



**DETROIT BUSINESS INSTITUTE**

**DOWNRIVER**

19100 FORT STREET  
RIVERVIEW, MI 48193

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# Detroit Business Institute- Downriver

CATALOG 2025

# **Detroit Business Institute-Downriver**

**19100 Fort Street  
Riverview, MI 48193  
(734) 479-0660  
(734) 479-0738 (FAX)  
[www.dbidownriver.edu](http://www.dbidownriver.edu)**

## **2025 Catalog**

**For all new students starting on or after Jan 6th, 2025**

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# **Detroit Business Institute-Downriver Information**

## **History**

Detroit Business Institute-Downriver was established in 1976 as a branch campus of Detroit Business Institute; its origin can be traced back to 1850. In 1983, Detroit Business Institute-Downriver was awarded accreditation as a free-standing institution by the Accrediting Commission for Independent Colleges and Schools. In 1990, Detroit Business Institute-Downriver became totally independent when it was purchased by Votech Educational Systems, Inc. At that time, the school was officially renamed Detroit Business Institute-Downriver. The school is presently located at the corner of Fort and Sibley in the Riverview Commons Shopping Center in Riverview, Michigan.

Detroit Business Institute-Downriver is licensed by the State of Michigan as a private vocational school and is currently accredited by the Accrediting Commission of Career Schools and Colleges.

Medical occupational-career programs are the major endeavor at the institute. A major factor of the success of Detroit Business Institute-Downriver has been the excellent job placement results along with the stability of the institute's administration and faculty. Detroit Business Institute-Downriver will continue to be a mark of distinction in private career schools.

## **Mission**

The mission of Detroit Business Institute-Downriver is twofold: To serve the needs of both the individual student and the community. Our role is to provide specialized vocational education, which will assist our students in preparing for a productive career and to provide the community with employees educated in professional and vocational skills.

## **Objectives**

Detroit Business Institute-Downriver has established the following educational objectives:

To assist its students in securing the type of education that will prepare them for a productive and fulfilling career,

To help the graduate secure profitable employment in his/her initial position and in future positions according to his/her abilities, skills, and interests,

Finally, to provide the community with qualified workers who are educated in the skills needed by today's employers.

Detroit Business Institute-Downriver is proud of its history and traditions. It is dedicated to the training of those individuals capable of filling the ever-increasing demand for competent and skillfully trained employees in today's workforce.

## **School Facility Description**

Detroit Business Institute-Downriver is located in the Riverview Commons Shopping Center at 19100 Fort Street, Riverview, Michigan 48193. The school occupies approximately 10,000 square feet, consisting of lecture classrooms and instructional laboratories, student lounge, and administrative offices. The school provides the equipment required for the instruction of all classes. The equipment includes classroom computers, audio visual devices and medical equipment for both teaching and assessing patient care.

The typical maximum number of students in a classroom is 30 for a lecture class, 12 for a laboratory class and 8 for clinical rotations outside the school.

## **Accreditation and Approvals**

Detroit Business Institute-Downriver is institutionally accredited to award certificates by:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard  
Suite 302  
Arlington, VA 22201  
Telephone: (703) 247-4212

Detroit Business Institute-Downriver is licensed in the State of Michigan by:

Michigan Department of Licensing and Regulatory Affairs  
Corporations, Securities & Commercial Licensing Bureau  
Schools and Licensing Section  
P.O. Box 30018  
Lansing, MI 48909  
Telephone: (517) 241-9221

The Practical Nurse program at Detroit Business Institute-Downriver is approved by the Michigan Board of Nursing located at:

Bureau of Health Professions  
611 W. Ottawa  
P.O. Box 30670  
Lansing, MI 48909-8170  
Telephone: (517) 335-0918

The programs at Detroit Business Institute-Downriver are approved for the training of veterans and other eligible persons for VA Educational Programs.

# Staff and Faculty

## Administrative Staff

Pradeep K Singh, B.Tech, MS.....	President
Jayaa Singh M.Sc, MBA.....	School Director
Alisha Williams,RN,MSN.....	Program Director
Niki Mate.....	Director of Admissions & School Operations
Jennifer Korotney.....	Financial Aid Advisor
Lisa Slifka .....	Admissions Representative
Brooklyn Mercer .....	Admissions Representative

## Faculty

Donna Cobb, RN, MSN.....	Eastern Michigan University
Vernessa Saddler, RN, MSN.....	University of Phoenix
Tiffany Brookins, RN, MSN.....	Chamberlain University
Moya Talley,RN,FNP.....	Ohio Medical College
Macie Cleary, RN, BSN, MBA.....	Oakland University
Angelia Lee,RN,BSN .....	University of Detroit Mercy
Erika Baldwin, BSN, ADN.....	Eastern Michigan University
Katherine Miller,RN,BSN .....	Eastern Michigan University
Ernestine Williamson,RN, BSN.....	Western Governors University
Tamaira White,RN,BSN .....	Colorado Technical University
Lashanda Anderson,RN,BSN.....	Davenport University
Joise Goodlow,RN,BSN,ADN.....	Wayne State University
Benjamin Hanson,RN,BSN.....	Walden University
Shawnita Warren,RN,BSN.....	Baker College
Amanda Sehee,RN,BSN.....	Chamberlain College of Nursing

## Institutional Memberships

Michigan Student Financial Aid Association  
Midwest Association of Student Financial Aid Administrators  
Ohio-Michigan Association of Career Colleges & Schools

## Statement of Ownership and Control

Detroit Business Institute-Downriver is owned and operated by Votech Educational Systems, Inc., a Michigan corporation, located at 19100 Fort Street, Riverview, MI, 48193. The officers and members of the board of directors are Pradeep K. Singh, President and CEO, and Jayaa Singh, Vice President and Secretary.

# Admissions Information

## Admission Procedures and Requirements

Applications for admission are completed online on school management software-Populi. Initial contact may start at [www.dbidownriver.edu](http://www.dbidownriver.edu) or by contacting the school to schedule an appointment with an admissions representative. All applicants are required to complete a personal interview with an admissions representative to ensure the applicant has the desire and commitment to complete the training and also to assist in determining if the applicant is reasonably capable of benefiting from the training. All applicants must have graduated from high school or have received a GED. Independent documentation such as transcripts and copies of diplomas or other documentation of equivalency must be submitted to the school portal on Populi prior to enrollment. All students must maintain an active account on ACEMAPP to track the health information and vaccination status during the PN program. ACEMAPP portal requires annual subscription, it may mean that a student's annual subscription may end prior to end of program and therefore such a student will have to renew ACEMAPP license for another year till the PN program is completed. All PN student must sign up for ACEMAPP document review service for verification of their documents and ongoing compliance with ACEMAPP.

All practical nurse students must be able to demonstrate that they have not been convicted of a crime or offense that prohibits employment, hire, or gaining of clinical privileges in a health care setting as required by Michigan Public Act 27, 28, and 29 of 2006; and does not use any illegal drugs or abuse prescription medications by undergoing drug testing. A student may be asked to undergo a drug screening test at any point of time during the training or before the start of a clinical placement. As per the laws in the State of Michigan, affiliated clinical sites may require additional or random drug screening and/or a criminal background check at any time as well. A student is responsible to report any potential issues that may affect his/her clinical placement eligibility to school. Cost for random drug screening and or background check during the program to be borne by the student. Any student who fails a criminal background investigation or drug screening is ineligible for clinical site placement and therefore ineligible for continued participation in the practical nurse program. Application will be valid for one year from date of submission.

The admissions documentation for students from foreign countries must be translated and certified to be at least equivalent to the credential required by the school in its admissions criteria.

Admission to the Practical Nurse Program at DBI is selective with an objective to ensure that each admitted student is able to successfully complete the PN program and further to be licensed to practice as an LPN. The admissions process offers two decision cycle options to the applicants: Early action deadline and a regular decision deadline.

**Regular Decision** - Under this option, applicants will be considered, and admission decisions made on the completed application by the deadlines date as mentioned in the calendar. Those applicants who select the Regular Decision option or who do not select an option, or who applied Early Decision but did not fulfill its requirements or whose decision was deferred, will be considered under the Regular Decision option. Generally, applications are considered in the order that they are completed, so early applications are encouraged. Applicants whose credentials do not fall squarely within the ranges, but whose applications are competitive for admission, may be held for further review in the regular applicant pool. The Admissions Committee makes every effort to announce its decision on completed applications within a reasonable time.

**Early Decision Option:** The Early Decision option is available for prospective students who are able to complete all admissions requirements in time and who after all considerations are certain of pursuing a PN program. Early Decision candidates must submit their applications by the published date for Early decision



and all items necessary for completion of the application must be received by deadlines. Only completed applications are considered for admission in early decision cycle.

## **Admissions Requirements for Practical Nurse Program**

1. Graduated from high school or received a GED.
2. Pass criminal background check and drug screening. Admission is contingent upon the results of the clear background check and negative drug screening. Criminal background investigation and/or drug testing may also be required by a clinical site, an externship site, or a prospective employer consistent with the requirements of Michigan Public Act 368 of 1978 Public Health Code, as amended, Parts 201 and 209. A history of a criminal background and/or drug abuse may be a cause to deny a student entrance into the PN program. The clinical facilities may have the right to determine the severity of any felony or misdemeanor. The student may not be able to obtain a clinical rotation in such cases. No pediatric or geriatric offense will be accepted. Additional background and fingerprinting will be taken prior to taking the State Board Examination.
3. Pass ATI TEAS entrance examination with a minimum score of 40 overall OR a minimum score of 38 overall with a math sub score of at least 42. If Math and Science subtest score in TEAS is less than 40 then the student will be required to take mandatory tutoring or test out during pre-nursing module\*.
4. Complete health appraisal form to include negative TB test, required immunizations and/or Titers On ACEMAPP(required before the start of classes).
5. Two favorable letters of recommendation (from clergy, teacher, or employer).
6. Current AHA/BLS certificate required (to include BLS/CPR for Healthcare Professionals with AED training).
7. Personal interview with admissions representative

\*For more details, please contact the admissions office.

\*Mandatory tutoring to be offered in the first five weeks of the PN program on a designated day of the week between Monday to Friday. This tutoring will be provided for 3 hours every tutoring day for each subject a student may need tutoring in. For more details, consult the section on Tutoring further in this document. Admission to Detroit Business Institute-Downriver will not be denied on the basis of Race, Sex, Age, Disability, Religion, Nationality or any other factor prohibited by law.

## **Transfer of Credit**

Detroit Business Institute will not accept any transfer of credit from any previously attended Institutions. No Transfer credits will not be granted for courses taken / completed at previous institutions.

## **Veteran Student Addendum**

This catalog addendum applies to students receiving U.S. Department of Veterans Affairs education benefits while attending Detroit Business Institute-Downriver:

*Prior Credit Policy: Per, 38CFR 21.4253 (d)(3), previous training and experience will be considered, and granted if appropriate, for veteran students.*

## **Re-Entry Policy**

A student who withdraws is eligible to return to school providing he/she is maintaining satisfactory progress, as described in this school catalog and meets the current entrance requirements.

## **Practical Nurse Returning Student Criteria**

1. If a student has re-enrolled in the same program within one year of their last date of attendance, he/she will be given credit for all previous payments received for that particular program. If a student has not attended classes within the past year, or enrolls in a different program, he/she will be given credit for the pro-rated tuition of any class(es) that the student was granted academic credit.
2. Students, who dropped out of the program due to personal reasons, or failure, may re-apply for re-entry by writing a letter of request addressed to the Director of the nursing program. The letter of request must state the reasons for the withdrawal and must include a detailed improvement plan, which will be evaluated by the admission committee to determine their eligibility for returning and potential for achieving success in the program.
3. Re-entry requests are due a minimum of a week prior to the term for which the student is applying to re-enter.
4. The letter of request will be reviewed by the nursing readmission committee and a follow-up meeting will be scheduled with the student.
5. Prior to submitting a request for re-admission, the student must satisfy all outstanding financial obligations to the school. The student will be responsible for any changes in tuition costs or updated books in the returning classes.
6. There is a required re-entry fee of \$100, which must be submitted on Populi prior to the beginning of the re-entry process. Additionally, a drug screen and background check will be conducted at this time. If re-entry is denied, for reasons other than drug screening or background check, the re-entry fee will be refunded to the student. If the Re-entry period is within 120 days of the previous Drug Screen+ Background check, the student will not be required to pay the re-entry fee of \$100 and will not need to go through a new drug screening or background check. Such a student may however have to submit to an updated background check and drug screening if the validity of the previous drug screening and background check goes beyond one year validity period preventing him or her from attending clinicals. At that time a required fee of \$100 for conducting these tests must be submitted.
7. The returning student must meet the school's minimum entrance examination score, which is in effect for the Assessments Technologies Institute (ATI) Test of Essential Academic Skills (TEAS), at the time of re-entry A students' (TEAS) score is valid for no more than three years prior to the start date of the scheduled program.
8. All returning students must meet the curriculum requirements of the program that are in effect at the time of re-entry.
9. All students returning in Term I or Term II or Term III of the nursing program must re-take any failed course or the entire course sequence if applicable and complete a competency for all previously completed courses as outlined below. The student is not charged for the repeated course, provided the student re-enters within one year or less from their last day of attendance. The student is financially responsible for any increase in tuition cost. For a re-entry student, A math competency examination is administered to include math conversions, reading labels and syringes. The math competency test must be passed with a passing score of 77% or higher. If a student does not satisfactorily pass the math competency test, the process for re-entry is ended. A student seeking re-entry must pass theory Test(s) with a minimum passing score of 77%. It is the student's responsibility to prepare for the competency tests. The student will be

required to demonstrate nursing assessments selected by the Director of the nursing program. If a student does not satisfactorily pass a competency test for a specific course, the student will be required to repeat the course. All competency evaluations that are conducted will become a permanent part of the student's academic file. Written evaluation and recommendations will be sent to the nursing admission committee, for a final decision regarding a student's re-entry into the nursing program. Students not submitting acceptable documentation in response to requests or decisions made by the school may be denied re-entry into the program.

