



TrinityGlobal  
INSTITUTE

# SCHOOL CATALOG

## 2025 – 2026

**5035 Edgewater Drive  
Orlando, FL 32810  
407-379-7901**

[www.trinityglobalinstitute.org](http://www.trinityglobalinstitute.org)

*The mission of Trinity Global Institute is to provide high-quality, student-centered nursing education that promotes lifelong learning and prepares competent professional nurses to improve health outcomes of the local and global community.*

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# PRESIDENT'S MESSAGE

Dear Current and Prospective Students:

It is with great joy and gratitude that I welcome you to Trinity Global Institute, where we are united by a shared commitment to educational excellence, service, and the advancement of healthcare.

Our institution is driven by its mission, which is to provide high-quality, student-centered nursing education that promotes lifelong learning and prepares competent professional nurses to improve health outcomes both locally and globally. We offer a Practical Nursing program that prepares compassionate, dedicated, and highly professional leaders to the nursing profession. Our experienced, devoted, and knowledgeable faculty members sustain a strong learning environment that nurtures the minds and hearts of our future nurses.

Together, we will continue to shape a brighter future in the healthcare industry, grounded in our core values: professionalism, respect, integrity, excellence, faith, and honesty.

We truly appreciate your interest in Trinity Global Institute, and we are looking forward to welcoming you on our campus.

With warm regards,



**Dr. Donel Richemond**  
President



# THE INSTITUTION

## **Mission**

The mission of Trinity Global Institute is to provide high-quality, student-centered nursing education that promotes lifelong learning & prepares competent professional nurses to improve health outcomes of the local and global community.

## **Vision**

Our vision is to produce the next generation of nursing to focus on addressing complex healthcare challenges.

## **Values**

Faith

Integrity

Collaboration

Respect

Honesty

Excellence

Professionalism

## **The Facility**

Trinity Global Institute is located in the City of Orlando to serve the students and the community living in Orange, Oesceola, and the other neighboring counties. The school opened its door in July, 2022, and has since been striving to offer quality education to nursing students enrolled in the Practical Nursing program so that they can make a difference in the health care industry. The dedicated administration, faculty, and staff work tirelessly to provide a clean and safe environment conducive to teaching and learning, and comply fully to all federal, state, and local rules and regulations.

## **Library Resources**

The Institution offers LIRN, the Library and Information Resources Network, a hosted on-line service featuring academic search capabilities. The LIRN® collection provides students with access to peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies. Students may also find material from a variety of libraries along with the assistance of our librarian. The librarian is available to help students with their research strategies and offer helpful tips for locating sources needed to complete projects. To access the library, students will be emailed a login and password for the library after they have been successfully enrolled in a program of study.

## **Statement of Non-Discrimination**

*This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees based on race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Any such acts are unacceptable and strictly prohibited by*

*Trinity Global Institute.*

## **ADMISSION INFORMATION**

### **General Admission Requirements**

To be admitted to the nursing program, students must meet the requirements and need to follow the steps outlined below to provide evidence of such eligibility:

1. Student must be at least 18 years of age or older.
2. High School Diploma or GED
3. Admission application and nonrefundable application fee
4. Admission Interview
5. Successfully pass the HESI or equivalent Nursing Entrance Exam with score of 70% (ONLY 3 attempt)
6. Criminal Background check
7. TB Test (PPD test/ chest X-ray)
8. Proof of Flu, Covid19 and Hepatitis Vaccine
9. Proof of Immunization
10. Drug Screen

Soon after receiving the application, the Admissions Department will contact the student to assist throughout the admissions process. Essential documents, including transcripts, enrollment agreement, and payment method are required to be fulfilled by the applicant.

Once the applicant has completed the application process and is accepted to the institution the student must complete the orientation session before being allowed to enroll in the first course of the program. Enrollment process which begins with the completion of the school's enrollment agreement and payment of an enrollment fee of \$300.00 and attend the campus orientation program.

### **Transfer of Credits Policy**

Trinity Global Institute will not accept credits from another post-secondary institution or credits for Life/Work experience. Students will enroll from the beginning of a course or program. The transferability of credits you earn at Trinity Global Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits you earn in the educational program from Trinity Global Institute is also at the complete discretion of the institution to which you may seek to transfer.

### **Students Who Previously Attended a Nursing Program:**

Trinity Global Institute **does not** guarantee that students who previously attended or graduated from another nursing program, previously applied for licensure in Florida and/or in any other state or U.S. territory (whether directly, by endorsement, or otherwise), previously been licensed as a nurse and either voluntarily relinquished that license or had that license revoked, will be eligible to sit for the NCLEX, to be licensed as a nurse, or to ultimately be employed as a nurse. Trinity Global Institute makes no guarantee, suggestion, or representation whatsoever on this matter. Your eligibility to sit for the NCLEX or to be licensed upon graduating from the nursing program at Trinity Global Institute will be determined by the licensure board in whatever state or territory you seek licensure, and will most likely depend on a number of factors, including the particular nursing school that you previously attended before Trinity Global Institute and/or the particular circumstances that resulted in your having previously sought and/or attained and/or surrendered or lost any prior nursing license. **Consequently, you may be ineligible to be an employed, licensed nurse, regardless of whether you successfully complete the nursing program at Trinity Global Institute.** This is an important matter for you to consider before enrollment in the program. **Your tuition will not be refunded.**

By signing the school's Enrollment Agreement, and accepting this catalog, you acknowledge the above and have elected to continue with your nursing education notwithstanding the risk that you may not be eligible for licensure. You further acknowledge that, upon successful completion of the nursing program, Trinity Global Institute will follow its normal procedure and will submit your name to the Florida Board of Nursing.

### **Important Enrollment Notice:**

Applicants to the institution acknowledge and agree that in the event of any legal suit or cause of action arising out of or related to the enrollment agreement and/or the catalog, the following shall apply:

a. Applicable Law and Construction. The enrollment agreement and catalog (including any exhibits, schedules, or addendums thereto) shall be construed under and in accordance with the laws of the State of Florida without giving effect to any choice or conflict of law provision or rule (whether of the State of Florida or any other jurisdiction) and shall be construed without regard to any presumption or interpretation against the drafting party.

b. Venue. Any legal suit or cause of action shall be instituted in the courts of the State of Florida, in and for Orange County, and the parties agree to submit to the exclusive jurisdiction of such courts in any such suit, action, proceeding, or dispute.

c. Waiver of Jury Trial. EACH PARTY IRREVOCABLY AND UNCONDITIONALLY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN ANY LEGAL ACTION, PROCEEDING, CAUSE OF ACTION, OR COUNTERCLAIM ARISING OUT OF OR RELATING TO THIS AGREEMENT AND/OR TO THE CATALOG (INCLUDING ANY EXHIBITS, ATTACHMENTS, SCHEDULES, OR ADDENDUMS TO THOSE BINDING DOCUMENTS). EACH PARTY CERTIFIES AND ACKNOWLEDGES THAT: (1) NO REPRESENTATIVE OF THE OTHER PARTY HAS REPRESENTED, EXPRESSLY OR OTHERWISE, THAT THE OTHER PARTY WOULD NOT SEEK TO ENFORCE THE FOREGOING WAIVER IN THE EVENT OF A LEGAL ACTION; (2) EACH PARTY HAS CONSIDERED THE IMPLICATIONS OF THIS WAIVER; (3) EACH PARTY MAKES THIS WAIVER KNOWINGLY AND VOLUNTARILY; AND (4) EACH PARTY HAS BEEN INDUCED TO ENTER INTO THEIR AGREEMENTS WITH EACH OTHER BY, AMONG OTHER THINGS, THE MUTUAL WAIVERS AND CERTIFICATIONS IN THIS SECTION.

## **Proof of High School Graduation**

Applicants to Trinity Global Institute will be required to provide verification of high school graduation (transcript, diploma, etc.) showing the date of graduation or the equivalency. For GED certificate students, only official test scores need to be provided when scores are required by the issuing state.

Proof of graduation (POG) from a foreign institution must be translated to English and certified to be at least equivalent to a United States secondary school by an agency that is a member of National Association of Credential Evaluation Services (NACES), Association of International Evaluators, Inc. (AICE), or American Association of Collegiate Registrars and Admissions Officers (AACRAO).

Proof of graduation (POG) must be provided to Trinity Global Institute within 30 calendar days from the date the initial class starts. If POG is not received from the agency listed by the student on their transcript request within 30 calendar days of the date the class started, the student's enrollment will be cancelled.

Official Transcripts can be mailed directly to:

Trinity Global Institute  
Attn: Admission Department  
5035 Edgewater Drive  
Orlando, FL 32810

## **How to Apply**

Prospective students may apply at any time during the year, and if accepted, may begin at any term during the year of acceptance or the following year.

