TrinityGlobal
INSTITUTE

SCHOOL CATALOG

2026 – 2027

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

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PRESIDENT'S MESSAGE



Dr. Donel J. Richemond, DBA, MSN, MBA, RN
PRESIDENT

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.

I am very delighted to announce that our institution, driven by its mission, offers four programs that provide high-quality, student-centered education to promote lifelong learning and improve health outcomes both locally and globally. The Associate of Science in Nursing, Practical Nursing, Medical Assistant, and Home Health Aide programs prepare effective, compassionate, and dedicated health care professionals. Our experienced, devoted, and knowledgeable faculty members sustain a strong learning environment that nurtures the minds and hearts of our future.

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 to 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 health care education that promotes lifelong learning and prepares competent health care professionals to improve health outcomes of the local and global community.

Vision

Our vision is to produce the next generation of health workforce 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, Osceola, and the other neighboring counties. The school opened its door in July 2022 and has since been striving to offer quality education to students enrolled in the Associate of Science in Nursing, Practical Nursing, Medical Assistant, and Home Health Aide programs 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 offers 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

Practical Nursing and Associate of Science Nursing

To be admitted to the Practical Nursing or the Associate of Science in Nursing program, students must meet the requirements by following the steps outlined below to provide evidence of such eligibility:

1. Students must be at least 18 years of age or older.
2. High School Diploma or GED
3. Admission application and non-refundable application fee
4. Admission Interview
5. Successfully pass the HESI or equivalent Nursing Entrance Exam with score of 70% (ONLY 3 attempts) for the PN (Practical Nursing) program. The minimum HESI passing score for admission to the ASN (Associate of Science in Nursing) program is 80%.
6. Criminal Background check
7. TB Test (PPD test/ chest X-ray)
8. Proof of Flu, Covid19 and Hepatitis Vaccines
9. Proof of Immunization
10. Drug Screen

Medical Assistant

1. Student must be at least 18 years of age or older and not in high school
2. Admission application and non-refundable application fee
3. Admission Interview
4. Obtain a minimum of 10^{th} grade level on the TGI Assessment Test
5. Criminal Background check
6. TB Test (PPD test/ chest X-ray)

7. Proof of Flu, Covid19 and Hepatitis Vaccines
8. Proof of Immunization
9. Drug Screen

Home Health Aide

1. Student must be at least 18 years of age or older and not in high school

2. Admission application and non-refundable application fee
3. Admission Interview
4. Criminal Background check
5. TB Test (PPD test/ chest X-ray)
6. Proof of Flu, Covid19 and Hepatitis Vaccines
7. Proof of Immunization
8. Drug Screen

Soon after receiving the application, the Admissions Department will contact the students 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 begins with the completion of the school's enrollment agreement, payment of an enrollment fee of $300.00, and attendance of 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 students 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.tgi.edu or walk-in.
- Applicants must complete an interview before enrollment.
- $100.00 non-refundable application fee can be paid online via credit/debit card or e-check.

The $100.00 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 COMPLETION REQUIREMENT

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

- Successfully complete all required course competencies of the career and technical program enrolled in.
- Complete attendance requirements.
- Meet satisfactory academic progress.
- Satisfy all financial obligations to Trinity Global Institute.
- Complete the credit or clock hours specified for the program of study
- Students in Medical Assisting or Home Health Adie programs must earn a GPA of 2.0 or greater

Special Requirements for Associate of Science and Practical Nursing Students

- Nursing 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.
- Nursing Students must obtain a minimum score of 900 on the HESI Exit exam to graduate. This exam may only be taken after the specific 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. I the student does not pass the third attempt they will be dismissed.
- 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.

Conferral Date

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.

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 students acknowledge 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

Letter Grade	Quality Points	Percentages
F	0	F=59% - Failed
I	0	Incomplete
P	0	Pass
W	0	Withdrawal
X	0	Ongoing
NR	0	Grade not Reported

Students must successfully pass all components of 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."

WITHDRAWAL

(W) Withdrawal- 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.

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 students 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 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 are due to Trinity Global Institute (TGI). Arrangements for payment must have been made before a student may re-enter, receive transcripts or graduate.

Textbooks 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	$100.00
Enrollment Fee	$300.00
Transcript Fee	$25.00 (No charge for the first transcript)

Associate of Science in Nursing Tuition and Fees

Tuition/Fees for Associate of Science in Nursing	Dollar Amount
Tuition	$51,500.00
Application Fee - non-refundable	$100.00
Medical Lab Fee	$500.00
Enrollment Fee	$300.00
Books/Virtual Simulation	$2,500.00
Graduation Fee	$500.00
Estimated Other Costs (charged separately, not necessarily by the institution) *	$1,400.00
Total Cost	**$56,500.00**

Practical Nursing Tuition and Fees

Tuition/Fees for Practical Nursing	Dollar Amount
Tuition	$19,500.00
Application Fee - non-refundable	$100.00
Medical Lab Fee	$500.00
Enrollment Fee	$300.00
Books/Virtual Simulation	$1,750.00
Graduation Fee	$500.00
Estimated Other Costs (charged separately, not necessarily by the institution) *	$1,400.00
Total Cost	**$24,050.00**