10. The student must meet all enrollment requirements of the school including submission of an updated health form(if it has been more than a year since the last Health assessment), a current CPR card, a negative TB test (or negative chest x-ray), flu and Tdap vaccines. All documentation must be submitted prior to re-entry. As of Jan 2025,all students must be on Assure for Document verification.ACEMAPP compliance green check is a mandatory requirement for Re-Entry.

11. A student who qualifies for re-entry into the Practical Nurse program will be subject to the Standards of Satisfactory Academic Progress as outlined in the school catalog.

## **Additional Re-entry Policies for Practical Nurse Returning Students Out of the Program One Year or Longer**

All students requesting re-entry into the program, who have been out of the program for one year or longer from their last day of attendance through the scheduled re-entry date, must meet the additional returning student criteria as described below.

1. If the student wishes to receive credit for previously completed classes he/she must demonstrate through an assessment by the Director of the nursing program that he/she possesses the necessary knowledge and skills required to pass the class. If the student does not possess the necessary knowledge and skills, as determined by the school, the student must repeat the classes. The student will be charged for any class that is repeated.
2. It is the student's responsibility to prepare for the competency and skills validation test(s). The student will be required to demonstrate the necessary assessments selected by the Director of the nursing program.
3. Students who have been out of Detroit Business Institute-Downriver's Practical Nurse program for more than three years will not be eligible to return under the school's criteria for returning students.

## **Academic Information**

### **Definition of Credit Hours**

The institution evaluates courses in terms of quarter credit hours. The number of credit hours assigned to a course is defined as a combination of lecture hours, laboratory hours, additional out-of-class hours and clinical/externship hours.

One quarter credit hour equals 30 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units

- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

## Out-of-Class Activities

All classes require out-of-class student work which is subject to a grade; however, the actual percentage it represents of the overall grade is left to the discretion of the instructor. The institution's out-of-class work differs with each course, but generally includes reading and writing assignments, projects that support the objectives of the course, and clearly defined research papers. Each individual class syllabus will include a description of the required out-of-class work along with due dates and the expected time required to complete the assignments.

Assignments are due at the beginning of class/or on the date published in the course syllabus/or Google Classroom. Assignments submitted after the deadline will have 10% (10 percent) deducted for every calendar day until the assignment is submitted. These late assignments will be accepted up to one (1) week (7 calendar days) after the due date. If the assignment is not turned in as required it will be assigned a zero (0).

Example 1: Assignment is due on April 10, 2024 at 8:30 a.m. The assignment is worth 50 points. It is turned in at 3 p.m. on April 10, 2024. The maximum points now available for the assignment are (45.0) because (10%) is deducted for each calendar day. (10%) of 50 is 5 points x 1 day = 45 points.

Example 2: Assignment is due on April 10, 2024 at 11:59 p.m. The assignment is worth 50 points. It is turned in at 8:30 am on April 17, 2024 The maximum points available for this assignment are 35.0 points because 10% is deducted for each calendar day. 10% of 50 is 5 points x 7 days = 35.0 points. If the assignment is not turned in 7 days from the due date (including weekends and holidays) the assignment will not be accepted and will receive a zero.

## Grading Standard

The scholastic program of the student is reported at the end of each term and at periodic intervals during the term as needed. Reports are distributed to students in school or mailed unless other arrangements are approved by the school. Students are required to pass all classes with a grade of C+ or higher and maintain a cumulative grade point average of 2.5 or greater.

Grades are to be evaluated as follows:

### Nursing Grading Scale (For Didactic Courses)

94-100	A
90-93	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
76 and below	E
Incomplete	I
Withdrawal	W

Failed,non attendance) FN

### **Nursing Grading Scale (For Skill/SIM/Clinical Courses)**

94-100	A
90-93	A-
87-89	B+
83-86	B
80-82	B-
79 and below	E

To graduate with high honors a student must achieve a cumulative grade point average of 3.75 or higher. To be graduated with honors, the student must earn a cumulative grade point average of 3.50 or higher throughout his/her entire program.

An honor roll list is compiled at the end of each term. Students placed on this list must attain a grade point average of 3.50 or higher.

Grade points will be awarded as follows:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
E	0.0
I	0.0
W	0.0

### **Other Grades explained**

FN (failed, non-attendance). An “FN” should be assigned to a student who has failed a course because of unexcused absences from classes, labs, exams, or other activities.

FN(R)- A FN(R) should be assigned to a student who failed a class due to Non attendance or shortage of attendance and then Repeated at a later date.

ER- Failed and Repeated

I - Incomplete grade

Incomplete (grades of I)grade must be resolved within seven weeks/49 days of the end of the term(last day of the term)in order for a student to graduate. Incomplete grades cannot be replaced with withdrawal (W) grades.

- If a final grade has not been recorded by the deadline for degree clearance(seven weeks/49 days of the end of the term), students will be awarded a failing grade ‘E’ and students will repeat NUR 125 in the next term. It is the student’s responsibility to reach out to the instructor and the Program Director to schedule the exam.
- A student will be considered successful in the class NUR 125 upon achieving the benchmark score on Comprehensive predictor and/or Green Light status if applicable. Grade of ‘I’ will be resolved to a new letter grade as per the performance.
- A student will be considered as having failed the course NUR 125 if (s)he is unable to achieve the benchmark scores in Comprehensive Predictor and/or Green Light status if applicable. Such a student will request LOA and will repeat the course when it is offered at DBI.

### **Rounding Less than Whole Percentage Numbers to Determine Grade**

If the final percentage is less than a whole number, the grade will not be rounded. Students must achieve a minimum of 77% to pass the course.

Nursing is a progressive program; a student must successfully pass all courses in a term before moving to the next term. E.g., A student failing in term 2 will not be allowed into the Term 3 until they pass all the courses in Term 2

### **Evaluation/Grading Policy for courses with Skill/SIM/Clinical sequences**

In theory only courses, a student must achieve a minimum of 77% to pass the course.

In theory classes with skills or Clinical component, a student will be considered to have passed only if all of the following three criterion is met: 1) the minimum overall score of 77% (final course grade) is achieved in Theory and 2) the minimum overall score of 80% and a "Satisfactory Performance" of student learning outcomes is achieved in Skills Lab/SIM Lab, and 3) the minimum overall score of 80% and "Satisfactory Performance" of student learning outcomes is achieved in the Clinical setting. A student will move forward to the next term only if all three requirements are met. For example, a Satisfactory Performance in Clinical and Skills Lab but achieving less than 77% overall, in theory, will not allow the student to progress. Because of the interdependent nature of theory, lab and clinical, failure to successfully complete any one of these components requires the practical nursing student to repeat all components of a course. In such cases the highest grade of a course component will be used towards the earned credit and to compute the cumulative GPA.

Clinical rotations for Nursing 112, 120, 122 and 125

Skill/SIM Labs for NUR 111,119,122,124

#### **Course Sequences:**

Term 1: Fundamental of Nursing: -NUR110, NUR 111, NUR 112

Term 2: Medical Surgical Nursing: -NUR 117, NUR 118, NUR 119, NUR 120

Term 3: Obstetrical Nursing: - NUR 121, NUR 122

Pediatric Nursing: - NUR 123, NUR 124

Transitions to LPN: - NUR 125

For the nursing courses with skill and clinical series as shown above, the student must pass **All** of the nursing courses in that sequence to pass the class. A student must achieve academic success (satisfactory) in the nursing skills/simulation labs and clinical components of the course as follows:-

- Nursing 110,111 and 112 are composed of: Theory, nursing skills lab and clinical. If a student is unsuccessful in **ANY** course of this sequence, the student will **FAIL** the course and reapply as a returning student in Term 1 and repeat ALL failed Term 1 courses and the ones in sequence.
- Nursing117,118,119 and 120 are composed of: Theory, nursing skills lab and clinical. If a student is unsuccessful in **ANY** course of this sequence, the student will **FAIL** the Medical Surgical course sequence and must reapply as a returning student and retake the entire series of 117,118,119,120.
- Nursing 121,122 is composed of: Theory and nursing simulation lab. If a student is unsuccessful in **ANY** course of this sequence, the student will **FAIL** the course series and reapply as a returning student to retake the NUR 121,122.

➤ Nursing 123,124 is composed of: Theory, nursing simulation lab and clinical. If a student is unsuccessful in **ANY** course of this sequence, the student will **FAIL** the course and reapply as a returning student to retake the NUR 123,124.

Nursing 125 is composed of: Theory, NCLEX-PN review and a 16 hour shadowing experience. If a student is unsuccessful in **ANY** component of this course, the student will **FAIL** the course and reapply as a returning student to retake this course. The student has two and a half months after the beginning of the term to complete the 16-hour shadowing experience at their place of employment or a location selected by the nursing director. **NO** exception will be granted for not completing this shadowing experience by the due date and submitting all documents pertaining to the same by the due date. The theory instructor for this class will sign off on the shadowing experience as satisfactory or unsatisfactory. NUR 125 has an additional graduation requirement built in the PN Comprehensive assessment which must be passed with a minimum of 90% probability of passing. The benchmark score for Comprehensive Predictor assessment is subject to change. Attaining the benchmark score is a program completion requirement.

## General Policies

- 1) A CPR card must remain current throughout the program and a copy will be kept in the student's files, in the nursing office. CPR must be American Heart Association BLS for healthcare providers (CPR & AED). OSHA and HIPAA training is MANDATORY for all students and instructors prior to the beginning of a clinical rotation.
- 2) All students must maintain an active, updated account on ACEMAPP and submit all health information, vaccinations and CPR card information on the ACEMAPP portal. All health requirements should be up to date at all times. This may mean that students may have to register/subscribe for one more year on ACEMAPP.
- 3) Students with concerns must follow the Chain of Command:
  - i) Instructor
  - ii) Nursing Program Director
  - iii) Director of the School
  - iv) President of the School

## Graduation Requirements

To be eligible for graduation, students must have completed all courses with a minimum grade of "C+". In addition, each student must have maintained a minimum 2.5 cumulative grade point average overall and must have satisfied all financial, academic and other obligations to the school.

A formal graduation ceremony for the conferring of diplomas/pinning is normally scheduled annually. Graduates are notified by mail/email/portal. There is a \$60.00 graduation fee for those graduates participating in the graduation ceremony.

## Transfer of Credit

The primary objective of the studies at Detroit Business Institute-Downriver is to provide proficiency in employable skills so the student can secure preferred employment in their field of training. The school makes no promise or guarantee of transferability of credits to other educational institutions. Transferability of academic credits to other institutions depends solely and exclusively on the institution the student considers for transfer. Students must contact the registrar of the receiving institution to determine what credits, if any, that institution will accept.



# Standards of Satisfactory Academic Progress

## Requirements

The office of financial aid (OFA) must monitor satisfactory academic progress (SAP) for all financial aid recipients. Several types of monitoring that are required include time limit, GPA requirements, and completion rate.

## Time Limit

All students must meet the minimum standards of academic achievement and successful course completion as listed below while enrolled at the institution. The maximum time frame a student must complete a program of study is 1.5 times the standard program length. NOTE: The maximum time frame is calculated by dividing cumulative credit hours the student successfully completed by the cumulative credit hours the student has attempted.

## GPA Requirements

Every student's progress will be evaluated at the end of each term. Students who fail to maintain a 2.5 grade point average (GPA) for any term will be placed on Financial Aid Warning for the following term. A student on Financial Aid Warning will be counseled, if needed, in order to improve his/her GPA. The student will be eligible to receive financial aid while on Financial Aid Warning. If a student earns a 2.5 GPA or higher at the end of the Financial Aid Warning period, he/she will be removed from Financial Aid Warning, provided the student meets the requirements in the time limit section below. If a student does not earn a 2.5 GPA or higher at the end of the Financial Aid Warning period, the student will be ineligible to receive additional federal financial aid funds, and their status will be changed to Financial Aid Denial until the 2.5 GPA is obtained, or the student applies for a SAP appeal and the appeal is granted. The SAP appeal process is explained at the end of this document.

## Completion Rate

The maximum timeframe for completion of each program is 1.5 times the credit hours required to complete the program. The maximum number of credit hours that can be attempted is listed below:

<u>Program</u>	<u>Length of Program in Credit Hours</u>	<u>Maximum Time Frame in Credit Hours</u>
Practical Nurse	61.5	92.25

The maximum time frame is evaluated at the end of each academic term by dividing the cumulative number of credit hours earned by the cumulative number of credit hours attempted.

