israel and we are licensed as a religious instituon by State of Illinois Department of Education.

## III. MISSION STATEMENT

UCEA educates and challenges students to develop intellectually and ethically, to seek wisdom and justice, and to prepare for the rigors of living and working as citizens aware of their global responsibilities.

We promote Judaism to our students and their communities.

We embrace education and empower our students to become nurses, medical providers and other allied health professionals.

At University Central of Ashdod, we:  
are student focused,  
conduct all aspects of our business with integrity,  
are committed to life-long learning and  
believe in the values of continuous education, treat all students with respect,  
are committed to quality performance and continuous improvement,  
are active in the local community.  
all our courses are taught in English  
are government approved as a higher learning educational institution.

As a non-for-profit entity, small enough to be concerned with individual student progress, we promote critical thinking skills by challenging the minds of the students. Students learn in the classroom, clinical rotatons. It also get exposure to hybrid instructions and lab demonstrations, study skills, practice assignments, and academic support.

We measure academic performance by evaluating educational objectives. The students work under the supervision of qualified faculty and receive personal attention. We provide general education courses and upper level liberal courses on-line. Classes are limited in size to 10 students per lecture session. Support services is available and provided in the late afternoon and/or evening sessions. We required direct supervised clinical rotations in government approved facilities and overseas.

#### **IV. ADVISORY BOARD**

University Central of Ashdod has an active Advisory Board comprised of qualified individuals who are part of the Israeli, Panamenian and International Community Members. The functions of the Advisory Board are:

Review the established curriculum of each program and comment as to its educational objectives, content, length, and adequacy of facilities and equipment,  
Review and comment on each new program, including the appropriateness of curriculum objectives, content, length, etc., and,  
Review and comment on student completion and placement.

#### **V. HISTORY OF THE SCHOOL**

The institution founders were Jewish Educators. They passed away as victims of cancer, but they left a legacy of integrity and knowledge for future professionals.

The main idea behind the creation the institution was to offer the student an avenue of learning throughtout with which they could earn a career in Jedaism environment. By learning a career, it would allow them to enhance their lives by teaching them markeatable skills and preparing them in the search process for an adequate job to suit their goals. The institution's academic website is <http://www.UCEA,edu.pa>.

#### **VI. CAMPUS FACILITIES**

The campus is located on the Calle 3rd, Edificio Dona Nereida, City of de David, República Panamá. It offers a classroom with high speed Internet, a multimedia computers and audiovisual equipment for orientations, presentations, and tutorial services and nursing labs. The facility includes a study room with a computer with high speed Internet and a library with collection of books to support the Judaism and nursing program.

Our facility is open from Sunday through Thursday. We are closed on Friday and Saturday due to our Jewish traditions.

#### **VII. PARKING**

Due to the adult learner evening population that we serve, the institutionl will be open from 9:00AM-9:00 PM, Sunday through Thursday. Parking is available in the parking lot surrounding the building.

#### **VIII. HANDICAPPED ACCESSIBILITY**

Handicapped facilities include access to classrooms, break areas, restroom facilities, and parking.

#### **IX. ACADEMIC ADMINISTRATION**

##### **ENTRANCE REQUIREMENTS**

##### **General**

UCEA is open to all individuals above the of age of 18 who possess the sincere desire to be educated and trained for career opportunities in the Nursing field. All classes are offered in the English language with English textbooks and a SAT or TABE and TEAS is required for proof of Language / English Skills competency and Mathematics for incoming freshmen. We offer undergraduate and graduate degrees. A telephone interview with an admissions representative is required before enrollment. The interview process is to evaluate the student's ability to successfully complete the requirements of the program in which they are seeking enrollment.

The following items must be completed at the time of application for international Allied Health and Nursing enrollment:

- A. Complete the Enrollment Application Form and pay the required enrollment fee stated in the application
- B. High School diploma or equivalent
- C. SAT score or TABE score for incoming freshmen
- D. Take the TEAS exam

Test of Essential Academic Skills (TEAS) for incoming freshmen or transfer students

Students interested in enrolling in the nursing program shall take the Test of Essential Academic Skills (TEAS). The TEAS compares the critical reading ability against the mastery required for success in Nursing Programs. The TEAS evaluates knowledge of basic mathematics necessary for

academic courses and clinical practice, determines the speed of reading, and identifies those study skills and learning styles most effective to the student.