***Note:** The other costs include all the associated costs of attendance, 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 the registered nurse or practical nurse license in the State of Florida.*

Medical Assisting Tuition and Fees

Tuition/Fees for Medical Assisting	Dollar Amount
Tuition	$8,000.00
Application Fee - non-refundable	$100.00
Medical Lab Fee	$300.00
Graduation Fee	$50.00
Textbooks	$400.00
Total Cost	**$8,900.00**

Home Health Aide Tuition and Fees

Tuition/Fees for Home Health Aide	Dollar Amount
Tuition including textbooks	$650.00
Application Fee - non-refundable	$50.00
Graduation Fee	$50.00
Total Cost	**$750.00**

Uniforms and Supplies

Students are responsible for purchasing the required textbooks and others equipment needed. Purchasing 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 Lab 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 payments 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.

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 students' enrolment 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 is 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 attendance has begun, through 40% completion of the program, will result in a **Pro Rata refund** computed on the number of hours completed to the total program hours.
10. 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 geeing 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 two (2) 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 two (2) 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 students must discuss and coordinate make-up work opportunities with their instructor. Any clinical hours that 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 letters, doctor's notes, etc. Students must discuss the absence with the instructor and arrange 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 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.

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 students who are experiencing problems that may interfere with their performance; students 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 accommodation, 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 students 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 accommodation 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 students 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 professionals with knowledge of the student's disability, functional limitations(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 outline 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 assist 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 services.
- 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. 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

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 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 purchased 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.

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 ¾ 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 in the student having 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 is not allowed to be readmitted.

STUDENT'S RIGHTS AND RESPONSIBILITIES

Students' Rights

Trinity Global Institute policies and regulations provide students with 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.

STUDENTS' 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 people 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 was 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 is not 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 hinders 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, 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 people, 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. 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 loss, theft, damage, and 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.

PROGRAMS DESCRIPTION

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; 200 – 299 are second year courses.

The following key indicates the course modality: *Fully online course, ** Hybrid course (partial online),

*** on campus or at clinical sites

Associate of Science in Nursing

Nursing

Semester Credit Hours: 72

Modality varies by course: Hybrid / in-Person / Online

The Associate of Science degree in Nursing is a two-year program that prepares graduates to enter the field of nursing as nursing generalists who use the nursing process to provide for individuals or groups in a variety of healthcare settings. Graduates of this program may be employed in hospitals or other acute care settings, long term care, and ambulatory settings.

The program is designed for students who seek employment in the field of nursing and who may decide to continue to any Florida University as a junior to complete a four-year bachelor's degree in nursing through a RN to BSN program. Upon successful completion of the program the graduate is eligible to take the National Council Licensure Examination (NCLEX-RN) to become licensed as a registered nurse. The Associate of Science in Nursing is a hybrid program that combines learning both on site and online.

The Associate of Science in Nursing program is a credit-hour program.

Associate of Science in Nursing Program Curriculum Outline

Course Code	Course Title	Credits	Clock Hours	Modality
SUC101	Student Success *	2	30	Campus
BSC100	Principles of Biology*	2	30	Campus
AP100	Human Anatomy & Physiology I & lab *	4	75	Campus
AP200	Human Anatomy & Physiology II & lab *	4	75	Campus
ENG101	English Composition *	3	45	Campus
NUR100	Human Growth & Development*	3	45	Campus
PSY101	Introduction to Psychology*	3	45	Campus
CAP100	Introduction to Computer*	2	30	Campus
MAT101	College Math*	3	45	Campus
NUR101	Medical Terminology & Dosage Calculation*	2	30	Campus
NUR102	Foundations of Nursing Practice**	3	60	Campus

Course Code	Course Title	Credits	Clock Hours	Modality
NUR103	Pathophysiology*	2	30	Campus
NUR104	Pharmacology and Clinical Decision Making ***	3	60	Campus
NUR105	Nutrition in Nursing **	3	60	Campus
NUR106	Nursing Concepts I **	2	45	Campus
NUR107	Nursing Concepts I lab ***	3	90	Campus
NUR108	Nursing Concepts II **	3	45	Campus
NUR109	Nursing Concepts II lab***	2	90	Campus
NUR110	Nursing Concepts III **	3	45	Campus
NUR111	Nursing Concepts III lab***	2	90	In-Person
NUR112	Nursing Concepts IV **	3	45	Hybrid
NUR113	Nursing Concepts IV lab***	3	135	In-Person
NUR114	Nursing Concepts V**	3	45	Hybrid
NUR115	Nursing Concepts V lab***	3	135	In-Person

Course Code	Course Title	Credits	Clock Hours	Modality
NUR116	Population Health *	2	30	Online
NUR117	Senior Clinical Practicum ***	2	90	In-Person
NUR200	Senior Seminar/NCLEX Review***	2	30	In-Person
	TOTAL	**72 Credits**	**1575**	

Clinical Placement

Trinity Global College 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 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 to travel to clinical locations. It is the student's responsibility for their own accommodation. Clinical sites will be assigned based on a 50-mile 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.