A student must earn at least 67% of the credit hours attempted toward completion of the program to ensure the program completion within the maximum timeframe. Detroit Business Institute does not accept any transfer of credit from any previously attended Institutions. No Transfer credits are granted for courses taken / completed at previous institutions. Students who fail to maintain the required 67% completion requirement will be placed on Financial Aid Warning. The Financial Aid Warning period will extend to the end of the next term. The student will be eligible to receive financial aid while on Financial Aid Warning. At the end of the Financial Aid Warning period, if the student meets the minimum standards as indicated below, he/she will be removed from Financial Aid Warning. Any student who does not meet the minimum standard at the end of the next term will be ineligible to receive additional federal financial aid funds and their status will be changed to Financial Aid Denial until the completion rate is brought to the standards of



the program length, or the student applies for an (SAP) appeal, and the appeal is granted. The SAP appeal process is explained at the end of this section.

## Financial Aid Statuses

Students failing to meet the minimum standards will progress through the aid statuses defined as follows:

**Financial Aid Warning** – status assigned to a student who fails to make Satisfactory Academic Progress checked at the end of each academic term. For completion rate and GPA measures, students who fail to meet satisfactory academic progress standards in one term will receive one subsequent term of aid while on Financial Aid Warning status.

**Financial Aid Denial** – status assigned to a student, who at the end of the warning period, is unable to meet the minimum satisfactory academic progress standards. The student's federal aid is terminated at this point and is not reinstated unless the student subsequently meets the required standards. The student has the right to appeal the Financial Aid Denial.

**Financial Aid Probation** – status assigned to a student who received a Financial Aid Denial but successfully appealed the denial and regains financial aid eligibility for an additional term. The student's progress will be reviewed at the end of probationary period, and it is expected that the student has improved to meet the school's SAP standards but if the student still does not meet the school's SAP standards, then the student will be reverted back to the financial Aid denial status. At this point the student can go for another appeal or go for appeal with an academic plan to become eligible again.

**Financial Aid Probation with Academic Plan** – status assigned to a student who received a Financial Aid Denial but successfully appealed the denial and regained financial aid eligibility after the school and the student agreed to an academic plan that is developed to make sure that the student makes documented steady progress towards meeting the school's SAP standards and to get on track towards successful completion of the program. However, if the student fails to meet the standards established in the plan then the student will no longer be eligible for FSA resulting in Financial Aid Denial.

**Extended Enrollment** – status assigned to a student

- who having failed to meet the school's SAP standards resulting in Financial Aid Denial status appealed and whose appeal is denied as well
  - who decided to not appeal
  - who failed to meet school minimum SAP standards at the end of Financial AID Probation term
- Such a student is disqualified as a regular student. The student can continue their program in extended enrollment status with no financial aid.

## Policy Implementation

Student Academic Progress (SAP) is evaluated at the end of each academic term based on the student's grade point average (GPA) and the maximum time frame for successful completion of the program.

1. Students who fail to maintain a 2.5 grade point average for any academic term will be placed on Financial Aid Warning the following term. A student on Financial Aid Warning will receive written notification and will be counseled and given assistance, if needed, in order to improve his/her GPA. If the student earns a 2.5 GPA or higher at the end of the warning period, he/she will be removed from warning, provided the student meets the maximum timeframe requirements in the following section. If the student does not earn a 2.5 GPA or higher at the end of the warning period, he/she will be given a status of Financial Aid Denial.

2. The maximum timeframe for completion of each program is 1.5 times the credit hours required to complete the program. The maximum number of credit hours that can be attempted is listed below:

<b><u>Program</u></b>	<b><u>Length of Program in Credit Hours</u></b>	<b><u>Maximum Timeframe in Credit Hours</u></b>
Practical Nurse	61.5	92.25

The maximum time frame is evaluated at the end of each academic term by dividing the cumulative number of credit hours earned by the cumulative number of credit hours attempted. A student must earn at least 67% of the credit hours attempted toward completion of the program to ensure the program completion within the maximum timeframe. Detroit Business Institute does not accept any transfer of credit from any previously attended Institutions. No Transfer credits are granted for courses taken /completed at previous institutions.

If the student does not maintain the required 67% completion requirement, the student will be placed on Financial Aid Warning in the following term. At the end of the Warning period, if the student earns a 2.5 GPA or higher for the probationary academic term and meets the minimum completion timeframe requirements indicated above, the student will be removed from warning. Any student who does not meet the minimum standard at the end of the next term will be ineligible to receive additional federal financial aid funds and their status will be changed to Financial Aid Denial until the completion rate is brought to the standards of the program length, or the student applies for an (SAP) appeal, and the appeal is granted. Any student who appeals and if the appeal is granted is considered to be on probation the following term. Any student on probation failing to meet the minimum standard at the end of the probation term will revert to Financial Aid Denial status and will be disqualified as a regular student at which time the student will be eligible to apply for extended enrollment status as described in Section 3 below.

3. A Student who has been disqualified due to the failure to maintain the academic minimums outlined above or whose appeal is denied or who chooses to not appeal, may apply to continue their studies at the institution in an extended enrollment status. During this time, the student is not eligible to receive federal financial aid or loans and must attempt to improve the deficient areas that led to the student's disqualification by retaking courses they have failed. The student must receive the approval of the school director to continue in an extended enrollment status. At the completion of the term, a student who has established satisfactory progress according to the above table may apply to the administration to return as a regular student status and reinstate their eligibility for financial aid. A meeting will be scheduled between the director and the student applying for reinstatement to determine if the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on probation for a period of one subsequent term and be eligible to receive the financial aid.

4. All course work must be completed and passed with a minimum grade of C+ to progress to the next term. A student not passing all classes at the end of the term will be terminated from the program. The student may apply for re-admission at a later date by writing a letter of request to the nursing program director and following the guidelines under the school re-entry policy. If a student returns to the program at a later date after withdrawing, the student will be placed on academic probation for one term. If the student does not maintain a 2.5 GPA while on probation, he/she will be terminated from the program and will be ineligible to return.

5. Students who withdraw within the first 50% of class will be awarded a grade of "W." This grade is not calculated into the GPA, but will be considered credits attempted if the student has incurred a financial obligation for the term and will affect the successful course completion percentage. Students who withdraw from class after 50% of class will be given a failing grade. If a student withdraws from school while on probation, the student will be considered as not maintaining satisfactory progress and will not be eligible to return as a regular student. A leave of absence will be treated as a withdrawal for purposes of meeting satisfactory academic progress. A student's last date of physical attendance is used in computing tuition due or refunded, notifying government agencies of termination, and in determining whether grades are issued.

6. A student is required to repeat any course which he/she has received a grade of “E,” or has withdrawn from prior to completion. The new grade will replace the original grade for the purpose of the calculation of the cumulative grade point average. However, both courses will be considered credit hours attempted for the purpose of determining successful course completion percentages.

7. In the event a student receives an incomplete grade at the end of a particular term, the following procedure will be used to determine if the student is maintaining satisfactory progress. Three weeks after the end of the term, all incomplete grades that have not been changed to passing will be converted to failing grades. At that time, the school will determine if the student is maintaining satisfactory progress in accordance with the school's published guidelines. If it is determined that a student is not maintaining satisfactory progress, the student will not be eligible to receive financial aid for any period beyond the term in which the incomplete grade was issued.

8. A student who fails to meet the satisfactory academic progress requirements due to extenuating circumstances outside the control of the student may appeal to the school director. The appeal must be in writing and provide documentation relevant to the circumstances that had an adverse impact on the student's performance. The appeal must be made as soon as possible but no later than 7 days after receiving the SAP Memo. The school's decision (acceptance/denial) on appeal will be provided within 7 days of the receipt of appeal. Acceptable reasons to appeal usually include extraordinary circumstances that prevented successful completion of the minimum standards and current changes that will now allow the student to meet SAP requirements at the next evaluation. The student must also explain in writing what has changed to allow the student to meet satisfactory academic progress in the future. Such circumstances should be exceptional and nonrecurring in nature.

The decision of the school director is final and may not be further appealed. If the appeal is granted, the student will be placed on financial aid probation / financial aid probation with academic plan in the following term.

## **Notification**

DBID academic program is managed on a management software called Populi that measures SAP in Populi. The Populi system is integrated, so the program pulls the most up to date GPA available. The program also calculates a completion rate. If a student meets SAP, a flag in Populi is set to “Satisfactory.” If the minimum GPA is not met, the flag is set to “Warning.” Students who are not meeting SAP are notified with an email. All notifications will be sent to the student's official school email address. An SAP memo is added to the Student account on Populi.

## **Appeal Process**

Students who have faced extraordinary circumstances may appeal the denial of financial aid to the school director. The appeal must be in writing and provide documentation relevant to the circumstances that had an adverse impact on the student's performance. The appeal must be made as soon as possible but no later than 7 days after receiving the SAP Memo. The school's decision (acceptance/denial) on appeal will be provided within 7 days of the receipt of appeal.

Students must explain their failure to meet SAP, what has changed to allow them now to regain SAP and must submit documentation supporting the appeal. Other documentation should be submitted also if relevant to the circumstances, e.g. a physician's letter for medical reasons. Acceptable reasons to appeal usually include extraordinary circumstances that prevented successful completion of the minimum standards and current changes that will now allow the student to meet SAP requirements at the next evaluation. Students should be prepared to seek other options if the appeal is not approved. The decision of the school director is final and may not be further appealed. If the appeal is granted, the student will be placed on financial aid probation / financial aid probation with academic plan in the following term. Examples of extenuating circumstances: hospitalization or medical condition of the student, unexpected death or hospitalization of an immediate family member, house fire, victim of a violent crime, etc. While employment is not considered extenuating, work issues beyond your control may be considered on a case-by-case basis.

The following are not considered extenuating circumstances beyond a student's control:

- Personal problems not requiring professional intervention
- Poor time management
- Unaware of academic progress policies or other college requirements
- Not following placement test recommendations
- Not following an Academic Counselor's recommendations
- Transportation problems
- Childcare problems

To appeal for a probationary term of financial aid when a student is not meeting the Satisfactory Academic Progress (SAP) Standards a student will need to do the following:

- Write a letter detailing the extenuating circumstance that prevented them from meeting the SAP Standards.
  - Include in the letter your plan of action to be academically successful moving forward.
  - Supporting documentation of the extenuating Circumstance.
  - The Academic Plan when applicable that you have completed with the Program Director.
- Appeal forms are available from the office of financial aid.

## **Additional Satisfactory Academic Progress for Title IV Federal Financial Aid**

### **GPA Requirements/Completion Rate**

In order to calculate a student's progress, the following information will be used in the calculation of the GPA and/or rate of completion for the following grades:

**Incomplete grades** – In the event a student received an incomplete grade at the end of a particular term, the following procedure will be used to determine if a student is maintaining satisfactory academic progress: Three weeks after the end of that term, all incomplete grades that have not been changed to a passing grade will then be converted to a failing grade. After the valid grades have been posted and adjusted to the student record, the office of financial aid will conduct a review to determine the student's financial aid status. All credits from incomplete courses will be counted as hours attempted in determining the rate of completion, and the student's GPA. Incomplete grade for NUR 125 resulting due to unsuccessful attempt on benchmark requirements for program completion stated in NUR 125,like Comprehensive predictor assessment, is to be resolved within 49 days.

**Withdrawal grades** – Any student that withdraws or takes a leave of absence will receive a "W" or "E" grade, depending on when the status occurred within that term. The office of financial aid will conduct a review to determine the student's financial aid status. If the student was on **Financial Aid Warning** at the time of withdrawal or a leave of absence, the student will be ineligible to receive additional federal financial aid funds and their status will be changed to **Financial Aid Denial**, or the student applies for an SAP appeal and the appeal is granted. The SAP appeal process is explained at the end of this document. All credits from withdrawn classes will be counted as hours attempted in determining the rate of completion, and the student's GPA. **Course repetition** – Unless academically dismissed, a student is required to repeat any course which he/she has received a grade of "E" or "W." The office of financial aid will conduct a review to determine the student's financial aid status prior to the student being allowed to repeat the course. All credits from courses repeated will be counted as hours attempted in determining the rate of completion, and the student's GPA.

### **Programs Affected**

Students in Financial Aid Denial may not receive financial aid including, but not limited to, the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct Stafford Loan(s).

### **Continuing at DBI after Financial Aid is Denied**

Unless academically dismissed by DBI, students denied financial aid generally may continue attending using private aid sources or by funding their education themselves.

## **Leave of Absence**

A student may be granted a leave of absence (LOA) for a period of up to 180 days at the discretion of the school. The request for a LOA must be in writing, include the reason for the LOA, and be signed and dated. There must be a reasonable expectation that the student will return from the LOA. The request must be made in advance unless unforeseen circumstances prevent the student from applying prior to the start of the LOA. Generally, only one leave of absence may be granted in a twelve-month period. However, under exceptional circumstances, at the discretion of the school, an additional LOA may be granted as long as the total number of days for all LOA's for the student do not exceed 180 days within a 12-month period of time. If a student fails to return from a LOA, the student's withdrawal date is the actual date of last academic attendance.

## **Class Attendance**

A good attendance record is expected of all employees in the workplace. Students are encouraged to adhere to the institution's standards for attendance and to recognize the benefits of a good attendance record. There is no official system of "cuts" in the school, nor is there acceptance of any unwarranted tardiness.