- E. Acceptance of the school's anti-drug and alcohol abuse policy
- F. Sign The Enrollment Application with the disclaimer statement  
Various disclosure forms (Emergency contact and Reference forms)
- G. The student is responsible to read the catalog and it is available online in our website
- H. Transfer students are required to submit transcript from prior academic institutions
- I. Graduate admissions require a Bachelor of Science in Nursing and Professional license such as RN

#### Acceptance by School

Once the completed Enrollment Agreement and the required items mentioned above have been completed, the applicant will be informed of their acceptance / denial. If the school does not accept an applicant, all fees paid by the applicant to the school will be refunded within 30 days. Refer to the page which covers the Cancellation and Refund Policy for more detailed information. For those students who are denied entry, termination records will remain on file for at least one year.

#### Personal Interview

The school requires a phone interview with each applicant prior to acceptance into any program. The personal interview is conducted in English, and it allows the school representative the opportunity to talk to the prospective students and learn their academic interests.

Non-Panamanian applicants for admission presenting a Non U.S. High School diploma and/or transcript, they must have it translated into English by an approved English Translation agency and evaluated for equivalency to a U.S. high school diploma.

## **X. ADMISSIONS AND ENTRANCE TEST REQUIREMENTS**

Admissions Procedures for Prospective Students:UCEA is open to all individuals above the of age of 18 who possess the sincere desire to be educated and trained for career opportunities in Allied Health and Nursing under a Judaism environment. All classes are offered in the English language . The student must meet the admission requirements for computation and reading skills on the test. The passing score for the TEAS and ;phone interview with an admissions representative is required before enrollment. The interview is to evaluate the student's ability to successfully complete the requirements of the program in which they are seeking enrollment.The following items must be required at the time of application for enrollment:

- A. Enrollment Application
- B. A G.P.A. 3.0 in the 4.0 Scale
- C. TEAS
  - a. Minimum Score 540. (207 on computerized version and 76 on the Internet based version the TOEFL) examination.
- D. Applicants may be admitted provided they are high school graduates and experience in the medical field.
- E. Acceptance of the school's anti-drug and alcohol abuse policy.
- F. The Enrollment Application and Disclaimer
  - a. Note: Although our classroom lectures, instruction materials, textbooks and exams are in the English language, some of the US Boards of Nursing may request additional language testing requirement to sit for the NCLEX-RN or other nursing national advanced practitioner boards. The acceptance to the Boards and Nursing organizations are limited and we can not guarantee.

UCEA is in compliance with Family Educational Rights and Privacy Act of 1974 (**FERPA**) (PL 90-247). Complete information regarding this act may be found in the Student Handbook and a summary of the University's compliance appears in the schedule of classes published each term and/or semester.

#### ENROLLMENT PROCEDURE

Applicants are encouraged to apply for admission as soon as they decide on a career. To apply, an applicant may contact the Admissions office by sending an email message. For additional information, you may request information at:

University Central of Ashdod Admissions Office

Email: [Info@UCEA-online.net](mailto:Info@UCEA-online.net)



## ENROLLMENT CONDITIONS

Our priority is to protect the consumer by providing ethics and safety standards to our students. Lectures, classroom textbooks, supervised clinical rotations, class presentations, exams, chat rooms discussions, blogs and bulletin boards are offered in English only. The student needs to abide to the **code of ethics stated** in the University catalog. We reserve the right to revise the catalog at any time.

UCEA is an autonomous higher learning academic institution; therefore, neither the **UCEA is part nor is accredited by any agency approved by the United States Department of Education (DOE)**. We are a **non—for-profit university with approval form the Republic of Panama government including the Minister of Education and we comply with the July 5<sup>th</sup>, 2010 decreto to be part of the CONEAU PA (Consejo Nacional de Evaluacion y Acreditacion Universitaria de Panama) to teach our curriculum**. We are not binding upon any agency, institution, licensing board organization or U.S. Department of Education. Our programs **have Limited Acceptance** by some U.S. Boards of Nursing and nursing accredited organizations. The student needs to verify acceptability to the Board of Nursing and other nursing professional organizations prior to apply to our institution.

Verification of criminal background (US Level I and Level II )is required before and during the enrollment period. Law Enforcement Agencies, Clinical facilities and Nursing Boards will verify criminal background before they extend a clinical offer and/or seat for the NCLEX-RN. Illegal substances users are not accepted into the program(s) All Lecture courses are hybrid. The online component is by email or other digital communication vehicles. Forums and chats are part of the curriculum.

The institution is governed by the laws of the Jewish State of Israel and Republic of Panama.

Supervised Nursing Clinical Rotations are assigned by the institution based on availability in the clinics, hospitals or medical facilities approved by the Panamenian Minister of Public Health. The student is responsible for the own travel, lodging, and meals. The student needs to acquire a liability insurance prior to start in the clinical facilities and orientations. The clinical assignments may be any shifts or day of the week.

Tuition may be paid by monthly installments with prior approved by the Bursar's office. Check or money order and cash is acceptable for payments. Books, uniforms, clinical rotations expenses and other related costs are responsible by the student.