- Applications may be submitted online at: [www.trinityglobalinstitute.info](http://www.trinityglobalinstitute.info) or walk-in.
- Applicants must complete an interview before enrollment.
- \$150.00 non-refundable application fee can be paid online via credit/debit card or e-check.

The \$150.00 application fee can be paid online via credit/debit card or e-check. It is the responsibility of the applicant to obtain the supporting documents required for application.

## **Foreign Students**

Applicants for admission indicating they graduated from a foreign high school and have the equivalent of a U.S. secondary education must present original credentials (diploma, transcript, etc.). In addition, the transcript and all other documentation from foreign countries must be professionally translated and certified by a service to be at least the equivalent of a U.S. high school. Copies will be made and maintained in the applicant's file. This proof must be provided prior to the start of class.

# **PROGRAM GRADUATION REQUIREMENT**

To be qualified and become eligible for graduation students must fulfill the following requirements:

- Successfully complete all required course competencies of the Practical Nursing program.
- Complete attendance requirements.
- Meet satisfactory academic progress.
- Satisfy all financial obligations to Trinity Global Institute
- Students must obtain a minimum score of 700 on the HESI exam for each nursing course. Students may take

the individual course HESI exam two times. The first attempt is covered by the institution. Any additional exam attempt must be paid by the student. Prior to attempting the second HESI exam for the course, a student must complete a remediation activity. If the student does not pass the second attempt, the student must retake the course, at an additional cost.

- Students must obtain a minimum score 900 on the HESI Exit exam to graduate. This exam may only be taken after the practical nursing program has been completed. The student is limited to three attempts of the HESI Final exam. Any additional exam attempt must be paid by the student. Prior to attempting the second HESI Exit exam, a student must complete an in-house remediation activity at an additional cost (see list of Fees). If the student does not pass the second attempt, the student must complete an ATI comprehensive review. If the student does not pass the third attempt they will be dismissed.
- Earn a minimum of 1,350 clock hours by completing all the required courses.
- Maintain an institutional GPA of 3.0 (on a 4.0 system)
- Earn a minimum course grade of 3.0 (on a 4.0 system) for each course in the program.

The conferral date is the date on which the student's degree is officially conferred. Upon completion of all required courses, submission of the graduation application, and resolving of any outstanding financial obligations, students who have met all academic and administrative requirements will receive two official transcripts and their diploma. If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

(I) Incomplete- If the course has not been completed, the instructor may grant a up to a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress, and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

(W) Withdraw- The student may withdraw from any course before the end of the term. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

### **Certification/Licensure:**

Trinity Global Institute makes no promises or representations concerning an applicant's eligibility for certification/licensure, or eligibility to take a certification/licensure examination. Additionally, a Practical Nursing applicant/student acknowledges and understands that Trinity Global Institute is an approved Florida nursing program provider, and that if they desire to sit for the certification/licensure exam, seek certification/licensure, or practice as a nurse in a state or territory other than Florida (including licensure by endorsement or via the multistate compact), it is THEIR RESPONSIBILITY to ascertain the applicable eligibility requirements in the other state or territory and determine whether the nursing program at Trinity Global Institute will satisfy those requirements. The student acknowledges that they understand that this determination must be made BEFORE beginning the nursing program at Trinity Global Institute.

### **NCLEX**

The State of Florida has licensing laws that require that nursing students obtain a state license prior to employment. To obtain a license, a graduate must pass the National Council Licensure Examination (NCLEX-RN) for this profession.

Students who score high on the HESI Exit Exam are strongly encouraged to keep studying and reviewing course material to increase their confidence and test-taking skills. TGI will conduct review classes to help prepare graduates for the state and national licenses. Students may obtain information on certifying examinations from program instructors.

# STUDENT ACADEMIC POLICIES

## Syllabus

On or before the first day of class for each course, each student will be provided with a copy of the course syllabus. It is the student’s responsibility to read and understand the syllabus and to comply with all requirements to be successful in the course.

## Academic Counseling and Advising

Academic advising is available to students as needed. The institution assigns students an academic advisor that will assist in offering academic advice and guidance throughout the degree program. Appointments are scheduled in advance. Tutoring is available for students having trouble understanding academic material. Additional laboratory time is provided for students who need to complete assigned lab projects or require extra help with lab activities. These sessions are scheduled outside of regular classroom instruction hours at no additional cost to students. Students requiring other counseling services will be referred appropriately.

## Grading System

The purpose of training is to prepare a graduate for entry-level employment in a chosen field. Therefore, grading is administered to chart the student’s progress in terms related to employee proficiency. Grading is based on a daily performance in class, tests, lab/clinic, externship and clinical experience, projects, and professionalism which includes attendance.

### Grading Scale

Letter Grade	Quality Points	Percentages
A	4.0	90% - 100% - Excellent
B	3.0	80-89% - Satisfactory
C	2.0	C=70-79%
D	1.0	D=60-69% - Risk of Fail
F	0	F=59% - Failed
I	0	Incomplete
P	0	Pass
W	0	Withdrawal
X	0	Ongoing
NR	0	Grade not Reported

Nursing students must successfully pass all components of nursing courses to receive a passing grade. Failing any component (lecture, lab, simulation, and externship) will result in a recorded grade of “F” for all components of the course attempted. **Nursing students must pass courses with an 80% or higher.**

## **Grade Point Average Calculation (GPA)**

The GPA is calculated using the following formula:

Multiply the number of hours for each course/module (considered in the evaluation period) by the grade achieved. Divide then the sum of the points (grade points) by the total number of courses/modules attempted. The result will be a number between 0 and 100. Assign as GPA the corresponding unit according to the grade scale of our school's catalog.

## **Incomplete Grade**

Students will obtain an incomplete (I) grade upon request and on completion of 50% or more of the course. This decision is made at the discretion of the faculty. If the incomplete grade is approved, the student must successfully complete the required work within the time limit marked on the Incomplete Grade Form for the 'I' to be changed to the actual grade the student earned. The maximum time given for obtaining an "I" grade is two weeks past the end of the semester (which is the time for granting the "I" grade). It is the student's responsibility to follow up with the instructor to complete the course work. If the course work is not completed by the arranged time, the "I" will be changed to an "F."

## **Grade Assignments**

Theory grades are assigned based on the academic scores of exams administrated and by the assigned projects related to the corresponding theoretical content. Practical grades are assigned based on the student's ability to apply the theory learned and the work activities in the labs and services.

## **Repeating a Course**

If a student fails any course, the student is subject to dismissal. The student must petition the Director of Education for approval to repeat the failed course, which shall then make a recommendation to the school Director. Generally, a student may repeat only one course during the entire program. The discretion of the Director of Education shall be limited to determining the consequences of multiple course failures in any grading period, and considering circumstances related to the approval for the student to repeat a course.

## **Administrative Withdrawal and/or Dismissal/Termination**

Administrative withdrawal and/or dismissal/termination occurs when a student exhibits the following behaviors: unreasonable class absence, troubled behavior, unprofessional conduct, violation of the student code of conduct, unfulfilled academic requirements, unpaid tuition/fees, or other violation of academic policy/procedures. The disruptions and behavior will be noted in the records of the student.

## **Clinical**

Students attend clinical in four 10-hour shifts, or five 8-hour shifts per week for 5 to 8 weekdays/weekends for each program.

**CLINICAL MILEAGE DISCLOSURE:** TRAVEL COSTS ASSOCIATED WITH PARTICIPATING IN CLINICAL SITE IS THE SOLE RESPONSIBILITY OF THE STUDENT. TRINITY GLOBAL INSTITUTE WILL **ONLY** BE RESPONSIBLE FOR TRAVEL EXPENSES IF CLINICAL SITES ARE OVER 50 MILES FROM THE SCHOOL. STUDENTS WILL ALWAYS BE RESPONSIBLE FOR THEIR FOOD AND ANY OTHER MISCELLANEOUS EXPENSES.

## Transcript Request Process

### **Request Submission**

Students and alumni must submit a completed Transcript Request Form to the Registrar's Office. Requests may be submitted in person, by mail, or electronically (via scanned form and email). Telephone requests are not accepted.

### **Verification of Identity**

All requests must include a legible copy of a valid government-issued photo ID. For electronic requests, the ID must be scanned and attached.

### **Transcript Fees**

The first official transcript issued after graduation is free of charge. Additional official transcripts cost \$25.00 each. Unofficial transcripts for currently enrolled students are provided at no cost. Payment may be made by money order, cashier's check, or approved electronic payment. Cash is not accepted by mail.

### **Processing Time**

Standard processing is within 5–7 business days after receipt of the completed form, ID, and payment. During peak periods, processing may take up to 10 business days.