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 are eligible to take the NCLEX- PN Examination offered by the Florida Board of Nursing. Upon completion, students are qualified to be able 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. One hour is equal to 50 minutes of instruction. The program consists of 14 courses. All courses are taught on campus, and the clinical portion is held at the designated clinical sites.

PRACTICAL NURSING PROGRAM CURRICULUM OUTLINE

Course Code	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

Course Code	Course Title	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Modality
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
	TOTAL	**675 Hours**	**150 Hours**	**525 Hours**	**1,350 Hours**	

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 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 accommodation. Clinical sites will be assigned based on a 50-mile 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.

Medical Assisting

Medical Assisting

Diploma Program

Clock Hours: 890 Hours

Length: 9 Months

Modality: Hybrid

PROGRAM DESCRIPTION

The **Medical Assisting** Program at Trinity Global institute offers a comprehensive curriculum designed to equip students with the knowledge and skills necessary to pursue a successful career in the field of medical assisting. This one academic year program combines both theoretical instruction and practical hands-on training to prepare students for entry-level positions in medical offices, clinics, and other healthcare settings. Through a combination of classroom/online learning, and on-campus laboratory practice, students will develop expertise in both administrative and clinical aspects of medical assisting, including medical office procedures, anatomy and physiology, clinical procedures, pharmacology, and medical laboratory techniques. Graduates of this program will be well-prepared to provide valuable support to healthcare professionals, deliver high-quality patient care, and contribute to the efficient operation of healthcare facilities.

Medical Assisting is a 9-month diploma program, 890 clock hour program. The program consists of 11 courses. Courses are taught both online and as hybrid courses. Online instruction takes place online in an asynchronous manner – this means students are not required to be logged into the system at any time of the day or week. Rather, students have the freedom to select the most convenient days and times to participate. Discussion boards will close at the end of each week - after 11:59 p.m. on Sunday evenings and students will be able to view all posts after that time; however, students will not have the ability to make additional posts. Only substantive comments made in the discussion boards will contribute towards a student's participation grade.

MEDICAL ASSISTING PROGRAM CURRICULUM OUTLINE

Course Code	Course Title	Credits	Clock Hours	Modality
HLT 101	Introduction to Health Careers (includes HIV Aids)	4	84	Online
AP 100	AP100 Human Anatomy & Physiology I & lab	4	84	Online
MED 101	Medical Terminology Diagnostic Codes	4	84	Online

Course Code	Course Title	Credits	Clock Hours	Modality
AP 200	AP200 Human Anatomy & Physiology II & lab	4	84	Online
MED 123	Medical Office Administrative procedures	4	84	Online
MED 151	Clinical Skills for Medical Assistants I	4	84	Hybrid
MED 207	Medical Laboratory Procedures and Phlebotomy	4	84	Hybrid
MED 210	Pharmacology for Medical Assistants	4	84	Hybrid
MED 225	Clinical Skills for Medical Assistants II (includes EKG)	4	84	Hybrid
MED 235	Assisting with Medical Procedures	4	84	Hybrid
MED 251	Medical Assisting Capstone	2	50	Hybrid
	TOTAL	**42 Credits**	**890 Hours**	

Notes: *Fully online course, ** Hybrid course (partial online), *** on campus or at clinical site

COOPERATIVE WORK EXPERIENCE

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 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. The program is offered in a hybrid modality, where students take a portion of some courses asynchronously online and attend courses or portions of courses on campus. All medical skills are taught on campus.

Home Health Aide

Home Health Aide

Diploma Program

Clock Hours: 75

Length: 4 weeks

Modality: Campus

PROGRAM DESCRIPTION

This program is a part of the secondary Health Core which is a basic step in considering a career in the medical field. This program consists of an overview of the human body, both structurally and functionally with emphasis on the pathophysiology and transmission of disease. Medical terminology is an integral part of the course. The program is designed to provide the student with an in-depth knowledge of the health care system and associated occupations. Emphasis is placed on communication and interpersonal skills, use of technology, ethics and the development of critical thinking and problem-solving skills. This course prepares students to be employed as Home Health Aides, Content includes but is not limited to patient care and safety, geriatric patient care, nutrition principles, rehabilitation services as well as supervised management functions.

HOME HEALTH AIDE PROGRAM CURRICULUM OUTLINE

Course Code	Course Title	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Modality
HHA 103	Introduction to Home Health	30				On-Campus
HHA 107	Home Health Aide Lab		19			On-Campus
HHA 111	Home Health II	26				On-Campus

Associate of Science in Nursing Courses Description

Course Name: SUC 101 Student Success **Credit Hours**: 2 (30 clock hours)

Course Description

This course is designed to support students in developing the academic, professional, and personal skills necessary for success in higher education and beyond. Emphasis is placed on effective study strategies, time management, goal setting, critical thinking, test-taking skills, and academic integrity. Students will explore learning styles, stress management, and wellness strategies to promote balance and resilience. The course also introduces college resources, career planning, financial literacy, communication skills, and professionalism. Through self-reflection, interactive activities, and practical applications, students will build confidence, accountability, and lifelong learning habits essential for academic achievement and career readiness.