A student may be asked to become a patient for demonstrations on nursing assessments, including, nursing intervention procedures, gynecological studies and obstetric examination procedures. Professional and ethics are required at all time. Furthermore, the instructor or facilitator may ask the student to act as a patient for class demonstrations in the lab skills class. The student is responsible of completing the supervised clinical rotations.

## XI. STUDENT SERVICES: FINANCIAL AID

University Central of Ashdod **does not** participate in the United States Department of Education's Federal Student Assistance programs. We offer a payment plan during the student enrollment period with zero annual percednt rate..

## XII. BURSAR'S OFFICE

The Bursar's Office is the business office. It keeps track of the student's account. The office is open to students during the hours posted on campus and provides online services such as account balance and payment plan information. Students are encouraged to call, email, or visit the office if they have any questions or need assistance regarding their accounts. No refund on tuition payment after the drop / add period.

UCEA will assist students in developing financial plans to pay for their education through a combination of student / family contributions and finance plans with zero annual interest. We provide scholarships and grants with the generosity of the UCEA Educational Foundation.

### **XIII. REGISTRAR'S OFFICE**

#### **CREDIT FOR PREVIOUS TRAINING**

Students with previous post-secondary training from an accredited school (including classes taken previously at any University Central of Ashdod) may be eligible to receive credit for that training provided the following requirements are met: Only a maximum of 25% of the program credits for previous training or education is accepted and it is accepted at the discretion of the Nurse Director and/or Dean.. There is no guarantee of credit acceptance for previous training from one institution to another. No work experience is accepted for academic credits.

### **IXV. TRANSFER OF COURSE WORK**

Course work taken at University Central of Ashdod is not transferable to another institution. No representation is made whatsoever concerning the transferability of UCEA credits to any other institution. We offer terminal degrees.

### **XV. GRADING SYSTEM**

Written examinations are given periodically, and at the completion of each course a comprehensive final exam is given. Lab exams cover both subject matter and skills evaluation. Course grades are maintained in the school's computer system and are filed in the student's academic file in the Registrar's office. The minimum grade point average is 2.0 on the scale of 4.0. or a 70% passing score must be attained by the student in order to meet course requirements

Students receive letter grades at the end of each grading period (course) utilizing the official letter grading scale. Grades are based on assignments, exams, tests, and manipulative performance examinations given with each unit of learning. The school will use the percentage grading scale for each letter grade and have it published in the catalog except where noted by program.

At the end of each evaluation period, the student's cumulative grade point average will be determined. At this time, academic records will be made available or furnished to the student.

The official letter grading scale is as follows:

| Letter | %                            | Description                                                            | GPA  |
|--------|------------------------------|------------------------------------------------------------------------|------|
| A      | 90-100                       | Exceptional Performance                                                | 4.00 |
| B      | 80-89                        | Highly Acceptable                                                      | 3.00 |
| C      | 70-79                        | Satisfactory Performance                                               | 2.00 |
| D      | 60-69                        | Unacceptable, student must repeat course (if in Major or prerequisite) | 1.00 |
| F*     | 59-0                         | Failure                                                                | 0.00 |
| P      | N/E                          | Passing                                                                | 0.00 |
| U      | N/U                          | Unsatisfied                                                            | 0.00 |
| T      | Transfer Credit              |                                                                        | N/E  |
| R      | Repeated Course              |                                                                        | N/E  |
| L      | Leave of Absence             |                                                                        | N/E  |
| I      | Incomplete (temporary grade) |                                                                        | NB   |
|        |                              |                                                                        |      |

KEY:

N/E = No effect on grade point average

= \* This course does not count toward graduation and must be repeated for credit

" = A grade must be assigned"

## XVI. SATISFACTORY ACADEMIC PROGRESS POLICY

To be making satisfactory academic progress, a student must maintain a cumulative grade point average (CGPA) of at least 2.0 on the scale of 4.0 or a 70% (C) passing score; otherwise, the student will be placed on probation. The credit hours attempted cannot exceed one and one-half times (1.5) the credit hours required to complete a credit hour program. For determining satisfactory academic progress, each program is broken down into grading periods. A grading period may be a course / mini-semester (two months period). At the end of each grading period the student's CGPA will be determined.

### Probation

- A. Student whose cumulative grade point average (CGPA) is less than 2.0 or less than 70% (C) at the end of a grading period is placed on academic probation for a period not to exceed two grading periods.