### **Delivery Options**

Official transcripts may be sent directly to employers, licensing boards, schools, or other third parties via US Mail. Expedited delivery is available at an additional charge; prices vary by destination and time frame. Official transcripts provided to the student are issued in a sealed envelope. If the seal is broken, the transcript is considered unofficial. Unofficial transcripts may be emailed to the student's email address on file.

### **Records Maintenance**

All transcript requests and issuance are logged by the Registrar's Office. Transcripts are maintained permanently.

### **Special Circumstances**

Requests from third parties require the student's signed authorization. TGI reserves the right to withhold transcripts if the student has outstanding financial obligations or unresolved holds with the institution.

### **Compliance with Family Educational Rights and Privacy Act**

Trinity Global Institute maintains accurate and secure academic and administrative records for all enrolled and former students in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA) of the 1974 Buckley Amendment, Public Law 93-380, and Section 438. Student records are considered confidential and are released only with the written consent of the student, except as permitted by law.

### **Requesting Records**

Students and alumni may request copies of their educational records or other academic records, by submitting a written request to the Registrar's Office, along with a valid government-issued photo ID. For electronic submissions, a scanned copy of the ID must be attached. A Records Request Form is available from the Registrar's Office and on the school's website. Requests may be submitted in person, by mail, or electronically. Telephone requests cannot be accepted.

### **Processing Time and Fees**

Most record requests are processed within 5–7 business days from the date the request, identification, and any required payment are received.

## Restrictions

The institution reserves the right to withhold the release of student records, including transcripts, in cases where the student has outstanding financial obligations or unresolved administrative holds. However, the right to inspect and review records may not be withheld.

## Permanent Maintenance of Records

Student academic records are maintained permanently by the Registrar's Office in compliance with state, accrediting, and federal requirements.

FERPA affords students certain rights with respect to their education records, including the right to:

- Inspect and review their education records within 45 days of submitting a written request.
- Request the amendment of education records they believe are inaccurate or misleading.
- Provide written consent before the institution discloses personally identifiable information, except as permitted by law.
- File a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with FERPA requirements.

# TUITION & FEES

## Tuition and Fees

Tuition is charged by the program. Payments of all fees or arrangements must be made at the time of registration and are subject to change without notice. All financial obligations owed to Trinity Global Institute (TGI). Arrangements for payment must have been made, before a student may re-enter, receive transcripts or graduate.

Texts books are required and can be purchased by the student or ordered through the school. Students must furnish their own personal school supplies such as pencils, pens, erasers, notebooks, and dictionaries.

## General Fees

Description	Fee
Returned Check Fee	\$75.00 per event
Late Payment Fee	\$150.00 per event
Course retake fee	\$1,000.00 per course retake
HESI Course Exam Retake Fee	\$150.00 per HESI Retake exam
HESI Final Exam Retake fee	\$175 per HESI Final exam
In-House HESI Final Exam Review	\$ 1,000.00
Application Fee	\$150.00
Enrollment Fee	\$300.00
Transcript Fee	\$25.00 (No charge for the first transcript)

## Uniforms and Supplies

Students are responsible for purchasing the required textbooks and others equipment needed. Purchase of kits, laboratory coats, medical uniforms, and personal school supplies such as pencils, pens, erasers, calculators, notebooks and dictionaries are also the students' responsibility. It is suggested the books and materials be purchased prior to attending the first class.

### Textbooks and Supplies

The cost of required textbooks and laboratory supplies is not included in the tuition, unless otherwise noted. Students will be responsible for purchasing the required textbooks and supplies. A list of textbooks and supplies for each course will be provided to students.

## Tuition Fee Payment Plan (Methods of Payment)

Trinity Global Institute (TGI) offers eligible students a multi-payment plan for tuition and fees. More details on payment plan can be obtained at Bursar Office or the Admissions Office. If a student's account is sent to collections, TGI shall be entitled to collection, attorney fees and cost on the account thereof. **All fees are subject to change annually. Any change will be published as an addendum to the catalog.**

## Financial Assistance

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

## NCLEX Cost

The cost of the NCLEX Exam is not included in the tuition. Students will be responsible for paying for the NCLEX Exam at the appropriate time.

## Payment Policy

Students must pay their tuition monthly by the established due date. Late payment will incur a \$150 late fee each time. The institution reserves the right to remove any student from class that has not satisfied their financial obligations. Students are welcome to make payment using cash, money order, or credit card. Payment by credit card will incur a transaction fee of four percent (4%). All arrangements for the payment of tuition to TGI must be completed with the Finance Department before attending classes.

<b>Tuition/Fees for Practical Nursing</b>	<b>Dollar Amount</b>
Tuition	\$17,500.00
Application Fee - non-refundable	\$100.00
Medical Lab Fee	\$300.00
Enrollment Fee	\$300.00
NGN/Virtual Simulation	\$1,350.00
Graduation Fee	\$500.00
Estimated Other Costs (charged separately, not necessarily by the institution)*	\$1400.00
<b>Total Cost</b>	<b>\$21,500.00</b>

*\*Note: The other costs include all the associated costs of attendance and licensure. The other costs include textbooks, uniforms and shoes, state license examination or other Licensure fees or any other regulatory agency fees, physical examinations, background checks and drug testing costs associated with obtaining a practical nursing license in the State of Florida. The institution estimates up to \$1,400.00 may be needed to purchase textbooks, pay license fees, and obtain physical examinations, background checks and drug testing.*

## **Refund Policy**

Request for withdrawal from Trinity Global Institute (TGI) must be addressed to the office of the Dean or the office of the Campus Director and must be in writing. The effective date of withdrawal will be the last date of attendance by the student unless earlier written notice is received. The refund shall be given within 30 days of withdrawal. In case of withdrawal prior to matriculation, the institute may assess an administrative charge of US \$150.

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

1. Cancellation can be made in person, by electronic mail, by certified mail or by termination.
2. Termination date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
3. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a cancellation notice from the student. The refund does not require a request from the student.
4. The following items are non-refundable: uniforms, lab supplies, books, application fees and registration fees.
5. All monies paid will be refunded if the Institution does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
6. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid except for the application fee of \$100.00.
7. If the institution does not accept the enrollment, all monies paid by the student to the institution shall be refunded and the student and institution shall be released from further obligation.
8. Cancellation due to the Institution closing of a program or course, the student will be given credit to enroll in another program. However, if the student does not wish to do so, 100% of the tuition and registration fees collected will be reimbursed.
9. Cancellation after completing more than 40% of the program will result in no refund.

### **Collection of Bad Debts**

TGI will establish an **in-house collection** with administrative policies for the collection of bad debt. Students who have an unpaid balance will receive an overdue notice. Late payment will incur a fee. Where applicable, the school will consider entering a formal contract with the student to establish a payment plan. Interest and reasonable fees and collection costs will be added to any unpaid debt. The school will use the in-house collection to collect all unpaid debt. The school plans to put a hold on the transcripts of students who are in arrears and block them from registering for subsequent classes until all balances are paid in full. Students may also be removed from classes or forced to withdraw from classes in which they are actively enrolled.

## **Consumer Information**

The Higher Education Amendments of 1986 require disclosure of basic information about the institution and about financial aid, if applicable, to students and applicants. Some information is contained within this catalog; other information is disseminated periodically in accordance with Federal regulations. Additionally, students are welcome to make inquiries to the school administration regarding consumer information.

### **Reduction of Tuition or Fees**

TGI will maintain verifiable records including detailed and complete data when students are granted a bona fide reduction in their tuition. Such records will include all application, notes of selection committee meetings, and copies of notices to the student who received the reduction. This information will be kept on file at the school for onsite review by the Commission for Independent Education.

## **Attendance Policy**

Students are expected to attend every class, arrive on time, and stay through class. Occasionally, situations may occur that conflict with training. The following are guidelines. Students are expected to attend their scheduled classes regularly and punctually and to complete any make-up work which may be assigned to them; unless conditions over which they have no control prevent them from being present.

### **Absence/Re-entrance**

The TGI faculty believes that attendance at class, lab, and clinical is important and will be taken at every class and clinical period. The student is expected to attend all scheduled days of class, lab, and clinical, and is responsible for informing the instructor in the case of an absence due to illness. Only valid and documented excuses, such as jury duty, a subpoenaed court appearance, death of an immediate family member, or a major religious holiday observance in the student's faith, will be counted as absence, provided the student produces appropriate documentation in the next working day whether it is class, skills lab, or clinical.