Course Name: AP100 Anatomy and Physiology I with lab **Credit Hours**: 4 (75 clock hours)

Course Description

This is the first of a two-course sequence that focuses on human structure and function for students who plan to pursue a career in nursing or other allied fields. Structural information is combined with functional and biochemical concepts to provide the student with an integrated understanding of the dynamic human body. The course begins with the simplest cell structure and organization and progresses to complex systems such as tissues, organs and organ systems. In the first course, we will address the skin and body membranes, skeletal, muscular, nervous and endocrine systems. Clinical examples will be provided. Concepts of health promotion and risk reduction will be integrated. The laboratory portion of the course complements and reinforces the lecture with additional resources, focusing on closer examination of the body's components.

Course Name: AP200 Anatomy and Physiology II with lab **Credit Hours**: 4 (75 clock hours)

Course Description

This is the second in a two-course sequence that focuses on human structure and function for students who plan to pursue a career in nursing or other allied fields. Structural information is combined with functional and biochemical concepts to provide the student with an integrated understanding of the dynamic human body. In this course, we will cover the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Fluid, electrolyte, and acid-base balance will be addressed. We will also explore nutrition and metabolism, immunity, and genetics in this course. Clinical examples will be provided to help the learner understand various disease processes. Concepts of health promotion and risk reduction will be integrated as a bridge to nursing and healthcare. The laboratory portion of the course complements and reinforces the lecture using additional resources, focusing on closer examination of the body's components.

Course Name: ENG 101 English Composition **Credit Hours:** 3 (45 clock hours)

Course Description

This course introduces students to the basics of college writing. We will explore how writing works and the various forms and reasons for writing. The course prepares students to produce clear, well-developed, well-organized grammatically correct writing. In addition, we will focus on levels of usage, grammar, mechanics, information

gathering, and audience awareness. The course is designed to give students guided practice in drafting, revising, and editing essays. In addition to assigned readings, students will find and respond to texts and write at least one documented or research essay. This course will help you to exercise more control of the variety of writing situations you will likely encounter in your personal, academic, civic, and professional lives.

Course Name: NUR 100 Human Growth and Development **Credit Hours**: 3 (45 hours)

Course Description

This course introduces the student to human growth and development. It begins with conception and continues throughout the lifecycle. Students will focus on developmental changes throughout the lifecycle and be able to differentiate normal from abnormal behavior. It will include how culture, the family and the environment effects physical and psychosocial development. This basic knowledge will contribute to understanding human behavior.

Course Name: PSY 101 Introduction to Psychology **Credit Hours**: 3 (45 hours)

Course Description

This course introduces students to the science of psychology. The course elaborates on the mind body connection and the importance of understanding behavior. Students will focus on the effects of stress and its effect on sleep, cognition, and memory. Students will gain an appreciation of human behavior as a foundation to viewing the person holistically.

Course Name: MAT 101 College Math **Credit Hours**: 3 (45 hours)

Course Description

This course focuses on basic math concepts and principles necessary for application to real world problems including the safe calculation and administration of medications. Learners will review basic arithmetic and math skills and learn systems of measurement. Concepts addressed in this course include basic algebra, logarithms, application of probability and statistics.

Course Name: Nur 101 Medical Terminology & Dosage Calculation Credit Hours: 2 (30 hours)

Course Description

This course introduces the beginning nursing student to medical terminology and key math concepts for dosage calculation. In the first part of the class, students focus on learning to speak, use, and understand commonly used terms in the field of healthcare. Topics include anatomic terms, all major body systems and pathology terminology. The second part of the course focuses on safe medication and math calculation for nurses. Students will apply math principles to the calculation of medication dosages including addition, subtraction, multiplication and division of decimals and fractions. Conversions from metric, apothecary and household measures are required.

Course Name: BSC 100 Principles of Biology **Credit Hours:** 2 (30 hours)

Course Description

This course focuses on basic math concepts and principles necessary for application to real world problems including the safe calculation and administration of medications. Learners will review basic arithmetic and math skills and learn systems of measurement. Concepts addressed in this course include basic algebra, logarithms, application of probability and statistics.

Course Name: CAP100 Introduction to Computer **Credit Hours:** 2 (30 hours)

Course Description

This course focuses on basic math concepts and principles necessary for application to real world problems including the safe calculation and administration of medications. Learners will review basic arithmetic and math skills and learn systems of measurement. Concepts addressed in this course include basic algebra, logarithms, application of probability and statistics.

Course Name: Nur 102 Foundations of Nursing Practice **Credit Hours**: 3 (60 clock hours)

Course Description

This course introduces students to the profession of nursing including the role of the professional nurse, legal and ethical aspects, culture, and diversity in practice, in the environment of nursing and select nursing theories.

Course Name: Nur 103 Pathophysiology **Credit Hours:** 2 (30 clock hours)

Course Description

This course introduces students to the science of pathophysiology. The course elaborates on the normal process of anatomy and physiology and basic principles of changes in cells, tissues organs and systems that result in illness and disease. Students will learn how alterations influence health and illness throughout the lifecycle.