If, at the end of the first probationary grading period:

- The student's grading period grade point average and CGPA are both less than 2.0, the student is terminated.
- The student's grading period grade point average is greater than 2.0 and the CGPA is still less than 2.0, the student remains on probation for one additional grading period. A student whose CGPA has not been raised to at least 2.0 by the end of this additional probationary grading period, the student is terminated.
- The CGPA has been raised to at least 2.0, the student is removed from academic probation.

### Incompletes

An incomplete will have no effect on the CGPA, but will count toward attempted credits.

Incomplete marks will be given at the discretion of the faculty member. The student has to have completed at least 50% of the course work load to qualify.

### Repetitions

- A. Students will be allowed to repeat a failed course (letter grade of F) once. Only the higher grade will be used in calculating the cumulative grade point average.

To be maintaining satisfactory academic progress, credit hours attempted cannot exceed 1.5 times the credit hours the program requires for graduation.

### EXAMPLE

| Program Credit<br>Hours Required | Program Credit<br>Hours Attended |
|----------------------------------|----------------------------------|
| 31.5                             | 47.25                            |
| 33.5                             | 50.25                            |
| 51.0                             | 76.50                            |

### Withdrawals

A student who withdraws other than at the end of a grading period will receive a grade of "W" which is not calculated in his/her CGPA. The credits will count towards attempted credits. If the student returns to school, all course work graded "W" must be repeated.

### Appeal Process

A student may appeal the determination of unsatisfactory academic progress based upon extenuating circumstances. The appeal should be submitted, in writing, to the Campus Director. In such cases, the Director may determine that the student is making satisfactory academic progress towards a diploma despite the failure to conform to the standards of satisfactory academic progress. A student who has his / her appeal accepted will continue to be on probation.

### Grievance Policy

Students are encouraged to voice their grievance with the School Director and administrators by means of the Institution's Grievance Policy.

## **XVII. ATTENDANCE POLICY**

For purposes of this policy, days missed does not include days absent during an approved leave of absence. While on attendance probation, a student may not exceed more than 15% of the scheduled class days of the grading period. If a student exceeds the 17% level for the grading period, the student will be withdrawn from the program on the day they exceed the 17% level.

Additionally, a student who misses 10 consecutive scheduled on-line class days and does not return on the 11th day, he/she will be terminated from the program whether the student is on attendance probation or not.

If the student returns on the 11th day, the student's attendance record will be reviewed at the end of the grading period for appropriate action in accordance with this policy.

Students are allowed to appeal an unsatisfactory attendance withdrawal because of extenuating circumstances. A student must make the appeal under the guidelines published in the school catalog (refer to Page 8).

Students may request a Leave of Absence (LOA) during the drop/add period each term.

### **Drop/Add Period**

Students may change classes from the available term schedule during the first week of class without any penalty.

### **General**

Due to the nature and scope of the training, the school does not differentiate between excused and unexcused absences in computing the maximum number of allowable absences.

### **Make-Up Work**

Due to the nature of the on-line training offered, theory classes and quizzes missed as a result of an absence cannot be made up except under the permission of the Instructor or/and School Director. The student may request the make-up work (quizzes, tests, exams and projects) within a week of his/her absences.

All students must maintain satisfactory attendance and are required to be punctual at the time of the online chat and/or virtual office hours. To maintain satisfactory attendance a student must attend at least 82% of the scheduled class hours of a grading period. Attendance records will document all time missed due to absence, tardy arrival, and leaving an online chat and/or virtual office hours early.

### **Tests**

A student who is not present on the day of a scheduled test must request an opportunity to take an alternative test within five days after the student returns from an absence. Failure to make up a test in five class days of returning to school will result in an automatic zero score.

Each student's attendance record will be reviewed at the end of each grading period. A student may not miss more than 15% of the scheduled class days in a grading period. At the end of any grading period, if a student has missed more than 15% of the grading period, the student will be placed on attendance probation beginning the next grading period. If the student does not exceed the 15% level during probation, the student will be removed from attendance probation at the end of the grading period.

All students present at the time a test is administered are obligated to take the test. Any student who refuses to take a test on the day it is scheduled will receive a zero. A student who is absent on the day of a quiz will be given a zero. Quizzes may be made up based on the instructor's judgments.

### **Appeals Process**

A student may appeal a termination for unsatisfactory attendance on the grounds of extenuating circumstances. The appeal should be submitted in writing to the Campus Director within three weeks. In such cases, the Director may determine that the student is making satisfactory academic progress towards a diploma, despite the failure to conform to the attendance policy requirements. A student who has an appeal accepted will continue on probation.

## TARDY AND LEAVE EARLY POLICY

Administrative leave is available to a student who must repeat a course and is required to wait a period of time until the proper course sequence is available. The student must either withdraw and restart, or the student may be granted administrative leave of absence subject to all other provisions of this policy. The student may drop a course only during the first week of the term (drop/add period) without penalty. No refund will be issued after the drop/add period has ended.