A student who will be absent from a class should, if possible, notify the instructor or the front office of the school. The student is expected to make up the work she/he has missed. The school maintains daily records of attendance for all classes and a student's attendance record forms are part of his/her permanent file. All physical attendance records will be purged 7 days after the end of the term. Any disputes related to attendance must be raised within 7 days of the end of the term to the Program Director or the School Director in writing. After the adjustment period of 7 days after the end of the term has lapsed, the attendance as entered in Populi will be the only record for attendance and will be considered final.

## **Attendance Policies**

Attendance is mandatory in all classes. If a student is absent (excused or unexcused) more than 10% of the scheduled days in a specific class this will constitute automatic failure of that class.

When a student is unable to report or not able to arrive on time to a clinical site due to unplanned illness or emergency, the student must notify the site manager and clinical instructor prior to the scheduled start time, except in extreme emergencies. Same criteria apply to any theory class. A student must notify the instructor or Program Director prior to start of class timing unless extreme emergency prevents him/her from doing so. Failure to report may result in DISMISSAL from the clinical and FAILURE of the course. Each student must meet the program contact/clinical hour requirements as defined in the course syllabus. If a student is dismissed from a clinical site the student will fail the course.

All students will be required to complete the designated number of clinical/lab hours specific to that clinical rotation for successful completion of the clinical rotation. If an absence occurs, (lab or clinical) the student may be required to complete clinical hours at an additional expense. In any situation a student may not take more than 10% allowed absence in each clinical, lab or theory class. Any absence for clinical or lab class is to be made up. The excused incident(absence in clinical/lab) is free; any unexcused absence makeup will be charged \$20 per clock hour and must be paid in advance of the scheduled clinical/lab make-up day. Also, if a student is more than 15 minutes the student will be required to make up the entire class. The student must notify the instructor of any late arrival prior to the start of class.

One excused absence is permitted without payment for a simulation make-up lab/clinical. One unexcused absence will require a make-up class at \$20 per clock hour. Two excused or unexcused absences may

result in a student's dismissal depending on the 10% minimum allowable absences criteria. Failure to report to clinical may result in DISMISSAL from the clinical and FAILURE of the course. The above-mentioned policy applies to leaving either a class, lab or clinical site early. If you miss a scheduled make-up lab/clinical you may be dismissed from the program.

An excused absence consists of the following:

1. Court notices for student or dependent child
2. Funeral of immediate family members
3. Medical excuse for student, spouse or child
4. Excuse deemed an emergency by the School Director
5. Written excuses must be submitted to the School Director within 10 days of any absence to be considered.

### **ATTENDANCE POLICY DURING EMERGENCY REMOTE LEARNING MODE**

In addition to the DBI attendance policy stated in the catalog/syllabus, the following conditions need to be met in order to be marked 'PRESENT' for the Didactic Clinical Day:

1. Attend the virtual class meeting sessions with the instructor as per the timings conveyed by the instructor on the instructor's course Google Classroom.
2. Each Clinical /Skill day will have two meeting sessions. Attendance in both class sessions is compulsory to be counted as present for the day.
3. Each didactic session will have two meeting sessions likewise with sessions planned by the instructor. All information will be posted on Google Classroom and its student's responsibility to log in to the classroom and stay updated with announcements and requirements.
4. A student needs to be in attendance in the Zoom class session with the camera turned ON at ALL TIMES. A student with a camera turned OFF will be marked Absent.
5. The scenario/work assigned for the day has to be completed and submitted on time as per the instructor directions to be counted toward attendance.
6. Any situation or circumstance preventing a student from attending any class has to be reported as per the attendance policy in the handbook and syllabi before the start of the class. If circumstances arise during the class, it is the responsibility of the student to report the issue via email preferably immediately to the instructor and program director.
7. If for some reason, the internet is not working, a phone call must be made to report the issue to the school office (734.479.0660) followed by an email to the instructor as soon as the internet connection is restored.
8. In absence of such reporting, students will be marked absent.

## **Punctuality**

Students must be on time for all classes and must report 15 minutes before the scheduled time for all clinical rotations. All classes start at the scheduled time. Any student arriving later than the scheduled class will be marked tardy. 3 tardies will constitute "One" absence. It is up to the discretion of the faculty to allow a tardy student in the class. e.g Some instructors may not allow tardy entries at all, some faculty may not allow a student in the class until break time so as not to disturb the class. A student, regardless of whether she/he was allowed in the class will be considered absent if the tardiness was more than 15 minutes for class/skills/computer/clinical. Leaving classes without permission or who leave the class more than 15 minutes prior to the end of class time constitutes an absence.

Three tardies equals one absence and a written warning will be issued. Students who report late for theory courses will not be permitted to enter the class in session.



## **Make-up Policy**

The make-up test/exam will be taken outside of class time, at the discretion of the instructor, on the basis of verifiable, documented, excused absence which has been approved by the PN Program Director or School Director of the school. An alternate form of the test may be given at the discretion of the instructor and PN Program Director.

Quizzes, tests and final exams are to be taken on the scheduled day and at the scheduled time. A student who is tardy on a test day may be admitted to the testing room, but will not be allowed additional time to complete the test. Students taking the test later than the scheduled time, for any reason (Unless approved by the Program Director), will have 10% deducted from the final score.

A student may appeal a final class grade by utilizing the school's Student Complaint/Grievance Policy. A grade dispute of a final grade must be within 10 days following the end of the term. Grade challenges after 10 days following the end of term will not be honored.

## **Financial Aid and Other Financial Information**

### **Financial Aid**

The amount of student financial aid received is dependent upon current legislation and the amount of funds allocated to Detroit Business Institute-Downriver. All students are eligible for consideration. Approval and the amount of financial aid are determined by need according to a nationally accepted formula which is applied uniformly to all individuals applying for aid.

Detroit Business Institute-Downriver has various financial aid programs available to assist qualified and eligible students. The Federal Grant Programs, for students with exceptional financial need, are the Federal Pell Grant and the Federal Supplemental Education Opportunity Grant. The Federal Direct Stafford Loan program is also available to Detroit Business Institute-Downriver students.

### **Federal Pell Grants**

The Federal Pell Grant program is funded by the U. S. Department of Education to all eligible students with exceptional financial need as determined by the criteria established by the U.S. Department of Education. A student is eligible to receive for the 2021-22 award year (July 1, 2021 to June 30, 2022) a maximum of \$6,495 for full-time attendance during the award year. There is a limit to the total amount of Federal Pell Grants that a student may receive, which is the equivalent of 6 years. Once a total amount of Pell Grant eligibility has been received, a student is no longer eligible to receive Pell Grant financial aid.

### **Federal Supplemental Educational Opportunity Grants**

These grants are made available through the U. S. Department of Education for students with exceptional financial need as determined by the school, and with priority giving to Federal PELL Grant recipients. The grants will range from \$100 to \$2,800 for the 2021-2022 award year. The award amount is depending on the appropriation of federal funds available to the school from the federal government and is available for tuition only.

## Federal Direct Stafford Loans

Students attending Detroit Business Institute-Downriver may be eligible to receive Federal Direct Student Loans to help meet part of their educational expenses. Students with Federal Stafford loans transferring from other eligible schools may have their loan repayment period deferred or extended while in attendance at Detroit Business Institute-Downriver. Repayment of the loan principal begins six months (grace period) after the student is no longer attending school on at least a half-time basis.

**Federal Direct Subsidized Loans:** “Subsidized” means the federal government pays the interest on the loans while the student is enrolled in school and during the grace period, or in deferment. Students must show financial need to receive this loan. For first time borrowers after July 1, 2013, there is a limit on subsidized loans eligibility of up to 150% of their program length. The current interest rate for 2024-2025 award year is fixed at 6.53%.

**Federal Direct Unsubsidized Subsidized Loans:** “Unsubsidized” means the federal government does not pay the interest on the loans while the student is enrolled in school, during the grace period or in deferment. Students that may need additional loan funding may qualify for an unsubsidized loan regardless of their financial need. Students are responsible to pay the interest on a quarterly basis or may choose to capitalize the interest. The current interest rate for 2024-2025 award year is fixed at 6.53%.

## Disbursement of Financial Aid

All financial aid funds are disbursed in accordance with federal guidelines and are dependent upon the length of programs and type of financial aid received. All financial aid funds as they are received are applied directly to the student's account, normally done once per academic term.

For the purpose of computing financial aid awards, for an academic year is defined as two 15-week terms consisting of 36 quarter credit hours. The following formula will be used to determine the credit hours used to compute financial aid awards.

The number of clock hours scheduled per term divided by 25. Based on this formula, financial aid will be disbursed each academic term in accordance with the following financial aid enrollment status:

Fifteen week terms: 18 credit hours, full time; 13.5 credit hours,  $\frac{3}{4}$  time; 9 credit hours, half-time

A student may request the institution to hold any additional Title IV funds in order to assist the student in managing his/her Title IV funds for the remainder of the academic year. The student must make this request in writing. The student also has the right to rescind this authorization in writing and request that the credit balance be disbursed.

## Veterans Benefits and Training

The programs at Detroit Business Institute-Downriver are approved for the training of veterans. Maximum benefits are provided to veterans who attend on a full-time basis. Children of veterans who died or are permanently disabled may also be entitled to educational benefits. A veteran or dependent should contact the admissions department or the Veterans' Administration for further information.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).



## **Non-Title IV Payment Requirement**

All students must pay a minimum of \$500.00 of their tuition from sources other than federal student financial aid. Based on availability of federal financial aid, some students will be required to pay more than the minimum amount. Payments may be made in equal installments in accordance with the payment arrangements made in advance with the financial aid administrator.

## **Alternate Payment Plans**

There are two payment plans available to assist students with tuition financing. The deferred payment plan allows students to pay the tuition over the length of the program with no interest charge. The tuition finance plan allows the student to finance tuition up to 48 months. This financing is interest free for the first 12 months and has a 6% interest rate after 12 months. Borrowers must have a minimum average credit score of 650 to participate in this plan. Both the deferred payment plan and the tuition finance plan require a 10% down payment which is due at the time of registration. Payments begin approximately 30 days after the start of classes. For further information, contact our admissions representative.

## **Tuition Savings Plan**

Pay the entire cash balance of your tuition for the entire program on or before the first day of class and receive a 6% discount. This plan is not available if there are other funding sources paying your tuition such as student financial aid, scholarships, or any third-party payments.

## **Financial Obligations**

Training and educational services are suspended when financial obligations are not satisfied, including but not limited to: Tuition payments, financial aid documents, returned check charges, and other fees. Schedules, grade reports, transcripts, diplomas, employment services, clinical or externship placements, and additional documents and services may be withheld until students are in good financial standing. Good financial standing is defined as all debts to the school have been satisfied and for out-of-school students with payment arrangements, all payments for the past six months have been timely. Diplomas will be released to graduates who have an outstanding balance, provided there have been no late payments for the most recent six months after graduation.

The student should be regular in her out of pocket deferred payments spread over the course of the program. If the student is late on 3 or more monthly payments or missed payments in the first term, the student will be placed in financial default resulting in withholding of the issuance of books and enrollment to the second term. The school director may provide one time waiver depending on the circumstances and case presented by the student with a payment plan. Further at the time of the enrollment of the 3<sup>rd</sup> term if the student is in default of monthly deferred payments, then the enrollment and book issuance may be withheld till a time the dues are cleared and the student comes current on the payments or the student submits an approved payment plan for all dues on deferred payment plan to be cleared 2 weeks prior to the comprehensive predictor or any other date agreed between the student and the school director under compelling circumstances. If the student defaults in this voluntary agreement, then all academic services will be withdrawn resulting in the repetition of the 3<sup>rd</sup> term at a later time after the student comes in good financial standing.

## Refund Schedule

### Withdrawal Prior To The Commencement of Classes

If a student is not accepted for enrollment by the school, all monies will be refunded. If a student decides not to attend, all monies, except the enrollment fee, will be refunded. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school.

### Withdrawal After The Commencement of Classes

Attendance on any day within a calendar week will be considered a full week of attendance for the purpose of calculating tuition charges. Tuition charges are assessed for each term the student attends. In the event of student withdrawal or dismissal (for any reason) prior to the completion of the term, the tuition charges will be calculated as indicated below:

CHARGES	WEEKS OF ATTENDANCE 15 WEEK TERM
10% of tuition	1
20% of tuition	2-3
30% of tuition	4
40% of tuition	5-6
50% of tuition	7
60% of tuition	8-9
100% of tuition	10-15

The actual last day of attendance will be used when calculating tuition charges and refund shall be made within thirty days from the date the institution determines that the student has withdrawn.

The calculation concerning the refund of federal financial aid is different than the institutional refund policy. The federal financial aid refund policy is explained below under "Return of Federal Title IV Aid." As a result of the federal calculation required by federal regulations, a student may owe additional funds to the institution to cover tuition charges previously paid by federal financial aid.

## Return of Federal Title IV Aid

The federal "Return of Title IV Funds" applies to any student receiving federal financial aid, who fails to complete the academic term for which he or she has been charged. The formula to determine the amount of Title IV federal aid to be returned by the school to the federal government is calculated as follows: A percentage of Federal Title IV aid will be returned to the federal government if the student withdraws during the first 60% of the school's payment period. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the payment period, divided by the total number of days in the payment period. Scheduled breaks of more than five consecutive days are excluded from the calculation. The withdrawal date used in the calculation of Return of Title IV financial aid funds will be based on the student's last day of academic attendance in class. This date is used whether a student officially or unofficially withdraws based on the daily academic attendance records.