Course Name: Nur 104 Pharmacology & Clinical Decision Credit Hours: 3 (60 clock hours)

Course Description

This course introduces the student to the principles of pharmacology, drug therapy, pharmacologic-therapeutic classes of drugs, drug administration, and drug information resources. This course addresses several classifications of commonly prescribed medications and selected complementary and alternative drugs. Within each classification, representative or prototype drugs will be selected for study in terms of mechanism of action, and therapeutic use. Students will participate in 8 hours of skills ab in which they will apply safe and effective principles of pharmacology including: medication administration methods, safe dosage, adverse effects of medications, nursing practice, and medication teaching.

Course Name: Nur 105 Nutrition in Nursing **Credit Hours:** 3 (60 clock hours)

Course Description

This course introduces students to the science of nutrition. The course elaborates on health prevention and health promotion with the use of basic principles of nutrition knowledge in nursing practice. Students will learn that nutrition is the total intake of nutrients that help maintain body tissue and energy as a foundation for life and health.

Course Name: Nur 106 Nursing Concepts I Health and Wellness Across the Lifespan

Course Description **Credit Hours**: 3 (90 clock hours)

This course introduces students to nursing as a profession and the concepts of health, wellness, illness, environment, patient-centered care, diversity and nursing responsibilities and professionalism. The course focuses on health and wellness, safety, age-appropriate care, nursing process, cultural and spiritual wellbeing, and professional role. Select health promotion theories are discussed.

Course Name: Nur 107 Nursing Concepts I Clinical Practicum Health and Wellness Across the Lifespan

Course Description **Credit Hours**: 2 (45 clock hours)

In this co-requisite practica course, students have opportunities to apply knowledge and practice skills in a laboratory setting. The laboratory experiences include skills, dosage calculation and health assessment.

Course Name: Nur 108 Nursing Concepts II Health and Wellness Across the Lifespan

Course Description **Credit Hours**: 3 (90 clock hours)

In this course students are introduced to principles of the delivery of nursing care to clients and families during the prenatal, intrapartum, postpartum, newborn, and pediatric/adolescent periods. The course emphasizes promotion, maintenance, and restoration of health for the childbearing family and pediatric clients. Concepts discussed in the course include prenatal, intrapartum and postpartum: care for the newborn: care of the pediatric client: family dynamics: and reproductive health.

Course Name: Nur 109 Nursing Concepts II Clinical Practicum Maternal/Child

Course Description **Credit Hours**: 2 (45 clock hours)

In this co-requisite practicum course, students have opportunities to apply knowledge and practice skills related to the care of mothers, infants, and families: and pediatric/ adolescent clients within the framework of the nursing process. Clinical experiences take place in a variety of settings of family maternal newborn and pediatric healthcare settings.

Course Name: Nur 110 Nursing Concepts III Mental Health and Adult Psychiatry

Course Description **Credit Hours:** 3 (90 clock hours)

In this course, students gain knowledge, skills and attitudes to safely care for clients with mental health issues. Communication, safety, treatment modalities, cultural, ethical, and legal factors will be emphasized. Upon completion of the course students will be able to apply these concepts within the framework of the nursing process.

Course Name: Nur 111 Nursing Concepts III Clinical Practicum Adult and Mental Health

Course Description **Credit Hours**: 2 (45 clock hours)

In this co-requisite practicum course, students have opportunities to apply knowledge and practice skills related to the care of adults and those with mental health issues throughout their life span. Communication, safety, treatment modalities, cultural, ethical, and legal factors will be emphasized. Clinical experiences take place in a variety of settings.

Course Name: Nur 112 Nursing Concepts IV Adult/ Gerontology **Credit Hours:** 3 (45 hours)

Course Description

In this course students gain knowledge, skills, and attitudes to safely care for clients with alterations in health. The concepts emphasized are normal aging processes, physical mobility, metabolism, injury, comfort, elimination, and infection. Students will apply evidence-based guidelines in the care of adults and older adult patients. Upon completion of the course students will be able to apply these concepts to client care within the framework of the nursing process.

Course Name: Nur 113 Nursing Concepts IV Clinical Practicum Adult/ Gerontology

Course Description **Credit Hours**: 3 (135 clock hours)

In this co-requisite practicum course, students have opportunities to apply knowledge and clinical skills gained in the theory course with clients across the lifespan in diverse, simple to more complex care environments. This course provides a foundation for future clinical experiences that take place in increasingly complex environments.

Course Name: Nur 114 Nursing Concepts V Adults and Older Adults with Complex Health Problems

Course Description **Credit Hours**: 3 (45 clock hours)

This course builds on content and skills obtained in Nursing Concepts IV. Students will learn about providing care to adults and older adults with complex and recurring healthcare needs in acute care settings. Students will learn about time management concepts and professional responsibility while honing skills in evidence-based practice, critical thinking, and clinical judgment.

Course Name: Nur 115 Nursing Concepts V Clinical Practicum Complex Health Issues across the lifespan

Course Description **Credit Hours:** 3 (135 clock hours)

In this co-requisite clinical practicum course, students apply knowledge and clinical skills gained in the theory courses with adults and older adults in diverse and complex care environments. Students will participate in inter-professional teams and will have team leading experience. Students will apply clinical competencies, management of care, clinical decision making, professional behaviors and teaching and learning strategies.