- If the student is absent for three (3) days from class, lab, or clinical due to illness and/or injury, to be excused, she/he will require a doctor's note on doctor's stationary addressed to the school.
- If the student fails to inform the instructor in advance, and is not in good standing academically, the instructor has the authority to make the student drop the course.
- If a student is absent for a total of three (3) days of class, lab, or clinical, the student will be dropped from the program, or she /he will be given an unsatisfactory grade in the nursing course in which she/he is enrolled if the date goes beyond the official drop/add date.
- If the student misses a day of clinical, he/she will be asked to make up the clinical or complete another assignment (such as research paper) as per the discretion of the instructor. An absence constitutes not showing up for classroom work, clinical, or skills lab.

Excused and non-excused absences are considered the same when computing maximum number of allowable absences. Unsatisfactory Attendance is when a student is absent more than 5% of the total program clock hours. If a student has Unsatisfactory Attendance, the student is placed on Probation until the following conditions are met:

- ✓ The student establishes satisfactory progress or meets the conditions of probation.
- ✓ The student has corrected the problems that caused the unsatisfactory attendance.
- ✓ The student has satisfactorily completed work missed because of the absence either by repeating the session(s) missed or performing required work outlined by the instructor.

A student is terminated for unsatisfactory Attendance if the student does not meet the conditions within 15 days of notification of problem.

### **Tardiness**

Lateness or leaving class up to one-half hour early is counted as one-fourth of a day absence. Leaving one-half to two hours early is equal to one-half day absence. Over two hours early departure equals one full day absence. These absences are included in the 5% absence calculation. All class time missed more than 15 minutes must be made by the student to graduate.

### **Make-up Work**

Students are required to make up the work they missed if they have been absent from class for any reason or have been tardy. The student must discuss and coordinate make-up work opportunities with their instructor. Any clinical hours are missed must be made up. Excessive absences from clinical assignments without prior notice may result in termination from the school. Tests that students missed because of an absence must be made up within a timeframe determined by the instructor. A student may attend classes they may have missed, which may be in session on another schedule, only with instructor permission.

### **Make-Up Policy**

Make-up work and exams are given only for exceptional circumstances such as documented illness, jury appointments, military appointments, pregnancy emergencies and cases deemed necessary as approved by the Dean. Students will be required to present supporting documents such as court letter, doctor's note, etc. Students must discuss the absence with the instructor and arrange a make-up period for exam or missed course work. Academic work must be completed within the make-up period.

### **Leave of Absence**

A student may request a Leave of Absence (LOA), whenever it is necessary to take an academic leave due to individual circumstances. A student seeking a LOA must submit a request to the Registrar. The Leave of Absence cannot exceed 180 days in any 12-month period.

A student may not begin a Leave of Absence while an active course is in progress, rather a withdrawal procedure must be initiated by the student. The LOA can begin upon the completion of the active course term. Students ready to resume their studies after a leave of absence must contact the Registrar. Upon the student's return from the leave of absence, the student will be permitted to complete the coursework from where they left prior to the Leave of Absence. If a student does not resume attendance on, before or at the end of an approved Leave of Absence, then the student will be withdrawn from the institution and may need to reapply into the program.

### **Withdrawal Policy**

Trinity Global Institute has and uniformly applies a published Withdrawal policy that complies with all state and federal agency requirements.

1. A student choosing to withdraw from the school after the start of classes is to provide a written notice to the Dean. The notice must include the expected last date of attendance and be signed and dated by the student. The written notice may be submitted by mail or by electronic transmission.
2. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. If a student does not resume attendance at the institution on or before the end of an approved leave of absence, the institution must treat the student as a withdrawal and the date that the leave of absence was approved should be considered the last date of attendance for refund purposes.
3. A student will be determined to be withdrawn from the school if the student misses 14 consecutive instructional days and all the days are unexcused.

4. All refunds must be received within 30 days of the determination of the withdrawal date.
5. Approval of the withdrawal will allow the student to re-register and continue in the program on a date no later than the beginning of the start of the next class.
6. A student granted readmission is subject to the tuition rate and fees at the time of re-entry.
7. A student's last date of attendance is the last day a student had academically related activity, which may include projects, discussion posts or examinations. The last date of attendance is when the school determines that the student is no longer in school.

### **Clinical Attendance and Clinical Requirements**

Attendance at all practice sites and clinical classes is mandatory. The student should notify the clinical facility or the instructor prior to the scheduled hour if he/she is going to be absent.

Failure to attend and perform at an acceptable level in the lab and clinical will deny students the opportunity to acquire the necessary skills to meet minimum safety standards. Therefore, clinical and lab class time require 100% attendance. Without exception, punctuality is expected.

The student is responsible for the following:

1. Notifying the school or clinical facility of any absence or tardiness at least thirty (30) minutes before the expected time of arrival
2. All material covered in class/laboratory.
3. Missed examinations/quizzes due to an excused absence. The student is responsible for taking an examination/quiz that was missed by the second day of return to the classroom.
4. Written verification from a doctor permitting the resumption of all nursing activity is required after a medical absence of three (3) or more days.

### **Classroom Dress code**

Students are required to wear TGI royal blue scrubs including name tag, except for Friday when students have options to wear the school T-shirt including name tab. All uniforms are to be purchase through TGI bookstore. A student may receive one regarding a policy violation if he or she is not wearing the proper uniform to class at such time if possible is expected to immediately correct the issue to remain in compliance with TGI. A second policy violation may result in failure of the course.

## **STUDENT SERVICES**

### **Student Counseling**

Our goal is to assist students to reach their goals. The faculty and staff are available by appointment or informally to meet with students to discuss any obstacle that may be in the way of success. Students may be referred to professional counseling.

A student advisor will assist students in obtaining referrals for counseling as needed within the community. Appointments will be scheduled in advance. Academic Advisors will meet with students regarding academic or personal problems that may interrupt the student's education. Students are referred to the advisor for the following reasons: failure to make satisfactory academic progress, excessive absences, and disorderly and/or disruptive behavior. Advisory sessions will be documented on an advising form.

Tutoring is available for students having trouble understanding academic material. Additional laboratory time is provided for students who need to complete assigned lab projects or require extra help with lab activities. These sessions are scheduled outside of regular classroom instruction hours at no additional cost to students. Students requiring other counseling services will be referred appropriately.

Students are also advised when performing exceptionally well and encouraged to further their education. Students are encouraged to arrange advisory sessions with their instructor to determine academic status.

All Trinity Global Institute (TGI) staff members are available for advising sessions. The School Director and Faculty take personal interest in the welfare of each student, who are experiencing problems that may interfere with their performance are encouraged to arrange for advising sessions with their instructor.

### **Disability Services**

TGI is ready to make accommodations for students with a disability in the academic environment. To be eligible for accommodations, the student must provide appropriate documentation of their disability from a qualified medical doctor, which addresses the disability and the impact it might have on the student in the educational setting. Once TGI receives the document, the Disabilities Office staff will review the document and discuss with the student the kinds of academic adjustments/support services he or she will be entitled to receive at the school. A student must satisfy the definition of a disability as established by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Section 504 defines a disability as a condition which substantially limits one or more major life activities, such as learning, breathing, hearing, seeing, walking, caring for oneself, and working. Disabilities may include:

- Hearing impairment and deafness
- Attention deficit/hyperactive disorder.
- Autism spectrum disorder
- Medical conditions and physical impairments
- Specific learning disabilities
- Psychiatric disabilities
- Speech impairments
- Visual impairments and blindness

The student is responsible for making the necessary arrangements for testing accommodations by speaking with their professor in advance of the test date. Accommodations include, but are not limited to:

- Testing in a room with reduced distractions
- Granting extended time for exams - typically time and one half to double time
- Use of spelling and grammar assistive devices for essay exams
- Assistance of a reader or word processor for exams
- Use of scratch paper during exams

### **Appeal for Student Accommodation**

If a student's accommodation request is denied or the student finds the accommodation offered unsatisfactory, the student may submit a written appeal to the program administrator for consideration and determination. Such written appeal should be made within 45 days of notice of denial of accommodation request, and student may

request a conference with the program administrator or the program administrator's designee, to discuss the appeal. The student may be assisted during such conference by an attorney and/or other appropriate professional with knowledge of the student's disability, functional limitation(s) and/or the availability of appropriate accommodations.

The program administrator shall provide the student with a written copy of his/her determination within 45 days of the date of receipt of the written appeal. All documentation provided to the Disability Services office will be held in confidence. No information, except as provided by law, will be released to anyone, including parents, without the student's written consent. Students may sign a FERPA release form to allow communication with others, such as outside entities and family members.

### **Orientation**

- A new student is oriented to the school's facilities, policies, and procedures prior to the start of the program.
- Receives a written course outlines and list of competencies required for successful completion of each course, no later than first class meeting.
- Completion of the application process and administrative matters are also taken care of
- at this time.