An “official” withdrawal is when a student formally drops all their classes for a given academic term, by notifying the school director in writing or verbally. The student’s last day of academic attendance in class will be used in the refund calculations.

An “unofficial” withdrawal is when a student is enrolled in at least one class for a given academic term and the student does not officially withdraw. The school attempts to contact the student after three days of consecutive absences and if the student does not return to class within 14 days of their last day of academic attendance the institution will determine the student has withdrawn. The student’s last day of academic attendance in class will be used in the refund calculations.

A student may be granted a leave of absence (LOA) for a period of up to 180 days at the discretion of the institution. The request for a LOA must be in writing, include the reason for the LOA and must be signed and dated by the student. If a student fails to return from an approved LOA, the withdrawal date used in the calculation of Return of Title IV financial aid funds will be the student’s last day of academic attendance in class.

The institution is responsible to return any unused Federal Title IV grant and loans funds within 45 days from the date the institution determines the student withdrew. If it is determined a student owes all or a portion of the financial aid received after the refund calculation, the student will be required to repay to the school the portion of the funds that were obtained for the student’s tuition. A notice will be sent to the student indicating what funds and the amount that is to be returned within 30 days. The student is required to repay the amount owed, regardless of the reason they withdrew.

If a student received less federal financial aid than the amount earned, the student may be able to receive those additional funds. In the event the student did not receive Federal Title IV funds to cover all of their tuition charges and is still eligible for Federal Title IV funds in order to pay their tuition charges, a “Post-withdrawal Disbursements” may apply to cover those charges. All grant funds will be applied to cover those charges. In the event there is still a tuition balance due and if loans are still needed to cover charges, a notice will be sent to the student requesting permission to disburse the loan funds. The notice will indicate what type of loan and amount that will be needed, and the student must notify the institution of their acceptance or denial within 30 days. The institution is responsible to return any unused Federal Title IV grant funds must be returned within 45 days from the date the institution determines the student withdrew and all loans within 180 days of that determination. A student may request from the financial aid department a copy of the federal worksheet used to calculate the amount of federal funds to be returned.

Any refund of federal funds shall be applied to the Federal Title IV program in the order indicated below:

1. Federal Additional Unsubsidized Direct Loan
2. Federal Unsubsidized Direct Loan
3. Federal Subsidized Direct Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

## **Student Refunds**

Student refunds must be processed within 30 days of the date the Status Change was signed by the school director. Cash refunds will be returned to the student and refunds of Title IV federal aid funds are returned to the school’s federal funds bank account. Title IV credit balances are processed as soon as possible and no later than 14 days after the calculation of R2T4. Title IV refunds must be returned to federal government by using the Department of Education G5 Management System within four days from the date the funds were deposited in the federal bank account.

## **Federal Funds**

The FA Solutions financial aid department provides their business office with the amount of funds to draw down based on the disbursement amounts required for each student. The funds are drawn down by using the Department of Education G5 Management System and deposited in the school’s federal funds bank account. The funds are transferred to the student accounts the day after receipt and deposited in the school’s bank account.

# **Student Services**

## **Student Orientation**

To assist students with understanding the policies, procedures and expectations of Detroit Business Institute-Downriver, the school conducts a formal orientation scheduled prior to the start of classes. The orientation is mandatory for all students. The orientation reviews in detail the courses in the program, requirements for academic progress, student code of conduct (including, but not limited to academic honesty, attendance, conduct in a classroom and at clinical sites), grievance policy, refund policy, course schedule, and other items.

## **Career Services**

Detroit Business Institute-Downriver believes that career planning is a vital part of vocational training. The institute maintains a professional placement service but does not guarantee any graduate a position. Detroit Business Institute-Downriver's placement department assists graduates in the preparation of their professional resume and in the techniques for securing a job interview. How to complete an employment application and a review of the questions commonly asked in an interview, are also services that are offered to guide the student.

The placement department assists students in exploring current employment opportunities within the community. It also maintains information pertaining to inside referrals made by graduates to employers who are in need of additional staff.

## **Tutoring**

Detroit Business Institute-Downriver provides tutoring for students in need of assistance. Teachers recognize that each student must be given every opportunity to succeed and may refer a student for tutoring. Tutoring is generally scheduled before or after classes are conducted. Additional tutoring for the Practical Nurse students may also be provided on Mondays.

## **Mandatory Tutoring Placement for Math and Science**

For the new entrants to the DBI PN program the individual TEAS scores will be used as placement criteria into the mandatory tutoring as follows:

Any student scoring less than 40 on TEAS individual sub sections of Math or Science will be placed in the mandatory tutoring in either or both of the subjects depending on the score. The tutoring will be completed during the first term of the LPN program in addition to completing the required courses and credit hours of the PN program. Completion of the tutoring module is determined by scoring of at least 45 in the exit exam for the subject for which the student is undergoing tutoring.

### **Subjects for mandatory tutoring**

Math - This module has 15 hours of instruction typically completed in 5 weeks with the exam to be conducted in the 6th week.

Science - This module has 15 hours of instruction typically completed in 5 weeks with the exam to be conducted in the 6th week.

The tutoring offering in Math and Science is offered to students to help them succeed in a fast paced course like PN program at DBI. The course also provides an opportunity to advise students and develop plans of action, including but not limited to changes in study habits, goal setting, study guide development, and tutoring. The tutoring helps students and faculty assess students' study skills, learning styles, organizational skills, ability to follow directions, maintain attendance, be punctual, and pass quizzes in a fast-paced academic environment which mirrors that of the Practical Nursing Certificate Program. This tutoring is not charged to the students and therefore it is not eligible for Federal Financial Aid. Students do not receive a Transcript, Certificate of Completion, Diploma or Degree upon successfully completing this tutoring. Students must get a cumulative score of at least 45 in the exit exam taken in the 6th week to be placed out of mandatory tutoring. This score is determined by a weighted average of the scores of all exams and quizzes taken during the 6-week period.

a) If the student doesn't score 45 in the first attempt, he/she may be provided an opportunity to retake it one time. The retake can be after a minimum of one week of self-review. If the result of the second attempt is Fail, then the student may request a third attempt. Students must receive approval from the Vice President, DBI in order to take the exit exam a 3rd time.

b) After the third attempt, the student will have to take the mandatory tutoring again in the next term or when it's offered till the student clears the exit exam.

## **Disability Services**

Detroit Business Institute-Downriver provides accommodations to students with qualified disabilities. Reasonable efforts will be made so that each qualified student with a disability receives appropriate accommodations to ensure equal access to our educational programs and activities in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Students who believe they are in need of accommodations should contact the school director.

## **General Information**

### **Books and Supplies**

The use of books and certain teaching materials are included in the total cost of the course. Expendable items – paper, writing materials, notebooks, etc., are provided by the student, and personal items are also the responsibility of the student. If a student fails to return books within two weeks of their last day of attendance, the student will be charged the replacement cost of the books not returned. Required texts and workbook materials will be issued no later than the first day of each term.

### **Changes in Programs, Tuition Charges, Faculty**

Because of the many changes which occur daily in both business and education, on occasion changes are required. Therefore, the school reserves the right to add or delete from certain courses, programs, or areas

of study, as circumstances may require; to make faculty changes; and to modify tuition rates. Students will be notified of changes in a published Catalog Addendum.

In the event of any failure or delay in the School's performance resulting from causes beyond the School's reasonable control and occurring without its fault or negligence, including without limitation, acts of God, fire, pandemic, epidemic, government restrictions, wars, threats or acts of terrorism and insurrections, the tuition obligations under this Agreement shall continue and the School shall not be liable for any such failure or delay in its performance.

The School may extend schedules for the time equal to the time lost due to any delay so caused and/or to conduct classes via distance-learning and/or schedule classes on weekends, at the School's discretion.

## Professional Code of Conduct

### Student Conduct

Code of conduct is essential for creating a safe, respectful, and professional learning environment for nursing students. It provides guidance for student behavior, promotes professionalism, ensures compliance with laws and regulations, and provides a framework for conflict resolution.

Any violation of the code of conduct is referred to the Program Director. Based on the nature of the severity of the violation, different actions like taking away academic credit, deducting professional points, being counseled, issued a written warning, sent home for the day, written warning, probation, dismissal, suspension, or termination may be taken. A student is issued a warning on the first minor incident of violation of Code of Conduct. A disciplinary committee may be called for severe cases of violation. The students are called before the committee and based on the nature of violation, response of the student an appropriate action is taken. DBID reserves the right to suspend or dismiss any student any time for misconduct or when such action is deemed to be in the best interest of the student or student body.

### Code of conduct for a PN Student at DBID:

1. **Attendance:** Regular attendance is mandatory in all DBID nursing classes. Students are expected to attend all classes, clinical rotations, and other related activities.

Please note **important criteria to receive attendance for a class:**

- a. Physical presence for the entirety of the class
- b. Following all mentioned Code of Conduct
- c. Arriving on time
- d. If a student arrives late or leaves before the end of class time, attendance will **Not** be given for that class unless overridden by the instructor. In absence of this overriding given by the instructor, a student will be **marked absent for the entirety of the class.**
- e. A student will not be allowed to enter the classroom once the lecture/lab begins. An instructor may allow the student to join the class during break if the student had an excusable reason to arrive late. Such a student will be marked "tardy" for the day. Leaving the classroom during lecture is not allowed. However, if a student has to leave the classroom for an allowable reason, will be allowed to join back only during the next scheduled break.
- f. If a student leaves the classroom for any reason and then doesn't return, such a student will be marked absent for the entire class period.
- g. If the class is conducted remotely for any reason, the camera must be kept in "ON" position during the entirety of the class. A student with a camera that is turned "off" will not be marked present for the class.

h. A student must sign in the attendance sheet given by the instructor in each class. It is the students' responsibility to sign the sheet. Absence of a signature will be considered as an absence for the student, regardless of producing any kind of evidence proving otherwise. A student signing in for another student in the Attendance signing sheet will receive a Violation of the Code of Conduct and a disciplinary action will be taken against the student signing on behalf and the student requesting such a fake attendance.

2. **Punctuality:** Students are expected to arrive on time for class and clinical rotations. Latecomers may not be allowed to attend the class, and their attendance and grade may be affected.

3. **Cell Phone Usage:** All cell phones must be turned on silent mode during the class. No phone calls may be taken during class. Students should refrain from texting or making calls, as it may disrupt the learning environment. If a student receives a phone call during class, it may count towards deduction of points for professionalism. A student leaving the class to take a call will not be allowed back and will be marked absent.

4. **Behavior:** Students should always maintain a professional demeanor. This includes being respectful to instructors and peers, refraining from disruptive behavior, and following code of conduct rules.

**Disruptive behavior** in the classroom/school/lab/clinical is any behavior that interferes with the learning environment or creates a distraction for other students. Some examples of disruptive behavior may include:

- Interrupting the instructor or other students during class
- Talking or whispering during lectures or discussions
- Using electronic devices (e.g. cell phones) during class time
- Using profanity or inappropriate language in school or clinical settings
- Engaging in side conversations or group work during lectures or discussions
- Being consistently late for class or leaving early
- Making loud or distracting noises (e.g. tapping, rustling papers)
- Displaying aggressive or intimidating behavior towards other students or the instructor
- Engaging in disrespectful or inappropriate behavior towards others
- Being unprepared for class (e.g. not completing homework, not bringing necessary materials)
- Having loud conversations in the corridors

Disruptive behavior can negatively impact the learning experience of other students and can create a hostile or uncomfortable environment in the school. It is important for students to be aware of what constitutes disruptive behavior and to make an effort to behave in a way that promotes a positive learning environment for everyone.

5. **Participation:** Instructors may encourage active participation from students through classroom discussions, group activities, and presentations. Students are expected to participate in class discussions and share their insights.

6. **Homework and Assignments:** PN Nursing program at DBID involves significant homework and assignments. Students are expected to complete these assignments on time and to the best of their abilities. Late submissions may not be accepted. Late submitted assignment to be graded as per the rule mentioned under assignments in the syllabus. All submissions should be individual's own work. Plagiarism or cheating will be dealt as per the Academic dishonesty rules of DBID.

7. **Dress code:** DBID nursing students have a specific dress code for in school classes and clinical rotations, including uniforms and appropriate footwear. Students are required to follow a dress code in the classroom. Refer to the uniform section to get details of uniform expectation. Appropriate dress code rules will be enforced and a student may be sent home and marked absent if not in proper attire.