Course Name: Nur 116 Population Based Health **Credit Hours**: 2 (30 clock hours)

Course Description

In this course students are introduced to the concepts of population focused health promotion, disease and injury prevention using a foundation of social determinants of health. Concepts to be addressed include lifestyle issues, cultural, genetic, economic, and environmental factors.

Course Name: Nur 290 Senior Clinical Practicum **Credit Hours:** 2 (90 clock hours)

Course Description

In this final clinical practicum course, students apply knowledge and clinical skills gained throughout the program with patients across the lifespan in simple to complex care environments. Students will participate in inter-professional teams and will have team leading experience. Students will apply clinical competencies, management of care, clinical decision making, professional behaviors and teaching and learning strategies. They will utilize principles of epidemiology and population health in delivering comprehensive care.

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 report 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 are 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 are 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, 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 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 fundamentals 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 newborns. Health issues relating to growth and development are explored. The role of nurses 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.

During this course, students prepare to take the NCLEX-PN exam and become licensed. Job seeking skills are practiced.

Medical Assisting Courses Description

Courses marked with an asterisk are offered in a hybrid modality. Medical assisting courses are offered on a credit hour basis. Medical assisting courses without an asterisk are offered in an on-line format.

HLT101 | Introduction to Health Careers – 84 Clock Hours*

This course provides an overview of the field of medical assisting, including its history, scope of practice, and the role of medical assistants in healthcare settings. Students will gain foundational knowledge in medical ethics, patient communication, basic medical terminology, and documentation practices. This course includes HIV/AIDS prevention.

AP100 | AP100 Human Anatomy and Physiology & Laboratory – 70 Clock Hours*

This course introduces students to the intricacies of human anatomy and physiology, offering a comprehensive understanding of the human body's structure and function. Students will focus on exploring the major systems, including cardiovascular, respiratory, and nervous systems, and how they work together to maintain homeostasis. Through interactive online lectures and hands-on laboratory exercises, students will gain appreciation and application of the principles of anatomy and physiology, equipping them with a solid foundation for further studies in healthcare and the life sciences.

MED101 | Medical Terminology Diagnostic Codes – 84 Clock Hours*

This course introduces students to the essential elements of medical terminology and diagnostic codes used in the healthcare field. Students will focus on developing a comprehensive understanding of medical terminology, diagnostic coding systems, and their applications in medical records and healthcare billing. Through interactive online modules and practical exercises, students will gain appreciation and application of these critical skills, preparing them for careers in healthcare administration and related fields.

AP200 | AP200 Human Anatomy and Physiology II & Laboratory – 70 Clock Hours*

This course introduces students to advanced concepts in human anatomy and physiology, delving deeper into the intricate systems that govern the human body. Students will focus on the study of topics such as the endocrine, immune, and reproductive systems, as well as the integration of physiological processes. Through online lectures and hands-on laboratory work, students will gain an appreciation and application of these complex concepts, further enhance their understanding of human biology and prepare them for more specialized studies in healthcare and the life sciences.

MED123 | Medical Office Administrative Procedures – 84 Clock Hours*

This course focuses on the administrative aspects of medical assisting. Students will learn essential skills for managing medical office operations, including appointment scheduling, patient registration, medical records management, insurance verification, and billing procedures. Emphasis will be placed on maintaining confidentiality, adhering to legal and ethical guidelines, and using electronic health records (EHR) systems.

MED151 | Clinical Skills for Medical Assistants – 84 Clock Hours **

This course covers the fundamental clinical procedures performed by medical assistants in healthcare settings. Students will learn skills such as vital signs measurement, medical asepsis, infection control, specimen collection, basic wound care, and assisting with minor surgical procedures. The course will also cover medication administration principles and techniques.

MED207 | Medical Laboratory Procedures and Phlebotomy – 74 Clock Hours **

This course focuses on laboratory procedures commonly performed in medical assisting. Students will learn basic laboratory techniques, including specimen handling, preparation, and analysis. Topics covered may include urinalysis, hematology, clinical chemistry, microbiology, and immunology. Students will also gain an understanding of laboratory safety protocols and quality control measures.

MED210 | Pharmacology for Medical Assisting – 84 Clock Hours **

This course provides an introduction to pharmacology and medication management for medical assistants. Students will learn about different drug classifications, dosage calculations, medication administration routes, and the importance of medication safety. Emphasis will be placed on understanding common medications, their indications, contraindications, and potential side effects.

MED225 | Clinical Skills for Medical Assistants II (including EKG) – 84 Clock Hours **

This course introduces students to advanced clinical skills essential for medical assistants, with a particular focus on mastering electrocardiogram (EKG) procedures. Students will focus on honing their proficiency in EKG administration, patient monitoring, and interpreting EKG results. Through a combination of online lectures and hands-on simulations, students will gain appreciation and application of these critical clinical skills, equipping them to provide high-quality patient care and support healthcare teams effectively in various medical settings.

MED235 | Assisting with Medical Procedures – 84 Clock Hours **

This course introduces students to the foundational principles of assisting with a variety of medical procedures commonly performed in healthcare settings. Students will focus on developing the necessary knowledge and practical skills for safely and effectively assisting healthcare professionals with procedures such as wound care, injections, and minor surgical interventions. Through comprehensive online modules and hands-on simulations, students will gain appreciation and application of these crucial skills, ensuring they are well-prepared to provide invaluable support in the medical field.