Leave of absences shall be reasonable in duration and may not exceed 180 calendar days exclusive of scheduled school breaks. One leave of absence may be granted during a 12-month period. See section on Leave of Absence on page 10.

### Tardy

Students are required to log-in on time for chats and nursing clinical rotation sessions and to stay for the entire class session. Students must adhere to the following procedures when requesting a leave of absence:

Instructors will record a tardy and / or leaving class early on the grade roster.

### Leave of Absence

A leave of absence (LOA) will not be counted in measuring the credits earned in each grading period nor will it be included the maximum time frame of the course. The LOA is given by the Registrar's Office during the drop/add period of each term. The student may request up **to twelve months leave of absence**.

All leave of absence requests must be supported by the appropriate documentation before the leave is granted.

Medical leaves must be documented with a note from a physician. Military leaves must be documented with military order papers.

1. The Registrar will review the request to assure that there are adequate reasons for the leave, confirm the beginning and ending dates of the leave, verify the presence of the student's signature and determine the next available start date within the 180-day time frame.
2. The Dean will approve or deny the request and inform the student of the decision in writing.
3. The leave of absence will commence from the first day of absence and cannot exceed the amount of time requested by the student.
4. Students' request for a leave of absence will only be granted for military duty, pregnancy, and medical reasons. There may be exceptions when an administrative leave will be granted or a leave is granted at the discretion of Dean
5. A student cannot be granted a leave of absence to avoid being dismissed because of lack of satisfactory academic progress or failure to fulfill the requirements of the attendance policy.
6. A student cannot request a leave of absence until the student has completed one grading period (a term)
7. If a student does not begin class on the return date scheduled on the written leave of absence request, the student will be withdrawn from the program.
8. A student missing the first day of class of the term in which the student is scheduled to return may be allowed to begin class the next day (provided the 180-day maximum leave has not been exceeded). This will be allowed on an exception basis only, and the Campus Director will document the reason for the exception. The student's missed day will be counted as an absence.

## READMISSION

A student who has cancelled before starting classes may apply to reenroll. A student who has withdrawn after starting classes but before completing the program may apply to restart. A student applying to re-enter externship must demonstrate the appropriate skill level.

A student dismissed for unsatisfactory conduct may be readmitted into the program only at the discretion of the administration.

#### Application for Readmission

To be eligible for readmission, students must complete an application and must be current on any outstanding debt with the school unless prepared to pay all tuition and fees in advance.

#### Re-enrollments

A student who wishes to reenroll must sign a new Enrollment Agreement at the current tuition rate and complete the enrollment procedure stated on page 5 of the catalog.

### **XVIII. FEES**

#### Tuition Fee

The cost of the undergraduate tuition fee is \$169.00 per credit and \$199.00 graduate tuition for 2010-2011 . The student may register from three to fifteen credits per academic mini-semester. The student will pay only by the number of credits he/she has registered. No additional fee is charged to the student during the term.

A term or mini-semester is defined as eight weeks.

#### Registration Fee

One time Registration fee is charge to the student at the time of enrollment. The student has three working days to request the refund in writing or in person; otherwise the Registration fee is not refundable. The Enrollment Application fee is \$150.00 per program. Reenroll students need to pay another Registration fee. A late registration fee will be incurred after the last day of the registration date.

#### Transcript Fee

The student is responsible to complete and mail a transcript request form. It is available at our website. A fee and zero account balance are required to process the request. It takes 10 working days to mail the transcript to a recipient.

#### Textbooks

The student is responsible to acquire the books at our bookstore or any other establishments. Books purchased at the school are not refundable. All the textbooks are in English form American publishers.

### **IXX. CANCELLATION AND REFUND POLICY**

University Central of Ashdod is required to have a fair and equitable refund policy under which the school makes a refund of unearned tuition. A school's refund policy is fair and equitable if the policy provides for a refund of at least the larger of the amount provided under any of the following policies that may exist:

#### Refund Policies

Should a student's enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.

All monies will be refunded if the school des not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.

Cancellation after the third (3<sup>rd</sup>) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (\$150.00).

Cancellation after the first week of class is not refundable.

#### MEASURE OF PROGRAM DURATION

The program is charged by mini-semester (eight week period).

The school measures its academic accomplishment in semester credit hours. A semester is consists of 15 weeks of teaching and one week of recess.

The courses are non-traditional mini-semesters because classes start more frequently than traditional semester programs. The ending date or graduation date from all programs is a "scheduled" graduation date. In-service days, holidays and other unscheduled events that could cause momentary interruption in training influence the actual calendar length of each program. In case of a Hurricane or other natural disaster, the classes will be made-up after the storm has passed and it is safe to return to classes.