- DBI uniform-Grey scrubs (neat, well-fitting and in good repair) and white leather shoes and white socks
- Clothing should be neat and clean with pants hemmed to appropriate length (not touching the floor)
- NO visible piercing or tongue jewelry
- NO false eyelashes



- NO visible tattoos
  - Nails-neutral polish/no acrylics
  - Hair color and style must be maintained in a conservative fashion and no non-traditional hair colors.
  - Male facial hair must be clean, neat, and well-groomed.
  - Hair must be off collar
8. **Professionalism:** PN program aims to prepare students for a professional healthcare environment. As such, students are expected to always conduct themselves in a professional manner, including during clinical rotations.
  9. **Academic Integrity:** Nursing programs uphold the principles of academic integrity, which means refraining from cheating, plagiarism, or any other form of academic misconduct.
  10. **Safety:** Follow safety rules, particularly during clinical rotations. Students should follow all safety rules and protocols to ensure the safety of themselves, their classmates, and their patients.
  11. **Respect:** Students should respect their instructor, classmates, and the learning environment. This includes refraining from derogatory language, bullying, or harassment of any kind.
    - a. Be respectful of faculty and peers.
    - b. Refrain from profanity
    - c. Remain in class unless there is a break.
    - d. No theft of personal or school property.
    - e. No abusive or threatening language or behavior, including use of swear words.
    - f. No screaming at instructors, staff, or peers
  12. Use or possession of vaping devices, controlled substances, including drugs and alcohol, is strictly prohibited in the classroom, laboratory, or clinical setting. Violations of this policy will result in disciplinary action, which may include, but is not limited to, removal from the nursing program, suspension, or expulsion.
  13. **Compliance:** Students should comply with all school policies and procedures, including those related to attendance, conduct, and academic performance.
  14. **Classroom cleanliness:** Only bottled water is permitted in the classrooms. Eating and drinking is allowed in the student lounge area only.
  15. **Consequences:** Violations of this code of conduct may result in deductions in Professional points from a class grade, may affect attendance and may lead to disciplinary action, including suspension or dismissal from the PN program. Students making unnecessary remarks and being disruptive in class will have professional points deductions and/incident reports filed and be sent to the Director of Nursing.

Overall, this code of conduct for a DBID PN students emphasizes professionalism, punctuality, active participation, respect for others, academic integrity, safety, and communication. By adhering to these guidelines, students can maximize their learning and prepare for success in their future nursing careers.

All students are expected to conduct themselves both in and out of class in a professional manner. The school may exclude/terminate a student from school for any of the following reasons:

1. Excessive absences from class.
2. Conduct which is found by the administration to be detrimental to the individual, other students, the community, or the school.
3. Conduct that violates any of the guidelines explained above
4. Inappropriate dress or appearance.
5. Disruptive or illegal activities.
6. Use of abusive and/or inappropriate language.
7. Disrespectful or verbally aggressive to students, faculty, staff or individuals associated with the student's training.



8. Under the influence of drugs or alcohol.
9. Not adhering to school policies.

## **Children in School**

DBID maintains an atmosphere conducive to learning and does not have provisions to accommodate children. It is the policy of the school that student should not bring children to orientation, classrooms, or labs, or left without parental supervision in lounges, offices, or any part of the school.

## **Academic Dishonesty**

The faculty supports the school's policy on academic dishonesty, cheating many times involves two individuals. Cheating can take many forms, including but not limited to plagiarism, exchange of information on examinations, copying the work of another or allowing another to copy's one's written work.

The first incident of cheating the student will receive a zero on the assignment and a written notice will be sent to the student. The student who shared the work in question and the student receiving the work will be given a zero for the assignment or the test. The written notice will include the nature of the alleged act of violation, the facts present, and the possible discipline being considered in addition to the zero awarded. The Student will be called for an interview with the instructor/ PN Director. The evidence will be presented by the Instructor for the alleged act of violation and the student will be given a chance for hearing. Upon completion of the meeting and within 7 days of the meeting, a written recommendation notice for the disciplinary action(if any), in addition to a zero in the test or assignment, will be given to the student by the Program Director. If the student refuses to sign the written notice or fails to attend the interview, it will be deemed as an acceptance of the alleged act and the PN Director will make a notation of the student refusal to sign and date. A copy will be placed in the student's file, along with the student receiving a copy of the refusal. The disciplinary action for Academic Dishonesty for first violation may include a failure of the course involved and the student may receive from an E grade up to Dismissal from the program.

It may be noted that Written notice to the student shall also include that continuation or repetition of specific conduct found wrongful within a period of time stated in the warning may be cause for more severe disciplinary action. Written reprimands may become part of a student's permanent record at the college.

On the second incident the student will be sent the Notice for Violating Code of Conduct. The written notice will include the nature of the alleged act of violation, the facts present, and the possible discipline being considered in addition to the Grade of E (Failure of the course) for the assignment, test or exam. The Student will be called for an interview with the PN Director and the School Director. The evidence will be presented by the Program Director for the alleged act of violation of conduct and the student will be given a chance for hearing. Upon completion of the meeting and within 7 days of the meeting, a written recommendation for the disciplinary action (if any), in addition to the failure of the course, will be given to the student by the Program Director. If the student refuses to sign the written notice or fails to attend the interview, it will be deemed as an acceptance of the alleged act and the PN Director will make a notation of the student refusal to sign and date. The disciplinary action notice in such cases will be taken and the student notified of the same in writing. Written Notice document for "Violation of Professional Code of Conduct/Academic Dishonesty" will be placed permanently on the student academic file. PN Director will place the records/evidence of cheating/plagiarism for permanent record retention. A Student should understand that at this point continuation in the program is in jeopardy and that he/she may be dismissed/terminated from the program for Academic Dishonesty/Violation of Professional Code of Conduct.

## Copyright Infringement

Copyright infringement occurs when a copyrighted work is reproduced, either physically or electronically, distributed, performed, publicly displayed or made into a derivative work without the permission of the copyright owner. Students must abide by the copyright laws and not engage in activities that would result in copyright infringement. Violation of the copyright policies is grounds for discipline up to and including dismissal. In addition, anyone who violates the copyright laws may be liable under criminal and/or civil laws. Complete information about the copyright laws may be found online at [www.copyright.gov](http://www.copyright.gov).

## Alcohol and Substance Abuse Policy

Detroit Business Institute-Downriver prohibits the unlawful possession, use or distribution of illicit drugs and/or alcohol by students on its property or as part of any of its activities. No student will be permitted to attend class if he/she is under the influence, or suspected of being under the influence, of alcohol or illegal drugs.

A student or employee committing a drug or alcohol violation will be subject to disciplinary action imposed by the school. The sanctions may include mandatory attendance at a counseling treatment center, completion of a drug rehabilitation program, discharge from employment or expulsion from school.

Drug testing shall be conducted at the discretion of Detroit Business Institute -Downriver, and the term “drug testing” shall include any screening of the student’s blood, breath, or urine for any illegal drug, controlled substance, prohibited substance, and/or alcohol. All drug testing, aside from reasonable suspicion tests as discussed in subparagraph 3(a)(iii) DBI Drug Testing Policy, shall be conducted at the student’s expense. Drug testing shall be conducted for the following reasons:

- 1) Entrance into the program. Each student must complete a drug test prior to being admitted to the nursing program. A student with a positive drug screen shall be denied admission to the program, and given referral information for drug services. A student denied admission due to a positive drug screen shall not be permitted to re-apply until said student submits a clean drug test on re-testing in the following cohort or thereafter.
- 2) Clinical placements. Drug testing may be required of any nursing student as part of the clinical placement requirements stipulated by the School’s clinical partners. A drug screening thus requested will be borne by the student. A student with a positive drug test shall, in addition to other sanctions for violation of the Drug Policy, be denied participation in the clinical placement.
- 3) Reasonable suspicion of violation. Any Detroit Business Institute -Downriver student may be subjected to random drug testing if, in the sole discretion of Detroit Business Institute personnel, there is reasonable cause to believe that the student may be violating the Detroit Business Institute -Downriver Drug Policy. The student involved will bear the cost of such an additional testing. The suspicion of drug or marijuana usage can be raised by faculty, staff to the program director and school director at DBID. Circumstances which may give rise to reasonable cause include but are not limited to:
  - a) Current or past involvement with the criminal justice system for drug related activities.
  - b) Observation of drugs and/or drug paraphernalia.
  - c) Admission of a current drug problem.
  - d) Prior positive drug tests.

- e) Observation of physiological signs of possible impairment from drugs.
  - f) A pattern of behavior suggesting impairment by or use of drugs.
  - g) Reports from faculty, peers, and employees of clinical partners.
  - h) Reports of an accident, medication error, or adverse patient outcome.
- 4) Drug screening as a sanction or condition of sanctions. In addition to any other sanctions imposed, any student testing positive for an illegal substance in violation of this Drug Policy may be subject to repeated follow-up testing. Follow-up testing may also be imposed as a condition of release from sanctions or re-admission to Detroit Business Institute-Downriver.

Federal regulations require institutions participating in federal financial student aid programs to provide information to its students and employees relative to drug and alcohol abuse. Detroit Business Institute-Downriver provides this information to its students during student orientation and on an annual basis to current students. In addition, you may contact the school director for names and phone numbers of appropriate agencies.

## **Weapon Policy**

DBID maintains a zero-tolerance attitude towards firearms and other weapons on campus, around campus, clinical sites, and at all school events. In compliance with Michigan law (1931PA328 MCL750.227 and 1927PA372 MCL28.425o(2)), guns or other dangerous instruments (knives, chemical sprays, electrical discharge device, etc.) that are intended to be used as weapons are NOT to be carried to school (including school parking lot) at any time. Recent amendment to Michigan's Public Act 372 of 1927 (2015PA16) regarding rights to carry concealed weapons does not exclude DBID classrooms (MCL28.425o (1) (h)), and by extension all common areas such as hallways, entryways, parking lot and sidewalks. This is a zero tolerance policy and failure to follow this policy will result in immediate termination/dismissal. Criminal charges may also be filed.

## **Professional Confidentiality and HIPAA**

The importance of confidentiality cannot be overemphasized. All students must adhere to all HIPAA (Health Insurance Portability and Accountability Act) standards. Patients' charts and other information are confidential records and may not be photocopied. A violation of the professional confidentiality and HIPAA standards may warrant dismissal from the program or other disciplinary actions.

## **Non-Discrimination & Non-Harassment Policy**

Detroit Business Institute-Downriver is committed to providing equal opportunities for all students, employees, and guests of the school. DBID does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity and expression, genetic information, medical status, military status, national origin, nursing parent status, pregnancy, race, religion, sex, sexual orientation, parent and foster parent status, protected veteran status, or any other bases under the law.

Title IX Coordinator is the designated agent of the school with primary responsibility for coordinating school Title IX compliance efforts as per the Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part 106. Title IX of the 1972 Higher Education Act (20 U.S.C. 1092) applies to schools, colleges and universities that receive any amount of federal funding. Title IX allows the U.S. Department of Education to investigate complaints, order remedies, and withhold funding from educational institutions in violation of sexual harassment under the Act. Enforcement of Title IX is administered by the Department of Education's Office of Civil Rights. The Violence Against Women Reauthorization Act of 2013 amended the Clery Act (34 CFR §688.46) to further hold schools responsible for providing awareness and prevention campaigns and reporting crimes related to sexual assault, domestic violence, dating violence, and stalking. The Title IX coordinator's responsibilities are critical to the development, implementation, and monitoring of meaningful efforts to comply with Title IX legislation, regulation, and case law. Title IX coordinator oversees the monitoring of school policy in relation to Title IX law developments; implementation of grievance procedures, including notification, investigation, and disposition of complaints; provision of educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of the school's Title IX compliance. DBID does not tolerate discrimination against anyone, generally or specifically, based on race, creed, religion, origin, gender, age, or disability. In accordance with Title IX, section 504, section 104.7 (a), the School Director will be available to any person who has a complaint about the school that falls under Title IX Section 504. Discrimination, harassment, sexual harassment or sexual violence by others against members of the school community should be reported immediately for suitable action. The School Director and the Director of School operations can be contacted at 19100 Fort St, Riverview, MI 48193, 734-479-0660 and are available during regular office hours. Any student experiencing discrimination or harassment should follow the Student Grievance Policy outlined in the Student Complaint/Grievance Policy of this catalog.

## **Emergency Action, Evacuation and Fire Prevention Plan (EAFP)**

The Emergency Action, Evacuation and Fire Prevention Plan outlines the institution's procedures for carrying out the functions of the EAFP plan. It is the primary goal of Detroit Business Institute-Downriver to provide a safe and secure environment for the students, faculty and staff. In times of national or global emergencies like war, natural calamities, pandemics or any other circumstance where it becomes impossible to access school physically or there is a mandate to discontinue in person classes, classes may resume in a temporary distance education mode. Such an action will necessitate use of technology to deliver lessons and clinical simulations. Students will be expected to follow all school policies related to attendance and other academic policies. It will be a responsibility of the student to ensure that they take part in all learning activities planned as per the class schedule shared with students. School expects the same level of commitment from students unless a circumstance beyond their control prevents them from doing so. In those cases, the student must convey the same to the school Director/Vice President and a resolution suitable to the special needs of the student may be worked out. The details of Distance Education delivery mode can be found in the EAFP section of the Policies and Procedures manual. A copy of our EAFP plan may be found on our website at [www.dbidownriver.edu/consumer-information](http://www.dbidownriver.edu/consumer-information).

## **Campus Crime and Security Policy**

In accordance with the guidelines set forth by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), all institutions that participate in Federal Student Financial Aid programs are required to maintain and disclose information about crime on or near their campuses. A copy of our Campus Crime and Security Policy may be found on our website at [www.dbidownriver.edu/consumer-information](http://www.dbidownriver.edu/consumer-information).

## **Family Educational Rights and Privacy Act Policy**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- a. The right to inspect and review the student's education records within 45 days of the day the school received a request for access.

A student should submit to the school director 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.

- b. The right to request the amendment of the student's education records that the student believes 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.

- c. The right to provide written consent before the school discloses personally identifiable information 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 the school in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the school has contracted as its agent to provide a service instead of using employees or officials (such as an attorney, auditor, or collection agent); a person serving on the board of the school; or a student assisting a 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 the school.

d. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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 20202-5901**

## **Student Complaint/Grievance Policy**

The school has established and enforces specific procedures to address student grievances and complaints. The school Director is the point of contact to assist students in determining the appropriate school procedure to follow for initiating a formal complaint or grievance.