MED 251 | Medical Assisting Externship Capstone – 50 Clock Hours **

This course provides students with practical experience in a healthcare setting under the supervision of a healthcare professional. Students will have the opportunity to apply the knowledge and skills gained throughout the program in a real-world environment. The externship may involve rotations in different departments, such as primary care clinics, specialty clinics, or hospitals, allowing students to gain exposure to various medical assisting roles.

Home Health Aide Courses Description

HHA103 | introduction to Home Health Aide Clock Hours: 40 Theory Hours

This program is a part of the secondary Health Core which is a basic step in considering a career in the medical field. This program consists of an overview of the human body, both structurally and functionally with emphasis on the pathophysiology and transmission of disease. Medical terminology is an integral part of the course.

HHA107 | Home Health Aide Lab Clock Hours: 19 Lab Hours

The program is designed to provide the student with an in-depth knowledge of the health care system and associated occupations. Emphasis is placed on communication and interpersonal skills, use of technology, ethics and the development of critical thinking and problem-solving skills.

HHA111 | Home Health II Clock Hours: 26 Theory Hours

This course prepares students to be employed as Home Health Aides, Content includes but is not limited to patient care and safety, geriatric patient care, nutrition principles, rehabilitation services as well as supervised management functions.

DISTANCE EDUCATION

Online Delivery Explanation

STUDENT ORIENTATION:

New students attend an initial Orientation prior to the first day of class. Student orientation for on-line students takes place via the online platform in the form of a live multimedia presentation on ZOOM. This orientation mirrors the existing comprehensive orientation program provided to on-ground students. At Orientation, the institution's academic and administrative policies are reviewed. Students are instructed on how to access initial or updated catalogs and handbooks via Populi. The student orientation includes the following items:

- Overview of Student Success Strategies for online learning
- Information on accessing all Departments.
- Academic Policies
- Conduct Codes
- Motivational Video regarding careers in Entrepreneurship and Business Management
- A review of Frequently Asked Questions
- Who to contact at the institution when students have questions, and
- Review of the technology requirements for distance learning

TRANSFER CREDITS OR CREDITS BY EXAMINATION

Trinity Global Institute does not accept transfer students for the Practical Nursing, Medical Assistant, and Home Health Aide programs. Transfer credits are done for the Associate of Science in Nursing program only.

All transfer credits must be verified by official academic transcripts. Official transcripts from all academic institutions previously attended must be sent directly to Trinity Global Institute. Foreign transcript documents written in a language other than English must include the original, a notarized English translation, and an evaluation by the credential evaluation service, sent directly to Trinity Global Institute.

Transfer students must complete the regular Trinity Global Institute application process and, during the admissions process, submit a transfer credit request form. The Academic Dean will review the transcripts submitted by the student and fill out the Transfer of Credit Form, which the student will sign indicating the number of credits that have been accepted by the institution.

Transfer credit is granted at the sole discretion of the Academic Dean. It is the responsibility of the student to provide necessary documentation, such as catalog course description, syllabi, and any other documents the Academic Dean may request. No partial credit can be given; credits must match a course offered in the Trinity Global Institute catalog in both level and content. Credit courses may not be transferred if their completion date exceeds five years from the start of the Trinity Global Institute program. Trinity Global Institute accepts transfer credit only for courses in which a grade of C or higher has been earned.

Credits transferred from institutions operating on a semester system will be accepted as equivalent credits. Credits from institutions operating on a quarter system are multiplied by one and one-half to convert them to semester credits.

Coursework may be transferred from a college or post-secondary institution that holds a license to operate in the state in which it is located or state licensure and accreditation from an agency recognized by the U.S. Department of Education. The student may be required to take the final exam for the transfer credit being requested. All transfer credits must be requested at enrollment (during the admissions process) and will be granted by the end of the first semester of study.

At least 50% of the coursework of the Trinity Global Institute program must be completed by all matriculated students. This is required for graduation and the granting of a degree; and all Trinity Global Institute program requirements must be met.

Trinity Global Institute neither implies nor guarantees that credits earned while enrolled at the institution will be accepted by other institutions. Each post-secondary institution has policies that govern the acceptance of credit from other institutions. Students seeking to transfer credits earned at Trinity Global institute to other post-secondary institutions should contact the school to which they seek admission to inquire as to that institution’s policies on credit transfer and acceptance.

Additional disclosures (criminal background check, licensure exams, language offered, medical **exams/physical requirements, etc.)**

LICENSURE

No license is required to work in the programs covered by the programs offered by distance education.

LANGUAGE OFFERED

Courses taught at Trinity Global Institute are only offered in English. Applicants whose native language is not English must demonstrate English proficiency during the admissions interview or must achieve a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) paper version, 173 on the computerized TOEFL, or 61 on the Internet based TOEFL.

THE DISTRIBUTION OF MATERIALS:

Learning materials (including textbooks) are provided by the institution, in electronic (e-book) format when available. E-textbooks are available through the LMS via a link to Vital Source Bookshelf or other online textbook service. Textbooks which are not available in electronic format will be shipped directly to the student's preferred mailing address. Other learning aids, syllabi, assignments, links to journals, videos, and specific instructor content as well as instructor contact information and access to online office hours are delivered through the Populi LMS. During the course, student written assignments, exams, projects, discussions, etc., are submitted via the LMS.