## ACADEMIC UNITS OF CREDIT

The school uses the traditional system of clock hour to credit hour conversion. One semester credit hour is equivalent to 15 clock hours of lecture, 30 clock hours of lab, or 45 clock hours of externship or clinical rotations. One clock hour equals 50 minutes of instruction.

## TRANSCRIPTS

The registrar's office maintains academic records of all course work completed at the school. Transcripts are released only after receipt of a signed, written request from the student. The first request of an official transcript is free.

There is a \$25.00 fee for each additional transcript. A charge of an additional diploma is \$25.00. It takes at least 10 working days to mail the transcript after the request has been received. The student account balance requires to be zero to be able to release to the students; except if the student has an approved payment plan with the Bursar and he/she has failed no to be late any payment of the mentioned payment plan.

## RECORDS ON HOLD

Academic records may be placed on hold for any of the following reasons:

- A. Falsifying school records
- B. Breach of the school Enrollment Agreement
- C. Plagiarism including the passing off or attempting to pass off the ideas or writing of another person as one's own.

## Code of Conduct

Eating - No food or beverage is allowed in study room or offices or clinical labs or clinical rotation sites.

Carrying a concealed or potentially dangerous weapon is prohibited in the campus ground

Instigation, or participation in, rebellious activities against the school or its students is prohibited

Profanity spoken on campus grounds or online.

Vandalism of campus property

Physical threats

## DRUG AND ALCOHOL ABUSE POLICY

University Central of Ashdod ("UCEA") and clinical rotation sites supports and endorses the United States. Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by an employee or student on the property or as part of any with activity is prohibited. Any student or employee of UCEA found to be abusing alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on UCEA property or at UCEA events shall be subject to disciplinary action. For employees, the college will take appropriate personnel action for such infractions, up to and including termination. Students who violate this policy will be subject to sanctions that include suspension and expulsion from UCEA.

## Health Risks

The abuse of alcohol and the use of drugs is harmful to one's physical, mental and social well being with excessive drug use, life becomes centered on drugs to the exclusion of health, work, school, family and general well being. Accidents and injuries are more likely to occur if alcohol and drugs are used. Alcohol and drug users can lose resistance to disease and destroy their health. Often increasing tolerance developed by the user complicates the effects of drug use. This tolerance may be psychological, physiological, or both, and may lead to greater danger of overdose.

Alcoholism is the number-one drug problem in the United States. Alcoholism takes a toll on personal finances, health, social relationships and families. Abuse of alcohol or use of drugs may cause an individual driving a motor vehicle to injure himself or others and may subject the person to criminal prosecution. Drunk drivers are responsible for more than half of all traffic fatalities.

Hallucinogens - These drugs may cause psychosis, convulsions, coma and psychological dependency.

Counseling, Treatment or Rehabilitation Programs

The administration of UCEA maintains a list of hospitals and community agencies available to assist employees and students seeking alcohol and drug counseling and treatment.

Employees and students who have a substance dependency problem are strongly encouraged to obtain counseling and treatment. Students seeking additional information about health problems and treatment related to alcohol and drug problems can contact the Campus Director. Requests for assistance will be held in complete confidentiality and provided on a need-to-know basis only.

Sanctions

A student who violates any provision of this policy shall be subject to appropriate disciplinary action, up to and including suspension or administrative withdrawal from UCEA. Students may reapply for admission, through review, at a later date. A student accused of the possession, sale, manufacture, use or distribution of a controlled substance, MAY be suspended from the student's program of study. If convicted, the student's relationship to UCEA will be terminated.

The following summarizes the effects and dangers of the major categories of drugs:

Amphetamines - Physical dependency, heart problems, infections, malnutrition and death may result from continued high doses of amphetamines.

Narcotics - Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis and death.

In addition, any student or employee who violates the standards of conduct as set forth in this policy may be subject to referral for prosecution.

Legal Sanctions

Students and employees are reminded that unlawful possession, distribution or use of illicit drugs or alcohol may subject individuals to criminal prosecution. UCEA will refer violations or proscribed conduct to appropriate authorities for prosecution as per the Minister of Justice and Government.

Depressants - These drugs, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions and accidental overdoses.

Federal and state sanctions for illegal possession of controlled substances range from up to four years' imprisonment and up to \$20,000 in fines for each offense. Under federal laws, possession of drugs such as heroin or cocaine may result in sanctions of not less than five years and up to life imprisonment for a first offense involving 100 grams or more. Offenses involving lesser amounts, 10-99 grams, may result in sanctions up to and including 20 years' imprisonment and a fine of up to \$4 million.