### **Student Complaint/Grievance Policy**

At Detroit Business Institute-Downriver, we have maintained an “open door” policy: Students are free to discuss matters concerning school-related issues. We realize that occasionally students will have school-related problems or complaints about the interpretation or application of a school policy.

If a student has such a problem or complaint, he/she may utilize the school’s problem-solving procedure as outlined below:

#### **STEP 1: CLASSROOM INSTRUCTOR**

Discuss the complaint/problem with the classroom/clinical instructor. Usually, the problem can be resolved once the instructor is made aware of it. If it is not resolved, the instructor has two school days to reach a decision. If the student is not satisfied with the instructor’s decision, the student may consult with the Program Director. If the complaint/problem cannot be resolved by the department head, the student may proceed to the next step. If the complaint/problem is non-academic, the student may consult with the school director as indicated in Step 2.

#### **STEP 2: SCHOOL DIRECTOR**

If Step 1 does not produce a satisfactory resolution, the complaint/problem must be discussed with the school director within two school days of the Step 1 answer. The school director has three days to reach a decision before the complaint/problem is taken to the next step.

#### **STEP 3: CHIEF EXECUTIVE OFFICER**

If Step 2 does not produce a satisfactory resolution, the complaint/problem must be taken to the CEO within three school days of the Step 2 answer. At this step, the complaint/problem must be put in writing, including the date and nature of the complaint/problem and the disposition requested. The CEO has five days to arrange a meeting. Within five days of the meeting, the student will receive a written decision from management which will be final and binding on all parties concerned.

#### **STEP 4**

If Step 3 does not produce a satisfactory resolution, the student may forward his/her complaint to one of the agencies listed below:

The complaint form for ACCSC is available on the ACCSC Website,  
<http://www.accsc.org/UploadedDocuments/2015%20August/ACCSC%20Complaint%20Form.pdf>

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
Telephone: (703) 247-4212

Michigan Department of Licensing and Regulatory Affairs  
Corporations, Securities & Commercial Licensing Bureau

Schools and Licensing Section  
P.O. Box 30018  
Lansing, MI 48909  
Telephone: (517) 241-9221

## **Transcripts**

A student's record, including a transcript of his/her grades, is maintained in a permanent file. Transcripts may be ordered from the school at a cost of \$10.00 each. No transcripts will be provided by the school unless requested in writing by the individual concerned. Transcripts will not be released if the student has outstanding financial obligations to the school or the school has documentation indicating the student is delinquent on his/her student loan(s). The transcript can be ordered through the website.

## **Withdrawal**

Students should contact the school director to begin the withdrawal process. Students should also contact the financial aid office prior to withdrawing to determine the effect the withdrawal would have on the student's financial aid. The school attempts to contact a student after three consecutive absences and if the student does not return to class within 14 days of their last day of academic attendance the institution will determine the student has withdrawn. The student's last day of academic attendance will be used for their withdrawal date.

## **Consumer Information Supplement**

A Consumer Information Supplement is available upon request at the school or you may obtain the consumer information from the school's website at [www.dbidownriver.edu/consumer](http://www.dbidownriver.edu/consumer)



# Tuition and Fees

## Tuition charges

Practical Nurse program	\$30,816
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## Additional Fees

Application Fee	\$125.00
Transcript fee.....	\$ 10.00
Late Fee* (Monthly Deferred Payment Plan).....	\$ 25.00
Re-entry fee**	..\$100.00
Replacement Cost for lost ID badge.....	\$ 10.00
Replacement Cost for lost DBID Access Card.....	\$ 15.00
Clinical/lab make-up.....	\$20.00/hour
Michigan Board of Nursing application fee***	\$212.90
Michigan Board of Nursing PN-NCLEX exam fee***	\$200.00
Criminal Background check (Fingerprinting) for PN-NCLEX exam***	\$66.25
Student requested Re Appeal for drug screen test. ....	\$100.00
Document Review Service fee + ACEMAPP Subscription Fee .....	\$98.00
Drug Screening Retest .....	\$ 43.00
Background Screening Retest .....	\$ 26.00
Extra Pinning Ceremony ticket (if available).....	\$ 10.00

- \* Late fee is incurred upon late payment or non payment of the agreed deferred monthly tuition payment in a particular month. Late fee is incurred each month till the payment is overdue. A maximum of 2 late fines can be waived in the entire duration of course if a good reason / situation beyond their control for being late is presented to the Finance department to their satisfaction.
- \*\* A student who has withdrawn from school and has not completed a leave of absence form, or reschedule form, must pay a re-entry fee
- \*\*\* These fees are not set by the school and are subject to change.

## Programs of Study

### Practical Nurse (Certificate Program)

#### Program Description

The Practical Nurse program, approved by the Michigan Board of Nursing, is to prepare the graduate with the skills and knowledge necessary to function in the role of the licensed practical nurse. The graduate will have the ability to gather basic clinical information on the specific needs of stable patients with predictable outcomes, assess, analyze and interpret findings in structured settings and to perform basic technical nursing skills for the individual patient. Upon successful completion of the practical nurse program requirements, the student will be eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Successful completion of the examination qualifies the graduate for licensure as a licensed practical nurse (LPN).

**The Practical Nurse program consists of 1,370 clock hours which include 1,155 instructional hours and 215 out-of-class hours.**



**(45 WEEKS / 61.5 QUARTER CREDIT HOURS)**

<b>COURSE NUMBER</b>	<b>First Term (15 weeks)</b>	<b>CREDIT HOURS</b>
NUR110	Fundamentals of Nursing	5.0
NUR111	Fundamentals Skills Lab	3.0
NUR112	Fundamentals Skills Clinical	3.5
BIO 113	Anatomy and Physiology	5.5
BIO 114	Medical Terminology	1.0
NUR115	Math for Clinical Practice	3.0
	<b><u>Second Term (15 weeks)</u></b>	
NUR116	Pharmacology	5.0
NUR117	Medical Surgical Nursing I	5.0
NUR118	Medical Surgical Nursing II	4.5
NUR119	Medical Surgical Skills Lab	3.5
NUR120	Medical Surgical Clinical	2.5
	<b><u>Third Term (15 weeks)</u></b>	
NUR121	Obstetrical Nursing	3.5
NUR122	Obstetrical Nursing Sim Lab	2.0
NUR123	Pediatric Nursing	4.0
NUR124	Pediatric Sim Lab and Clinical	2.0
NUR125	Transition and Roles of the LPN	5.0
NUR126	Gerontological Nursing/Mental Health	3.5
	<b>Total credit hours</b>	<b>61.5</b>

## Course Descriptions

### NURSING

#### **NUR 110 Fundamentals of Nursing**

This course is designed to introduce the student to the principles of basic nursing care and the nursing process as a foundation for all future nursing courses. A comprehensive nutritional component will be incorporated into this course that establishes dietary guidelines for Individuals. This nutritional thread will enhance the importance of normal growth and development needed for tissue maintenance and repair, cellular metabolism, and organ function.

Total hours: 97 (60 lecture, 22 computer lab and 15 out-of-class hours)

Pre-requisites: Admission requirements

Co-requisites: NUR 111, 112, 113, 114 and 115

**5.0 credits**

#### **NUR 111 Fundamentals of Nursing Skills Lab**

This course will introduce the student to the skill of physical assessments of the adult patient utilizing a systematic approach. This lab will emphasize techniques required to perform a variety of patient assessments utilizing principles of nursing practice and computer skills necessary to document patient findings. The basic concepts of Dr. Callista Roy's theory of Adaptation are utilized to guide the clinical nursing care plans. Completion of a check-off list with 100% proficiency is required to pass this course.

Total hours: 68 (56 skills lab and 12 out-of-class hours)

Pre-requisites: Admission requirements

Co-requisites: NUR 110, 112, 113, 114, 115

**3.0 credits**

#### **NUR 112 Fundamentals of Nursing Skills Clinical**

This course will introduce the student to the therapeutic data collection utilizing subjective and objective data in a long-term care setting. Hands-on application of skills will be performed on patients. Lab and diagnostic interpretation will be recorded as well as written and electronic documentation, chart review and patient safety to ensure continuity of care.

Total hours: 112 (104 clinical and 8 out-of-class hours)

Pre-requisites: Admission requirements

Co-requisites: NUR. 110, 111, 113, 114, 115.

### **3.5 credits**

#### **BIO113 Anatomy and Physiology**

Students will be introduced to the principles of anatomy and physiology within the course with an analysis of the structure and functions of organs, tissue and their relationship to disease causing illnesses that affect the population as a whole. The 15 hours of computer lab incorporated into NUR 113 will consist of 70 items related to anatomy and physiology, plus 5 pre-set items evaluating 12 topic areas of the human body.

Total hours: 106 (70 lecture, 15 computer lab and 21 out-of-class hours)

Pre-requisites: Admission requirements

Co-requisites: NUR 110, 111, 112, 114, 115.

### **5.5 credits**

#### **BIO114 Medical Terminology**

This course introduces the student nurse to the principles of medical terminology including spelling, pronunciation and application. This knowledge is applicable to all aspects of nursing care. Out-of-class activities consist of seven weekly homework assignments. Total hours: 25 (20 lecture and 5 out-of-class hours)

Pre-requisites: Admission requirements

Co-requisites: NUR 110, 111, 112, 113, 115.

### **1.0 credits**

#### **NUR115 Math for Clinical Practice**

This course introduces the mathematical principles of dosage and drug calculations needed for medication administration in the nursing profession.

Total hours: 50 lecture hours)

Pre-requisites: Admission requirements

Co-requisites: NUR 110, 111, 112, 113, 114

### **3.0 credits**

#### **NUR116 Pharmacology**

This course is designed to introduce the student to drug classifications utilizing a systematic approach while instructing the student how pharmacokinetics, distribution, absorption, and metabolism of drugs affect the human body. The student learning outcomes include knowing safe dosages, safe ranges, and drug calculations, how to safely administer oral, rectal, intramuscular, subcutaneous, transdermal, topical, suppositories, eye, ear, and intravenous medications. The documentation of time and drug effectiveness will be taught utilizing electronic data bases and the medication administration record (MAR). A nutritional component is incorporated in the course that explains food allergies, which medications must be taken with or without food and how to alert other healthcare team members of a patient's sensitivity.

Total hours: 100.5 (60 lecture, 22 computer lab and 18.5 out-of-class hours).

Prerequisites: NUR 110, 111, 112, 113, 114, 115

Co-requisite: 117, 118, 119, 120

### **5.0**

### **credits**

#### **NUR117 Medical Surgical Nursing I**

This course is designed to introduce the student to medical nursing concepts and their application to clinical practice within a culturally diverse community addressing common health care needs of adults. The focus will be on medical diagnosis and the nursing care required ensuring wellness.

Total hours: 104.5 (53 lecture, 31 computer lab and 20.5 out-of-class hours)

Pre-requisites: NUR 110, 111, 112, 113, 114, 115

Co-requisites NUR 116, 118, 119, 120

### **5.0 credits**

#### **NUR118 Medical Surgical Nursing II**

This course is designed as a continuation of NUR 117 and will explore the surgical concepts and their application to clinical practice within a culturally diverse community addressing common health care needs of adults. The focus will be on surgical diagnosis and the nursing care required ensuring wellness during pre-operative, intra-operative and post-operative care and patient teaching.

Total Hours: 95 (52 lecture, 24 computer lab and 19 out-of-class hours)

Pre-requisites: NUR 110, 111, 112, 113, 114, 115  
Co-requisites NUR 116, 117, 119, 120

#### **4.5 credits**

##### **NUR119 Medical Surgical Nursing Skills Lab**

The skills laboratory will encompass the following student learning objectives: Intermediate physical exam assessments, a comprehensive medication administration review, wound care, IV therapy, phlebotomy, EKG's and chest tube care. The introduction of a 35 hour simulation laboratory will be twofold: One section will involve 30 hours of clinical reasoning scenarios for medical surgical learning 2.0 developed by ATI on the following topics: Diabetes Mellitus, Heart Failure, Kidney Disease, Pneumonia, and Urinary Tract Infections, 6 hours each. The student focus will be on making clinical decisions that affect the care, treatment and outcomes for virtual clients. Completion of a check-off list with 100% proficiency is required to pass this course.

Total hours: 78 (70 skills lab and 8 out-of-class hours)

Pre-requisites: NUR 110, 111, 112, 113, 114, 115  
Co-requisites NUR 116, 117, 118, 120

#### **3.5 credits**

##### **NUR120 Medical Surgical Nursing Clinical**

The focus of the clinical section will be on physical assessment, developing and implementing care plans, medication administration, admission, discharging, shadowing, and client teaching and writing a surgical and teaching paper. Emphasis is placed upon implementing the nursing process in the care of adults in a structured medical/surgical setting. The student will be required to complete the designated number of clinical hours specific to this rotation for successful completion of the clinical rotation.