### **Career Placement Services**

TGI cannot guarantee employment for its graduates; however, the Placement Office staff assists graduates in finding employment by maintaining a database of potential employers, providing workshops on resume preparation, interview skills, and identifying job leads. As part of the exit interview process, Placement Office staff will help each student develop a job search plan. The office maintains information on current full-time and part-time employment opportunities and serves as a resource for both employers and job seekers.

Services provided for career services and job placement are available free of charge to all registered students and graduates. Students are also encouraged to conduct their own individual job search and are encouraged to maintain close contact with staff in the TGI Placement Office.

### **Campus Security Policy**

In the event of a crime or other emergency on the TGI Campus, students are instructed to notify any personnel who will place the 911 call. If the nature of the emergency is such that this is not possible, the student(s) may call 911 on their own.

- Whenever a crime or emergency is reported, it is the responsibility of the program administrator to make a written report of the nature of the emergency, actions taken, and the results.
- The program administrator has responsibility for maintaining copies of all reports. If an employee or a student commits a crime, that person will be terminated immediately without further notice. The school's appeals procedure will not apply in the case of individuals who are terminated for committing a crime on the school campus.
- TGI relies on local law enforcement agencies to provide emergency service.
- No one, other than certified police department personnel, may carry or possess firearms on campus. Possession of a firearm on any school property is a violation of State law.

### **Student Health and Safety**

Trinity Global Institute implements a Health and Safety Plan that delineates the procedures in place to ensure the safety of all students, staff, and visitors. Students are encouraged to be familiar with the plan which is made

available on the school website. The TGI staff promotes safety throughout the school. The facility, including classrooms and laboratories, comply with the various state and local building codes for health, fire, and other hazards and incidents. Accidents often occur due to carelessness, fatigue, and/or use of the wrong procedures or faulty equipment. Students must follow all procedures to prevent accidents and injuries.

If an emergency is brought to the attention of a school employee during school hours, she/he will take appropriate action to obtain medical emergency services, if required. Students should not independently call fire, rescue, medical, or law enforcement personnel. All accidents, injuries, or emergencies must be reported immediately to the nearest instructor or employee. Instructors and staff members, upon receiving a verbal report, will act promptly and follow a specified accident procedure. Similarly, students must not attempt to repair any damaged, broken, or malfunctioning equipment. They should notify an instructor or the nearest staff member.

The school administration should also be notified immediately of any illnesses, accidents, or hospitalizations of any students that may affect their ability to attend classes or otherwise participate in the program.

### Sick Children

Students are not allowed to bring their children to class for any reason.

## GENERAL INFORMATION CONDUCT

Students are required to adhere to school policies and procedures and to conduct themselves in a professional manner. All Students are expected to observe specific standards of conduct in their interaction with peers and faculty. They are also expected to treat the school's equipment and facilities with proper care. Anyone who damages school property by purposeful intent or extreme carelessness will be subject to disciplinary action and may be held financially liable for damages.

Students are expected to conduct themselves in a responsible manner which reflects favorably upon their association with the school while they are off school premises. Students who fail to meet these requirements are subject to disciplinary action that may result in suspension or termination.

Unprofessional conduct which discredits the individual or Trinity Global Institute (TGI) will be subject to termination. Students must conduct themselves to they do not interfere with other students or the instructor. The administration reserves the right to terminate a student on any of the following grounds:

- Non-compliance with Trinity Global Institute (TGI) rules and regulations.
- Conduct that reflects unfavorably upon Trinity Global Institute (TGI) or its students.
- Unsatisfactory academic progress.
- Excessive absences or tardiness.
- Failure to pay fees when due.
- Cheating.
- Falsifying records.
- Breach of institution enrollment agreement.
- Failure to abide by the rules and regulations of clinical sites.
- Entering the institution while under the influence or effects of alcohol, drugs, or narcotics of any kind.
- Carrying a concealed or potentially dangerous weapon.
- Sexual harassment.
- Harassment of any kind including intimidation and discrimination.

A student dismissed for unsatisfactory progress may be re-admitted into the program only at the discretion of the Institution Director.

## **Dress Code**

Proper attire is required of TGI students in accordance with the assigned dress code. Nursing students must maintain a clean and well-groomed appearance; wear minimal jewelry with no visible body piercings, except a single piercing per ear, and avoid heavy perfumes and aftershaves. Mustaches and beards must be clean and neatly trimmed to within one inch of the face. Students are required to wear specific uniforms and other items of clothing, which are not offensive or hazardous to their health and safety or to the health and safety of others. Shoes and clothing must be clean and in good condition.

Students are expected to wear scrubs to class and clinic, including closed white shoes. High standards of personal hygiene and health are expected. Students are expected to always maintain a professional appearance. Students enrolled in programs that train for direct patient care must wear white uniforms, or a designated color. Shorts, jeans, miniskirts, sweat suits, slippers, jogging wear, curlers, and hats and/or head scarves are not permitted to graduation.

## **Clinical Appearance and Attire Policy**

The *Clinical Appearance and Attire Policy* must be strictly followed. Faculty and student comportment directly reflect upon Trinity Global Institute's reputation and standing within our communities. To maintain a professional image, **any time in uniform** each student is expected to follow the TGI policy along with any additional institutional policies\*.

All clinical attire (whether in-patient or community setting) must be clean and non-wrinkled.

Faculty members may tell a student who is not in compliance with any part of the *Clinical Appearance and Attire Policy* to leave the clinical setting. The lost clinical time cannot be rescheduled, and a clinical warning may be issued.

A student may receive one warning regarding a policy violation in any area listed below and at such time if possible is expected to immediately correct the issue to remain in the Professional Practice Lab/Simulation or clinical/community setting. A second policy violation in any area listed below may result in failure of the course.

### **Clinical Uniforms:**

- All White uniform including white undergarment, shoes, and socks.
- Clinical uniforms/attire are to be purchased through TGI bookstore or TGI approved uniforms Shop:
- Nursing Name Badge:
- Only TGI Jacket may be worn over the uniform.
- Only plain white under shirts with  $\frac{3}{4}$  length sleeves may be worn under the uniform.

### **Community Setting Uniforms:**

- The blue TGI polo shirts are to be purchased through TGI Bookstore
- The polo is to be worn tucked in with the same white scrub bottom as the required uniform for in-patient settings.
- Close-white, closed-toe white non-permeable shoes are to be worn with white stockings/ankle socks.
- Shoes must not be altered to conceal logos, stripes, or other areas with color.

### **Required Clinical Equipment (Purchased through TGI Bookstore)**

- Stethoscope (black or navy)
- Watch with second hand is required
- Penlight
- Bandage scissors
- Pen
- Sharpie
- Forceps

### **Clinical Assignments and Care Plans**

- All Clinical Assignments including care plans and clinical reports are due by 11:59PM same day following clinical.
- All assignments must be typed.

### **Name Badges**

- Nursing Name Badge: TGI
- Students must wear name badges as well as the TGI photo ID and facility issued picture ID whenever entering a clinical setting.

### **Nails; Hair, and Skin**

- Nails must be short and clean - no longer than 3mm (1/4 inch).
- No artificial nails, nail polish, nail jewelry.
- Hair must be natural in color, worn off the collar (no ponytails or French braids), away from face while in uniform.
- Facial hair must be natural in color, clean and trimmed to ¼ inch; otherwise, must be covered.
- No visible tattoos/body art.
- No artificial eyelashes.
- No fragrances are permissible.

### **Jewelry**

- No more than 1 small stud earring in each ear is permitted. Loops, hoops, dangle earrings are Not Permitted.
- No tongue jewelry
- No facial piercings/jewelry.
- No other visible body jewelry is permitted.
- Watch with a second hand is required.
- Only a wedding band is permitted.

When a clinical partner's clinical attire policy is stricter than the TGI's policy, it supersedes the TGI policy. Based upon input/feedback from clinical partners, the TGI policy can be updated and enforced at any time.

## **SATISFACTORY ACADEMIC PROGRESS**

A student must meet the following minimum standards of academic achievement and successful course completion while enrolled at Trinity Global Institute. Student records are reviewed at the conclusion of every semester to determine compliance with the SAP policy. There are two components to the SAP policy:

### **Minimum Cumulative Grade Point Average**

A student's Cumulative Grade Point Average is based on all courses taken at Trinity Global Institute. Students must maintain a Cumulative GPA of 3.0 or higher. Academic records are reviewed at the completion of every semester to determine SAP.

## **Appeals Procedure**

Any appeals for dismissal for failure to maintain satisfactory progress must be made in writing to the school director within fifteen days of notice of dismissal. The student will be notified in writing of the School Director's decision.

All attempted courses within the student's program count toward the maximum time frame for program completion. If at any point it becomes evident that a student cannot complete the program within the 150%-time frame, the student will be suspended from the Institution.