Under Panamanian law, any person who knowingly sells, purchases, manufactures, delivers or brings into Panama any controlled substance shall be punished pursuant to sentencing guidelines and punished by a fine of not less than \$25,000 nor more than \$250,000. Any person who possesses more than 10,000 pounds of a controlled substance must serve a mandatory sentence of 15 years and pay a \$200,000 fine. If a person traffics a controlled substance into Panama, that person has committed a capital felony and, therefore, shall be imprisoned for life and shall be fined \$250,000, the maximum fine under the guidelines. Local sanctions range from \$500 to \$1,000 in fines or from 60 days to six months in jail, or both, plus civil forfeiture of property for possession.

The Republic of Panama may impose a wide range of sanctions for alcohol-related offenses. We abide by the Minister of Education guidelines. For example, any person who is convicted of driving under the influence of alcohol shall be punished by a fine of not less than \$250 nor more than \$500 for a first offense. For a first conviction, a person shall be imprisoned for no more than six months and shall not be granted a new driver's license until after the expiration of a one-year suspension.

The term "controlled substance" as used in this policy means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in the United States Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812 and as further defined by regulation 21 CFR 1208.01 et seq. The term does not include the use of a controlled substance pursuant to a valid prescription or other use authorized by law.

For purposes of this policy, "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility of the federal or state criminal drug statutes.

## **XX. SCHOLASTIC HONESTY**

It is assumed that all students are enrolled in class to learn; therefore, cheating is not an acceptable practice. Dishonesty of any type in a course, including cheating on examinations or plagiarizing materials, can result in termination.

## **XXI. STUDENT COMPLAINT AND GRIEVANCE PROCEDURE**

A student has the right to file.

## **XXII. STATEMENT OF NON-DISCRIMINATION**

No person shall be excluded from participation, denied any benefits, or, subjected to any form of discrimination because of sex, religion, race, age, creed, national origin, or physical handicap or disability.

## **XXIII. PRIVACY ACT FOR STUDENTS**

The United States The Family Educational Rights and Privacy Act of 1974 entitles all students to review their records, including grades, attendance, and advising reports. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.

A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student's rights or privacy. In the event the school refuses to so amend the records, the student may, after complying with the Student Complaint Procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record.

A copy of the Commission's Complaint Form is available at the campus and may be obtained by contacting the Campus Director.

## **XXIV. STUDENT SERVICES: PLACEMENT SERVICES**

University Central of Ashdod does not guarantee employment for its graduates. The graduate services staff will assist graduates in their job searches by offering information on job opportunities, temporary assignments, resume preparation and interviewing techniques. This is a complementary services for the students.

The school will make a reasonable effort to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it will be for the school to assist in placement.

Students will improve placement opportunities by continued communication with the Graduate Services Department. Graduates are asked to call the campus twice a week while actively seeking employment. This keeps the school informed of a graduate's employment status and allows the school to keep the graduate current with job listings.

Graduates of University Central of Ashdod may use the Placement Services Department any time after they successfully complete the program and have met all financial obligations. This service is available at any University Central of Ashdod, provided the school is still owned by University Central of Ashdod, Inc. The graduate must observe all rules and regulations of the school as they relate to placement.

## **GENERAL INFORMATION**

### **School Holidays**

We observe Judaism holidays.

Any scheduled class breaks or holidays will be listed on the web site. There is an addendum to the catalog indicating the holidays and starting and ending class periods. Our website is <http://www.UCEA.edu.pa>.

#### Commencement Exercises

Upon satisfactory completion of all schoolwork and payment of all monies due, the student completing the program is awarded a “Licenciada en Ciencias de Enfermería” Bachelor of Science in Nursing. For clarification, check with the Nursing Program Director or Dean..

#### Refresher Training

The school offers refresher training to any of its graduates. The graduate may return to any University Central of Ashdod to repeat any part of their previously completed program, up to five (5) courses on a space available basis. The student must be in good standing with the Business Office. No tuition will be charged; however, there will be a textbook charge. The graduate is required to adhere to current school policies governing attendance and dress.

#### Customized Training

University Central of Ashdod offers quality customized training and technical assistance to employers on a contractual basis. Specialized curriculum and consultant services can be provided for business specific needs. Please check with UCEA's Nurse Director for more details..

#### IMPORTANT INFORMATION

In keeping with the school philosophy of an immediate response to the needs of students and employers, the school reserves the right to make modifications in the program content and the structure of the curriculum and schedules without additional charges to the student, and within regulatory guidelines.

Information contained in the addendum of this catalog becomes an official part of the catalog and supersedes any contradictory information contained herein.

The information contained in this catalog and addendum and web site is true and correct.