Total hours: 83 (75 clinical and 8 out-of-class hours)

Pre-requisites: NUR 110, 111, 112, 113, 114, 115  
Co-requisites NUR 116, 117, 118, 119

#### **2.5 credits**

##### **NUR123 Pediatric Nursing**

This is an introductory course that focuses on a holistic approach to the care of the child and the adolescent patient. The nursing process is used as the foundation for providing holistic care from

patients with common illnesses and their families. The student is introduced to the common complications of childhood diseases, pre and post operative care and immunization schedules, as well as concepts of caring and acknowledging the sensitivity to unique cultural, spiritual, and age-related needs. Total hours: 90 (32 lecture, 40 computer lab and 18 out-of-class hours)

Pre-requisites: NUR 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120 Co-requisites NUR 121, 122, 124, 125, 126

#### **4.0 credits**

##### **NUR124 Pediatric Nursing Simulation lab and Clinical**

This course focuses on a holistic approach to the care of the child and the adolescent patient with a focus on pediatric growth and development, pediatric vital signs and assessments, pediatric medication administration and accurate calculation and age related communication techniques. Completion of a check-off list with 100% proficiency is required to pass this course. The student will be required to complete the designated number of clinical hours specific to this rotation for successful completion of the clinical rotation.

Total hours: 62.5 (20 SIM lab, 30 clinical and 12.5 out-of-class hours)

Pre-requisites: NUR 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120

Co-requisites NUR 121, 122, 123, 125, 126

#### **2.0 credits**

##### **NUR121 Obstetrical Nursing**

This course is designed to introduce the student to the role of the LPN in caring for families experiencing childbirth and understanding health promotion during pregnancy in a virtual setting. A nutritional component is incorporated in the course that explains the caloric needs to meet the growth and development requirements for this population of patients.

Total hours: 78.5 (28 lecture, 35 skills lab and 15.5 out-of class hours)

Prerequisites: NUR 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120

Co-requisite: NUR 122, 123, 124, 125, 126

#### **3.5 credits**

##### **NUR122 Obstetrical Nursing Simulation Lab**

This course will prepare the student to embrace ATI's real life Maternal Newborn 2.0, virtual simulation laboratory scenarios. The following

topics will be explored: Gestational diabetes, postpartum hemorrhage, preeclampsia, preterm labor and thermoregulation and care of a newborn. Total hours: 50 (40 simulation and 10 out of class hours)

Prerequisites: NUR 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120

Co-requisite: NUR 121, 122, 123, 125, 126

## **2.0 credits**

**NUR125 Transition and Roles of the LPN** Legal, ethical and moral issues affecting the LPN nurse are explored as well as strategies to meet the cultural and spiritual needs of patients. This course includes application of critical thinking to clinical problem solving for the NCLEX-PN exam and for leading and managing others in the workplace. A mandatory ATI PN Comprehensive Predictor will be administered and the DBI benchmark score percent or higher is required to pass the class and for program completion. Additional NCLEX -PN prep indicators may be used in this class as program completion requirements. The student will

be required to complete the designated number of clinical hours specific to this rotation for successful completion of the clinical rotation

Total hours: 95 (60 lecture, 10 computer lab, 16 clinical and 9 out-of-class hours)

Prerequisites: NUR 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120

Co-requisite: NUR 121, 123, 124, 125, 126

## **5.0 credits**

### **NUR126 Gerontological Nursing/Mental Health**

This course focuses on the health promotion, prevention and protection concepts for older adults. This course will introduce the student to a comprehensive mental health component as it relates to geriatric and the adult client and will utilize ATI's PN Mental Health Nursing 10.0 textbook/online assessments.

Total hours: 75 (30 lecture, 30 computer and 15 out-of-class hours). Prerequisites: NUR 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120

Co-requisite: NUR 121, 122, 123, 124, 125

## **3.5 credits**

## **NCLEX Prep Resources**

DBI offers its PN students a multitude of resources to be successful in the PN program and thereafter be prepared for the NCLEX-PN® licensure examination. DBI uses Assessment Technologies Institute (ATI) learning resources throughout the curriculum and standardized ATI assessments in each core class to prepare students for success on NCLEX-PN®. Additionally specific ATI NCLEX-PN® Prep solutions form an important component of the curriculum in the final term class NUR 125. Successfully completing ALL requirements of NUR 125 as detailed in the syllabus for these NCLEX Prep solutions is a mandatory requirement for program completion. DBI reserves the right to utilize additional NCLEX-PN® readiness resources, to include, but not limited to ATI or other varied indicators to help our students in NCLEX-PN® preparation as a mandatory requirement for program completion..

The NCLEX review program at DBI utilizes the following resources:

- Content Mastery Series: The Content Mastery Series Assessments provide essential data regarding a student's mastery of concepts in relation to specific nursing content areas. An assessment-driven comprehensive review program designed to enhance student NCLEX-PN® success.
- Multiple Assessments of the student's mastery of nursing content and readiness to sit for the NCLEX-PN® within CMS and ATI Capstone.
- Upon completion of the program and prior to challenging the NCLEX-PN® examination, all nursing students will be required to obtain the benchmark score set by DBI on an ATI Comprehensive predictor examination and/or additional requirements built into NUR 125 like ATI VATI "Green light" which will determine each student's readiness to challenge the NCLEX-PN® examination.

## **Program Completion Requirements**

A student needs to complete the benchmark set forth in course NUR 125 for Comprehensive Predictor assessment and/or another NCLEX readiness indicating solution like Virtual ATI(VATI) 'green light' Status. Once the student has achieved the Comprehensive Predictor benchmark score, has completed all other classes with at least a passing score, has completed all attendance requirements, has no financial outstandings on her/her account and if applicable, has received a "green light" status will be considered as having completed the program and will be sent to the Michigan Board of Nursing with a Certificate of Completion.

## **Veteran Student Addendum**

This catalog addendum applies to students receiving U.S. Department of Veterans Affairs education benefits while attending Detroit Business Institute:

1. Prior Credit Policy: Per, 38CFR 21.4253 (d)(3), previous training and experience will be considered, and granted if appropriate, for veterans and other eligible students.
2. Attendance Policy: Students are expected to attend all classes. If circumstances prevent attendance at a particular class, prior notification is expected. If attendance falls below 90%, VA benefits will be terminated. Students whose absences result from authorized mitigating circumstances, as determined by the school Director, will not be terminated. Students who have been terminated from the school for unsatisfactory attendance may be re-admitted according to the appeals policy at the discretion of the School Director.
3. Conduct Policy: Students must conduct themselves in a respectable manner at all times in accordance with the DBID student conduct policy. Disruptive or inappropriate behavior deemed unsatisfactory conduct by school officials will result in termination of veterans' educational benefits, and possible dismissal from Detroit Business Institute. Re-admittance after conduct dismissal requires reapplication to the school.
4. Academic Progress Policy: Students receiving VA education benefits must maintain 77% average on tests and in written practical exams, and satisfactory and timely completion of all assignments, reports, projects, etc. Failure to meet these criteria will result in being placed on probation. If the criteria are not met by the next SAP date listed via the student enrollment agreement, VA education benefits will be terminated. Certification to VA for payment will not be resumed until the student has returned to a satisfactory academic status.
5. Late fees/Penalties/Assessments: The school will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.
6. Pro-Rata Refund Policy for Veterans and other Eligible Students: Per CFR 21.4255, Detroit Business Institute has a pro-rata refund policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued there from at any time prior to completion.
7. Equal Opportunity Statement: Detroit Business Institute does not discriminate on the basis of race, color, religion, sex, age, disability or national origin.
8. Program Completion: The student must satisfactorily complete the academic requirements of their chosen field and satisfy all financial obligations to receive a certificate.

9. Retention of Records: Detroit Business Institute will retain records and accounts of students receiving VA Educational benefits for a period of three years following course completion. These records will be made available to the student upon request and certification.

## Practical Nurse Program Calendar 2024-2026

Registration Dates may vary from term to term. In the event of an emergency such as snow day or electrical power outage and the school is closed or scheduled classes fall on a federal holiday when the school is closed, mandatory make-up dates will be scheduled. Make-up day generally will be scheduled between terms on a day of the week that coincides with the day of the scheduled class that was canceled. Registration schedules are published each term for both new and continuing students. Typically, registration is held one to two weeks prior to the start of each term.

<b>DBI Calendar 2024-2026</b>	
<b>New Fall Term Begins Oct'24 Cohort</b>	<b>Oct 21,2024</b>
Thanksgiving Break (Make up days Jan'24 +May'24 Cohorts:Dec 10,11) (Make up days Oct'24 Cohort:Feb 17th and 18th 2025)	Nov 28,29 2024
Clinical Make up day for Jan'24 + May'24 Cohort	Dec 12,2024
<b>Term Ends/Graduate Jan'24 Cohort + Term Ends for May'24 Cohort</b>	<b>Dec 12,2024</b>
Winter Break for May'24 Cohort	Dec 13 to Jan 5th,2025
Winter Break for Oct 24 Cohort	Dec 20 to Jan 5th,2025
Classes resume for Oct 2024 Cohort	Jan 6th,2025
<b>New Winter Term Begins May'24 Cohort and Jan 25 Cohort</b>	<b>January 6, 2025</b>
MLK Day (Make Up day is Feb 19 for Oct'24 Cohort & April 21 is for May'24 +Jan'25 Cohorts)	Jan 20,2025
Clinical Make up day for Oct'24 Cohort	Feb 20,2025
<b>End of Term for Oct'24 Cohort</b>	<b>February 20,2025</b>
Term Break for Oct '24 Cohort	Feb 21,2025 to Mar 2nd,2025
<b>Term 2 Begins for Oct'24 Cohort</b>	<b>Mar 3rd,2025</b>
Clinical Make Up Day for May'24 + Jan '25 Cohort	April 23rd,2025
<b>End of Term/Graduation for May'24 Cohort + End of Term For Jan '25 Cohort</b>	<b>April 24,2025</b>
Term Break Jan 2025 Cohort	April 25 to May 4th ,2025

<b>Term 2 begins for Jan'25 Cohort + New Cohort May 2025 Begins</b>	<b>May 5th,2025</b>
Memorial Day make up day Jan '25 Cohort + May'24 Cohort :August 18,2025 + Make up day for Oct'24 Cohort is June 17,2025	May 26,2025
Clinical make up day for Oct'24 Cohort	June 18,2025
<b>End of Term for Oct'24 Cohort</b>	<b>June 18,2025</b>
Term Break	June 19 to June 29,2025
<b>Oct'24 Term 3 Begins</b>	<b>June 30,2025</b>
Independence Day Break (Make days Jan/May 25 cohort is Aug 19,2025)(make up day for Oct 24 cohort is Oct 15,2025)	July 4 2025
Clinical Make Up Day for Jan'25+ May'25 Cohorts	Aug 20,2025
<b>End of Term For Jan '25 + May 2025 Cohorts</b>	<b>Aug 20,2025</b>
Term Break Jan'25 Cohort + May'25 Cohorts	Aug 21 to Aug 31st 2025
<b>Term 3 begins for Jan'25 Cohort + Term 2 for May'25 Cohort</b>	<b>Sept 1st,2025</b>
Labor Day (Make up day for Oct'24 Cohort is Oct 13,2025+ Jan'25 and May'25 Cohorts is Dec 15th)	Sept 1,2025
Clinical make up day for Oct'24 Cohort	Oct 14,2025
<b>Term Ends/Graduate for Oct'24 Cohort (Make up day for July 4th)</b>	<b>Oct 15,2025</b>
<b>New Fall Term Begins Oct'25 Cohort</b>	<b>Oct 26,2025</b>
Thanksgiving Break (Make up days Jan'25 +May'25 Cohorts:Dec 16) (Make up days Oct'25 Cohort:Feb 17th and 18th 2025)	Nov 27,28 2025
Clinical Make up day for Jan'25 + May'25 Cohort	<b>Dec 18,2025</b>
<b>Term Ends/Graduate Jan'25 Cohort + Term Ends for May'25 Cohort</b>	<b>Dec 18,2025</b>
Winter Break for May'25 Cohort	Dec 19,2025 to Jan 3rd,2026
Winter Break for Oct 25 Cohort	Dec 19,2025 to Jan 3rd,2026
Classes resume for Oct 2025 Cohort	<b>January 4, 2026</b>
<b>New Winter Term Begins Jan 2026 Cohort + Term 3 begins for May'25 Cohort</b>	<b>January 4, 2026</b>
MLK Day (Make Up day is Feb 22nd for Oct'25 Cohort & April 20th is for May'25 +Jan'26 Cohorts)	Jan 19,2026
Clinical Make up day for Oct'25 Cohort	Feb 25,2026
<b>End of Term for Oct'25 Cohort</b>	<b>February 25,2026</b>
Term Break for Oct '25 Cohort	Feb 25th to Mar 1st 2026



<b>Term 2 Begins for Oct'25 Cohort</b>	<b>Mar 2nd,2026</b>
Clinical Make Up Day for May'25 + Jan '26 Cohort	April 22,2026
<b>End of Term/Graduation for May'25 Cohort + End of Term For Jan '26 Cohort</b>	<b>April 22,2026</b>
Term Break Jan 2026 Cohort	April 23rd to May 3rd,2026
<b>Term 2 begins for Jan'26 Cohort + New Cohort May 2026 Begins</b>	<b>May 4th,2026</b>

## School Closing

In the event of an emergency such as a snow day or electrical power outage and the school is closed or scheduled classes fall on a federal holiday when the school is closed, mandatory make-up dates will be scheduled. The make-up day generally will be scheduled between terms on a day of the week that coincides with the day of the scheduled class that was canceled.