## **Extended Enrollment**

If approved by the Dean, a student may continue as a non-regular student for a period not to exceed one evaluation period to re-take courses in which the student was previously unsuccessful. During this period, the student will be charged tuition consistent with normal tuition fees. In no case may a student extend beyond the maximum program length to complete the program. A student wishing to extend his/her program must agree to these terms in writing. Credits earned during a period of extended enrollment will count towards the maximum time frame for completion of the program.

## **Reinstatement as a Regular Student**

If a student demonstrates, after re-taking courses, that he/she is academically and motivationally prepared to continue with the program, the student may be reinstated as a regular student. The Dean will make this determination based upon a review of the student's academic transcript and an interview with the student. The reinstatement will be based upon the student meeting the normal satisfactory progress parameters that were in effect at the evaluation point at which the student lost regular status. If reinstated as a regular student, the student will be placed on probation until at least the next evaluation point.

## **Mitigating Circumstances and Leaves of Absence**

The Dean may, in his/her discretion, grant leaves of absence or waive interim satisfactory standards for circumstances involving poor health, family crisis, or other significant occurrences outside the student's control. These circumstances must be documented, and the student must demonstrate that they had an adverse impact on the student's satisfactory progress. No waivers will be granted for graduation requirements.

## **Application of Standards**

The satisfactory progress standards apply to all students enrolled at the school in a regular status.

## **Remediation**

The school does not currently have a remedial program. All courses attempted at the school affect the calculation of the student's satisfactory progress.

## **Probationary Status Resolution (Appeal)**

Any student who feels that a grade has been erroneously awarded, that an action to place him/her on probation or suspension is improper, or that has any other grievance, may appeal that action to the Dean. This appeal must be in writing and must be made within five (5) days of the action in question.

The Dean will investigate the matter and will provide a response within ten (10) days of the appeal. Actions taken by the Dean may include the following: denial of any change in grade or action, change of grade, removal from probationary status, or reinstatement in the case of suspension.

## **Re-Admission After Suspension for Unsatisfactory Progress**

Suspended students will be eligible for re-admittance after one period of evaluation specific to the course of enrollment. An application for re-admission must be made in writing. Re-admittance will be on a probationary basis, and failure to attain a satisfactory grades “C” or better after one period of evaluation will result in dismissal.

The school reserves the right to suspend or dismiss a student if such action is in the best interest of the student or the school, or if it has been found that the student has gained admission through false records or fraud.

### **Academic Dishonesty**

Trinity Global Institute will communicate directly with students whose conduct was deemed to warrant disciplinary action. Cheating is defined as the attempt, successful or not, to give or obtain aid and/or information by illicit means in meeting any academic requirements, including examinations. Cheating includes falsifying reports and documents. Plagiarism is defined as the use, without proper acknowledgement, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws. Instructors are expected to maintain appropriate standards in academics:

1. To take practical steps to prevent and detect cheating.
2. To report suspected academic misconduct to the Dean.
3. To report evidence of plagiarism, cheating on exams or lab/clinical reports, falsification of records to the Dean.

Students are expected to maintain appropriate standards in academics:

1. To follow faculty instructions regarding exams and assignments.
2. To be certain that special rules regarding documentation of papers, examination procedures, use of computer-based information and programs, etc. are clearly understood.
3. If students believe that practices by the instructor are conducive to cheating, it must be reported to the Dean.

The consequences of academic dishonesty, depending on the severity of the infraction, may result the student to:

1. Receive a zero “0%” grade on the test, paper or exam.
2. Have their course grade lowered and/or possibly fail the course.
3. Under the standards of student conduct a student will be dismissed from the institution

The Dean will communicate directly with a student whose conduct was deemed to warrant disciplinary action and will make the final decision if a student will not be allowed to be readmitted.

### **Students Rights**

Trinity Global Institute policies and regulations provide students many privileges. Students may exercise these rights and privileges if they do not interfere with the rights of others or the schools’ ability to provide a safe learning environment. Students have the rights to:

1. Attend a safe, welcoming school and belong to a community that values and promotes learning.
2. Expect courtesy, fairness, and respect from school staff members and other students.
3. Expect that all property will be safe and not damaged.
4. Express opinions freely through speech, assembly, petition, and other lawful means.
5. Advocate for change in any law, policy, or regulation.
6. Be informed and express their opinions freely.

### **Student Responsibilities**

Trinity Global Institute expects students to balance expression of their rights with observance of their responsibilities. Students have the responsibility to:

1. Attend school regularly \ and follow the assigned schedules.
2. Maintain satisfactory grades.
3. Know and follow rules, procedures, and processes.
4. Respect the authority of staff members.
5. Respect the rights and property of others.
6. Respect others' beliefs and differences.
7. Refrain from using words, images, or gestures that are obscene, violent, disruptive, or disrespectful.
8. Resolve disputes peacefully.
9. Refrain from bullying or hurting other students.
10. Discuss grievances informally with the persons involved before invoking a formal grievance action.

## **Student Grievance Policy**

Trinity Global Institute is responsible to uphold its students' rights and ensure that the non-discrimination policy is applied for students who choose to file a grievance against the institution for reasons involving discrimination, harassment, violation of a policy, etc. Students are not subject to unfair action/treatment for initiating a complaint.

Students must use the following procedure to file a grievance:

1. Students should first attempt to address the issue with the responsible party.
2. If a satisfactory solution cannot be found, the student may submit a grievance form to the Dean within 10 calendar days of the alleged incident. The grievance form is available upon request from the Dean.
3. The Dean shall issue a decision within 2 weeks of the grievance submission.
4. The student may appeal the decision within 2 weeks of receiving the decision, and a final decision will be made by the Dean within 2 weeks of the student appeal.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student or any member of the public may file a complaint with the Commission for Independent Education at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684 toll free or by completing a complaint form, which can be obtained on the Commission's Internet web site <http://www.fldoe.org/policy/cie/>.

## **Appeal Process**

Students who have been placed on Dismissal can appeal the decision based on mitigating personal circumstances. The appeal must be submitted in writing to the Dean, who will make the final determination. If the appeal is approved, the student will be permitted to continue coursework at Trinity Global Institute under academic probation status. The Dean will communicate directly with students whose conduct were deemed to warrant disciplinary action and will make the final decision if a student will not be allowed to be readmitted.

## **Non-Academic Disciplinary Action**

Violations of the Harassment or Discrimination Policy of this institution will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the faculty may take disciplinary action, including administrative withdrawal from the institution. A student who has become subject to disciplinary action may submit an appeal to the Dean per the Grievance policy. The Dean will communicate directly with a student whose conduct was deemed to warrant disciplinary action and will make the final decision if a student will not be allowed to be readmitted.

## **Behaviors, Subject to Disciplinary Action**

Disciplinary action is determined at the sole discretion of Trinity Global Institute administration. The school will apply appropriate disciplinary procedures and sanctions, including suspension and termination, to any student who acts independently or jointly, who commits, or attempts to commit, any of the following acts of misconduct:

- Academic dishonesty, including but not limited to, dishonesty on exams, quizzes, or assignments, claiming credit for work not done or work done by others hindering the academic work of other students.
- Cheating or lying. Cheating is defined as violating rules or regulations or conducting matters fraudulently to benefit oneself. Lying is defined as giving or attempting to give a false impression or making false statements. Students who are found cheating or lying will be dismissed from the nursing program.
- Non-disclosure or misrepresentation in filling out applications or other school records.
- Substantially interfering with the freedom of expression, movement, or activity of others
- Excessive absences or tardiness
- Violation of any probation terms
- Failure to comply with the lawful directions of school officials, law enforcement officials, acting in the performance of their duties.
- Use of indecent language on campus or at school-sponsored events
- Theft of property or of services
- Misusing school computing resources by intentionally making or receiving, accessing, altering, using, or tampering with files, programs, passwords, or hardware belonging to other computer users without their permission.
- Any other acts or omissions which interfere with the rights of others in the pursuit of their education, or otherwise disrupt the learning process.
- Any student arrested after admission to a program must report the arrest within 10 days to the program administrator. TGI will evaluate each arrest incident on a case-by-case basis. A student who fails to report an arrest is subject to disciplinary action, including dismissal. A student who is arrested may be required to withdraw from a clinical course while processing through the criminal justice system; graduation will be delayed, and the student will be financially responsible for the additional cost to retake courses. Readmission to the nursing program requires written documentation of the resolved case prior to consideration for returning, and full compliance with the school's re-entry policy.

### **Solicitation**

In the interest of all students, faculty, and staff, TGI will not permit any outside soliciting in the classroom for any reason without the written consent of the program administrator.