#### Insurance

University Central of Ashdod provides its students with general liability insurance covering incidents that occur on campus during his/her visit to the office or other academic activity. The nursing students are required to purchase liability insurance during the supervised clinical rotations.

The policy is intended to supplement the student's own insurance, and it requires the student to submit any claim to his or her own insurance carrier first (if available).

## **XXV. STUDENT SERVICES: CLINICAL ROTATIONS**

Nursing students are required to attend clinical rotation sessions based on the program curriculum. There are four major areas: Medical-Surgery, Pediatrics, Obstetric and Gynecology and Psychiatry. Nursing students are required to wear white medical attire and white shoes at all times. Students must furnish their own uniforms. The student is required to wear the institution ID card. The student needs to attend a clinical facility orientation and comply with all the required documentation to expose to patients. Clinical rotations are assigned based on availability.

The student needs to meet the following standards prior to graduation:

- Complete all skills tests with a satisfactory evaluation.
- Pass all clinical skills checks to be performed at clinical sites.
- Meet attendance standards of the program.

The student is responsible to pay for transportations, meals and uniform. All students must have liability insurance in order to participate in the clinical rotations. All students must provide BLS, OSHA, HIV, and HIPPA seminar completion forms in order to participate in the clinical rotations. The Clinical Rotation Coordinator will discuss the location and shift prior to start the semester. For further details, please read the Student Nursing Manual.

### **Guidelines:**

1. All students placed in clinical areas at Clinical facilities must have completed health screenings, applicable immunizations, and orientation.
2. All students must show proof of liability insurance.
3. Students must be deemed competent before rendering patient care and performing procedures independently. This assessment will be conducted by student's faculty or by an assigned student preceptor.

Documentation in the medical record must be reviewed and co-signed by the school faculty member supervising the clinical placement. UCEA staff that is supervising students should also review documentation entries made by students. If the student is in a preceptorship, his/her documentation must be reviewed and co-signed by the staff member precepting the student.

4. Students who will not be reporting for clinical/non-clinical practice should call their assigned area prior to the scheduled time of arrival. The student must also notify their faculty member.
5. Students who have an accident or injury while on duty (including needle stick and sharp injuries) must report to faculty member and to the Department Director/Manager or Charge person. Emergency treatment will be provided as needed in the Emergency Department.

### **PROCEDURES**

1. Prior to beginning the affiliation experience, all students shall complete the following:
  - a. The student will be required to provide written verification that students have health screening for tuberculosis, measles, mumps, rubella and applicable immunizations
  - b. Each student will be provided with a Student Nursing Handbook.
  - c. All students placed at all Clinical facilities will be oriented by the school. This orientation will include:
    - History, Mission, and Vision of the Hospital
    - Patient's Rights to Privacy and Confidentiality
    - HIPAA Compliance
    - Corporate Compliance/Standards of Conduct.
    - Safety and Fire Procedures
    - Infection and Tuberculosis Control,
    - Standards of Excellence
    - Anti-Discrimination, Harassment, Sexual Harassment and Workplace Violence
2. Students will follow established hospital guidelines and will fulfill requirements as set forth in clinical facility affiliation agreement.

3. All students must obtain a photo identification card/badge.
4. Nursing students placed at all Clinical facilities will have documented evidence of completion of a Level 1 background verification screening as it is required by the clinical entity.
5. Schools must be able to provide proof of health screening for communicable diseases prior to beginning the student rotation. Criteria for health screening will be provided by Occupational Health Services and will at a minimum evidence of immunizations for measles, mumps and rubella and a recent TB Skin Test.
6. Under no circumstance will a student be allowed to work with any illnesses that are communicable and present some risk to both patients and employees.
7. Departments accepting students shall be responsible for department-based orientation. Pertinent institutional/department policies and protocols will be reviewed i.d. safety, standard precautions, fire drill protocols) etc.
8. If students are permitted to document in the medical record during their clinical rotation, they should be oriented to appropriate forms.
9. When students' performance is unsatisfactory the student may be removed from JHS facility upon consultation with designated school official.
10. Students are encouraged to participate in annual in-service programs.
11. At the conclusion of each clinical rotation, a follow-up session should be completed with students and faculty to evaluate the rotation. Opportunities for improvement identified. I.D. Badges are returned to the hospital security office.

#### **XXV. STUDENT SERVICES: PROFESSIONAL N LICENSE**

The student needs to graduate of the required standards nursing program to be able to sit for the “Ministerio de Salud Consejo Tecnico de Salud . The “ Panamanian Health Board” license examination as well as the United States NCLEX-RN. The student is responsible for the processing fees.

University Central of Ashdod, UCEA  
School of Nursing – Faculty de Enfermeria  
City of David. Republica de Panamá