### **Smoking, Food, and Beverages**

TGI is a drug-free, alcohol-free, and smoke-free institution and workplace, and offers drug and alcohol counseling information to students and staff. The school's policy provides for

administrative action, up to and including termination or expulsion of any student or employee found in possession of alcohol and or a controlled substance on the campus. The school has a zero-tolerance policy with regards to alcohol, smoking, and drugs.

To protect the health and safety of all persons, no smoking is allowed in the school - designated smoking areas will be addressed during orientation. Food and beverages are only allowed in the student lounge. No food or beverages are allowed in the classrooms, skills laboratories, or resource room at any time.

### **Drug Free Policy**

For the protection and welfare of all students and staff, the school has established the following drug-free policy. All students are hereby notified:

1. That the unlawful manufacture, distribution, possession, or use of a controlled substance in the school is prohibited.

2. That violation of this prohibition will result in discharge or other appropriate actions.
3. That as a condition of enrollment, each student agrees that he/she will abide by the terms of the above statement and will notify the School Director of any criminal drug statute conviction for a violation occurring in school no later than five days after such conviction.
4. All employees and students must certify that, as a condition of enrollment, employment, or receiving of financial aid, he/she will not engage in the unlawful manufacture, distribution, dispensation, or the use of a controlled substance during the period covered by employment or the period where federal financial assistance is used for education.
5. This policy follows the U.S. Department of Education and the Drug-free Schools and Communities Act Amendment of 1989.

### **Firearms/Weapon**

TGI does not allow weapons of any kind on campus.

### **Housing**

Trinity Global Institute (TGI) does not maintain housing for students.

### **Personal Property – Lost and Found**

TGI will not be liable for any kind of the loss, theft, damage, destruction to the personal property of students or staff. Students must protect and safeguard their personal property on school premises. The school maintains a lost and found area for lost property. Items left over 30 days will be discarded.

## **PROGRAM DESCRIPTION**

### **Practical Nursing**

Practical Nursing  
Clock Hours: 1,350  
675 Theory Hours, 150 Lab Hours, 525 Clinical Hours  
Length: 12 months  
Modality: On Campus/Face to Face

The Practical Nursing program is a comprehensive program designed to educate and train students to gain knowledge and skills to safely care for patients across the life span. The program will introduce students to theory, lab and clinical experiences. Course work covers human anatomy & physiology, concepts in nursing, disease processes, pharmacology and the duties, responsibilities, laws and regulations of a practical nurse. Students should develop the skills needed for entry level job. Students who graduate from this program will receive a diploma in Practical Nursing, and are eligible to take the NCLEX- PN Examination offered by the Florida Board of Nursing. Upon completion, students are qualified to work in health care settings such as long-term care nursing facilities, clinics, hospitals, physician's office and home health agencies.

The Practical Nursing program is a 12-month, 1,350 clock-hour program. The program consists of 14 courses. Courses are taught on-campus.

## Program Curriculum

Course Number	Course Title	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Modality
PN100	Health Careers Core (Nursing Assistant)	80	0	45	125	On-Campus
PN101	Medical Terminology	40	0	0	40	On-Campus
PN102	Practical Nursing Role and Personal Communication and Interpersonal Relationship Skills Legal Aspects of Practice	40	0	0	40	On-Campus
PN103	Anatomy and Physiology/Growth and Development throughout the Life Span (Body Structure and Function)	120	0	0	120	On-Campus
PN104	Fundamentals of Nursing (Skills lab & Data Collection lab) with Nutrition	60	20	40	120	On-Campus
PN105	Geriatric Nursing and Clinical	30	10	50	90	On-Campus
PN106	Pharmacology and Medication Administration	50	0	0	50	On-Campus
PN107	Medical Surgical Nursing I and Clinical	60	20	135	215	On-Campus
PN108	Mental Health Nursing and Clinical	20	0	30	50	On-Campus
PN109	Medical Surgical Nursing II and Clinical	60	20	135	215	On-Campus
PN110	Community Health Nursing and Clinical	20	10	10	40	On-Campus
PN111	Maternal/Child Nursing and Clinical	30	30	30	90	On-Campus
PN112	Pediatric Nursing and Clinical	30	30	30	90	On-Campus
PN113	Leadership/Transition to Practical Nursing	35	10	20	65	On-Campus
<b>TOTAL</b>		<b>675 Hours</b>	<b>150 Hours</b>	<b>525 Hours</b>	<b>1,350 Hours</b>	

### Clinical Placement for Practical Nursing

Trinity Global Institute will provide clinical experiences in the various health care settings. The clinical **practicum** helps students gain experience that prepares them for entry level positions and real-world experiences. Students will be placed in clinical sites and may need to travel up to 50 miles distance to fulfill this obligation. Be advised that clinical times may differ or may be off shift times such as night shift. There may be varying shifts

including morning, evening, weekend and 12-hour shifts. It is the student's responsibility to make provisions and get to the setting on time.

Students will not be accommodated for travel to clinical locations. It is the student's responsibility for their own accommodations. Clinical sites will be assigned based on a 50 miles radius from the students' address that is listed on the Enrollment Agreement. It is the responsibility of the institution to make prior arrangements for each student enrolled in the program to participate in the necessary experience within the agreed and documented length of time required for completion of and graduation from the program; and the institution's enrollments shall be based upon the availability of qualified clinical experiences to serve all students. Once a student registers and if there is not a clinical location within 50 miles available, the institution will work to obtain another clinical location, sign an affiliation agreement and coordinate the process of having the site approved with both the Florida Board of Nursing and the Florida Commission for Independent Education.

### **Course Numbering System**

Courses at the Trinity Global Institute are identified by a combination of a three-letter prefix and a three-digit numerical code. The prefix identifies the general academic discipline in which the course is offered. The three-digit numerical code indicates the academic level at which the course is offered. Course numbering is based on the following general principles: courses 100 – 199 are first year courses.

The Practical Nursing and home health programs are clock hour programs. One clock hour is equal to 50 minutes of instruction. The Medical Assisting program is a semester credit hour program. One credit hour is equal to 10 hours of lecture, 20 hours of laboratory or 30 hours of clinical or externship hours.

## **Practical Nursing Courses Description**

### **PN100 | Health Careers Core**

**Clock Hours: 80 Theory hours, 45 Clinical hours**

This course prepares students to be eligible to take the exam and become a certified nursing assistant in the state of Florida. The standardized curriculum content for a certified nursing assistant training program shall follow the curriculum framework established by the Department of Education (Rule 6A-6.0571, F.A.C., effective 5/19/15, which is incorporated herein by reference and may be obtained from the Board office or at <http://www.flrules.org/Gateway/reference.asp?No=Ref-05975>), and shall include material that will provide a basic level of both knowledge and demonstrable skills for each student completing the program. This curriculum consists of the role of the nursing assistant, promotion of safety, promotion of function and health of residents, basic nursing care provided for residents with changes in health and specific care provided for residents with changes in health.

Students will receive a minimum of 16 hours of classroom instruction in communication and interpersonal skills; infection control; safety/emergency procedures, including the Heimlich maneuver; promoting residents' independence; and respecting residents' rights. Clinical experiences allow the student to practice personal care skills, promotion of function, health and safety of residents, and reporting and recording data gather such as vital signs. Co-requisite: PN101

### **PN101 | Medical Terminology**

**Clock Hours: 40 Theory hours**

This course focuses on the study of medical term construction. Students learn methods of combining word roots, suffixes, and prefixes to form medical terminologies. Medical terminology associated with body systems is studied. Medical abbreviations, diagnostic procedures, and therapeutic interventions are also mastered during this course. Co-requisite: PN100

### **PN102 | Practical Nursing Role (Personal Communication, Interpersonal Relationship, and Legal Aspects of Practice)**

#### **Clock Hours: 40 Theory hours**

This course identifies the roles and legal, ethical, and professional responsibilities of a vocational nurse as a member of the healthcare team in a variety of healthcare settings; identify characteristics of a therapeutic nurse/client relationship; examine positive nurse/client mental health practices emphasizing cultural and spiritual diversity; relate the history of nursing to the present day; and describe the components of the nursing process. Co-requisite: PN100

### **PN103 | Anatomy and Physiology/Growth and Development throughout the Life Span (Body Structure and Function)**

#### **Clock Hours: 120 Theory hours**

This course focuses on the study of medical term construction. Students learn methods of combining word roots, suffixes, and prefixes to form medical terminologies. Medical terminology associated with body systems is studied. Medical abbreviations, diagnostic procedures, and therapeutic interventions are also mastered during this course. Pre-requisite: PN101, Co-requisite: PN102

### **PN104 | Fundamental of Nursing with Nutrition (Personal Communication, Interpersonal Relationship, and Legal Aspects of Practice)**

#### **Clock Hours: 60 Theory hours, 20 Lab hours, and 40 Clinical hours**

Fundamentals of Nursing provide a contemporary approach to nursing practice, discussing the entire scope of primary, acute, and restorative care. Current practice issues, including an emphasis on patient-centered care and evidence-based practice as the important initiative in health care today are studied. This course focuses on applying current evidence in patient care to help students understand how the latest research findings should guide their clinical decision making. Topics included are nursing and the health care environment, caring throughout the life span, critical thinking in nursing practice and professional standards in nursing practice. Additional topics are psychosocial basis and physiological basis for nursing practice. Nutrition is included in this course. Co-requisite: PN100

### **PN105 | Geriatric Nursing and Clinical**

#### **Clock Hours: 30 Theory hours, 10 Lab hours, 50 Clinical hours**

This course focuses on the role of the Practical Nurse in meeting the physiologic, psychosocial, and spiritual needs of the older adult. Principles related to physical care, basic skills for geriatric nursing and an overview of aging are studied. Co-requisite: PN103

### **PN106 | Pharmacology and Medication Administration**

#### **Clock Hours: 50 Theory hours**

This course focuses on the fundamental of medications, medication administration, and their diagnostic, therapeutic, and curative effects. The student will study nursing interventions utilizing the nursing process related to medication and medication administration. Co-requisite: PN105

### **PN107 | Pharmacology and Medication Administration**

#### **Clock Hours: 60 Theory hours, 20 Lab hours, 135 Clinical hours**

This course focuses on the application of the nursing process to the care of the adult client experiencing medical-surgical conditions along the health-illness continuum in a variety of healthcare settings. This course builds on previous learning related to holistic client care. In this course, learners will explore the application of the nursing process to meet the holistic health needs of the adult client in tertiary care settings. Emphasis is placed on nursing interventions in the safe and effective care of diverse clients with acute and chronic conditions. Students will examine selected stressors of acute and chronic illnesses of adult and older adults. Principles of evidence-based practice will be applied in laboratory and clinical experiences. Strategies for prevention of illness, chronic illness and developmental theory,

healthcare economics, and related concepts that impact client and family outcomes will be explored. Intraoperative care, fluid, electrolytes, and acid-base imbalance are studied. Body systems studied in this course are integumentary, sensory, musculoskeletal, endocrine, reproductive, respiratory, hematologic, and cardiovascular. Co-requisite: PN106

### **PN108 | Mental Health Nursing and Clinical**

**Clock Hours: 20 Theory hours, 30 Clinical hours**

This course introduces the student to mental health concepts across the lifespan. Concepts related to mental health theories, communication in the mental health arena, psychobiological disorders, and caring for clients experiencing psychiatric emergencies across the lifespan are studied. Co-requisite: PN107

### **PN109 | Medical Surgical Nursing II and Clinical**

**Clock Hours: 60 Theory hours, 20 Lab hours, 135 Clinical hours**

This course builds on previous learning related to holistic client care. Students will examine selected stressors of acute and chronic illnesses of adult and older adults. Strategies for prevention will be explored. Principles of evidence-based practice will be applied in laboratory and clinical experiences. Gastrointestinal, urinary, critical care, shock, burns, respiratory, endocrine, and emergency and disaster nursing concepts are studied. Co-requisite: PN108

### **PN110 | Community Health Nursing and Clinical**

**Clock Hours: 20 Theory hours, 10 Lab hours, 10 Clinical hours**

This course will provide instructional and clinical learning experiences on the principles of community health, public and family health nursing. Students are required to engage in health promotion and maintenance strategies in a variety of community health settings. Emphasis will be placed on the Healthy People 2020 goals. This course combines nursing, and public health theories and skills to provide primary and secondary prevention interventions. Co-requisite: PN109

### **PN111 | Maternal/Child Nursing and Clinical**

**Clock Hours: 30 Theory hours, 30 Lab hours, 30 Clinical hours**

This course provides both relevant instructional and clinical learning experiences for nurses in providing care to the childbearing family during ante-partum, intra-partum, and postpartum periods in a variety of settings. This course will also include the care of fetus and newborn. Health issues relating to growth and development are explored. The role of the nurse in health promotion and disease prevention for childbearing and childrearing families is emphasized. Cultural diversity, family dynamics, genetics, financial, and emotional state are addressed in the care of childbearing women and their families. Legal, ethical, informatics, health policy, research, and trends in the US in maternal childcare are addressed. Co-requisite: PN112

### **PN112 | Pediatric Nursing and Clinical**

**Clock Hours: 30 Theory hours, 30 Lab hours, 30 Clinical hours**

This course teaches students to develop competencies to manage healthcare of children and adolescents especially those who are experiencing problems during bio-physical adaptation. Roles of the practical nurse including communication, ethics and cultural competency, in promoting health and adaptation for the child within the context of the family are emphasized in variety of healthcare settings. Students participate in clinical experiences during this course.

**PN113 | Leadership/Transition to Practical Nursing**  
**Clock Hours: 35 Theory hours, 10 Lab hours, 20 Clinical hours**

This course will introduce students to the analysis of nursing leadership and management from a systems perspective. An organizational structure is developed that shows how the practical nurse fits within the larger structures. Various leadership behaviors are examined and compared to those of a nurse leader in the healthcare setting. The course will promote professionalism and role development. Interdisciplinary roles are emphasized.

## 2025-2026 ACADEMIC CALENDAR

Registration for Fall Semester Begins	August 1, 2025
Fall Orientation	August 26, 2025
Fall Semester Begins	August 28, 2025
Last Day to Add	September 1, 2025
Last Day to Drop	September 1, 2025
Labor Day Holiday (No Class)	September 5, 2025
Veterans Day Holiday (No Class)	November 11, 2025
Last Day to withdraw	November 19, 2025
Thanksgiving Holiday (No Class)	November 24-25, 2025
Christmas Holiday (No Class)	December 24-25, 2025
Fall Semester Ends	December 3, 2025
New Year's Holiday (No Class)	January 1, 2026
Registration for Spring Semester Begins	January 2, 2026
Spring Orientation	January 7, 2026
Spring Semester Begins	January 9, 2026
Martin Luther King Jr. Day (No Class)	January 16, 2026
Presidents' Day (No Class)	February 20, 2026
Registration for Summer Semester Begins	March 1, 2026
Summer Orientation	April 12, 2026
Spring Semester Ends	May 14, 2026
Summer Semester Begins	May 24, 2026
Summer Semester Ends	August 2, 2026

## ADMINISTRATION AND FACULTY

NAME	POSITION(S)	COLLEGE/UNIVERSITY ATTENDED
Richemond, Donel	President / Faculty	Walden University – DBA Nova Southeastern University – MBA Western Governor University – MSN University of Texas - BSN
Charlot, Carlfred	Vice-President / Faculty	All Saints University – MD Davenport University – MBA University of Texas - BSN
Celestin, Linda		
Banks, Tracy	Faculty	Cappella University – DNP / MSN South University - BSN
Beg, Sameena	Faculty	University of Sind - MD
Fleuristal, Kirshline	Faculty	University of Florida – DNP University of Central Florida – BSN Seminole State College - ASN
Foley, Nancy	Faculty	Gwyned Mercy University – MSN Pottstown Memorial Medical Center – BSN Eastern University - BSW
Guirand, Michelle		Adventist University – BSN South University - MSN
Guison, Maria Victoria	Faculty	Miami Central University – DDS University of Phoenix – MSN Philippines Women University – BA Valencia College - ASN
Lakes, Carolyn	Faculty	Herzing University - BSN
Matheson, Andrea	Faculty	University of Colorado – MS – BSN University of Vermont - BS
Mendoza, Mariden	Faculty	University of Philippines – MPH Manila Central University - BSN
Merritt, Isabel	Faculty	Western Mindanao State University - BSN
Port, Kim	Faculty	Grand Canyon University - DNP University of Central Florida – MSN Advent Health University - BSN
Silva, Hugo	Faculty	Universidad del Zulia – MD - PHD
Simplice, Nadia	Faculty	University of Cincinnati – Post Master Maryville University – MSN Mountain State University - BSN Valencia College - ASN
Tenn, Denise	Faculty	Grand Canyon University – BSN Carleen Health – ASN VEEB - LPN

## REQUIRED DISCLOSURES

- The policy of this institution is to update the official school catalog annually, in July of each year.
- Annual updates may be made using supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.
- This institution is a private institution that is approved to operate by the Commission for Independent Education. (CIE) "Approved" means the school operates in compliance with state standards as set forth in Rule 6E-2.002, 6E-1.0032 (Fair Consumer Practices) and 6E-2.004 (Standards and Procedures for Licensure), F.A.C.

This institution is licensed by the Commission for Independent Education, Florida Department of Education.