EXAMINATION AND EVALUATION OF STUDENT WORK:

During the courses, student written assignments, exams, projects, and discussion posts are submitted through the LMS. The LMS remains the backbone of the instructional system providing access to learning materials and online library resources and is used to submit all student work for grading. Work is graded within the LMS, and grades and faculty feedback are available directly to the student. Faculty are encouraged to grade submitted work within one week of student submission.

The Populi SIS/LMS provides easy student access to grades (current courses and past courses, a degree audit function as well as access to a free transcript, among other features). Examinations are given via the Populi LMS utilizing the built-in proctoring utility simultaneously with ZOOM. Tests must be taken live and during scheduled class hours and students must keep their cameras on for the duration of the exam.

TIMELY RESPONSE TO STUDENTS' QUESTIONS AND COMMENTS:

Populi SIS/LMS also provides a robust platform for student engagement. Instructors contact information is presented in Populi, and students can reach out to faculty either internally within the LMS or via email. Faculty are required to respond to student emails within 24 hours and are expected to monitor emails on a regular basis.

ATTENDANCE AND RECORD KEEPING:

Attendance is posted by the faculty for each class session inside the Populi LMS which is fully integrated with the SIS. Attendance and active participation in the course can also be tracked by the date that assignments and projects are submitted. Since the LMS is fully integrated with the SIS, final grades are easily posted to the student's permanent academic record.

INTERNSHIPS/EXTERNSHIPS/LABS:

The program of study does not have internships, externships or in person labs.

HOW TRANSCRIPTS ARE MAINTAINED BY SCHOOL/OBTAINED BY STUDENTS:

Populi fully integrates the learning management system with the student information system, providing seamless connection between the two functions. Permanent academic records are maintained in the populi LMS/SIS system. Grades are entered into Populi by the faculty upon course completion, and the registrar posts these as final grades in Populi. Students may perform a degree audit at any time using the degree audit function in Populi. Students may also print an unofficial academic transcript at any time from within Populi. An official academic transcript with the school seal may be requested from the registrar.

TECHNICAL SUPPORT:

Student services and technical support for students is available by either telephone or email, which includes technical support from Populi (available from 6 AM to 5 PM Pacific Time, Monday through Friday) and administrative support from school staff during normal business hours.

EQUIPMENT AND SUPPLIES USED/NEEDED (I.E., OPERATING SYSTEM):

The following is a list of additional components with instructions for students of what is necessary to access Distance Education courses:

An E-mail Account.

Students must establish an email address on their own. An email is established when you sign up with an ISP. Students are advised to check with their ISP if they do not know what their email address is. Special characters can cause problems with some systems that make it difficult to reach the intended mailbox. Special characters, for example, +, &, $, etc., should not be used in email addresses.

To use Populi, student computers and internet connections must meet the minimum requirements noted below. Sometimes students may have trouble using Populi because of out-of-date software or their internet connection isn't fast enough. These requirements aren't anything exotic—basically, a computer with a modern web browser and high-speed internet is all students need.

Broadband Internet

A fast internet connection ensures that you can navigate through Populi quickly and efficiently. If you're out-and-about, a mobile device with a data connection (4G, 5G, or LTE) or your typical coffee shop WIFI connection will usually be sufficient.

A Modern, Updated Web Browser

Populi runs on up-to-date releases of popular web browsers. Most web browsers have some sort of auto-update function, so you may never even need to think about this part. And using a modern web browser won't just benefit your Populi use, it's one of the best things you can do for your overall internet security!

Here are the browsers we recommend for use with Populi. If a browser is *not* listed here, don't use it for Populi! Again, always try to use the most recent version possible—as companies release newer versions of browsers, they usually drop support for older versions.

PC or Mac

Google Chrome is probably the best option if you're using Windows. It's also very good for Mac users.

Mozilla Firefox is another good choice on Windows computers (works well on Macs, too).

Apple Safari is great on Macs. Not so much on Windows.

Last and certainly least, Internet Explorer. Mac users can't even download it! If you're using Windows 10, they're encouraging you to use Microsoft Edge.

Mobile browsers

iOS Safari does well, as does Google Chrome for iOS.

The stock Android browser works, as does Chrome for Android.

The Firefox browsers for both iOS and Android aren't problematic.

Microsoft Edge (mentioned above) is baked into Windows 10 devices and works with Populi; the version of Internet Explorer in Windows 8.1 does alright, too.

If you like to adjust your browser settings, make sure to enable JavaScript and cookies. Adblockers don't pose any problems for the most part, but if you do modify those settings, just make sure to whitelist your school's Populi site.

Other Common Applications

You can use Populi to export all kinds of files. The three most common are spreadsheets, PDFs, and word documents (note the lower-case *w* there). Most computers have the software you need to open these files, but in case yours doesn't...

Open Office can open spreadsheets and documents (we use it to generate files for custom page layouts).

Adobe Acrobat reader handles PDFs. If, for some reason, you must use an old version, the oldest one that works is version 6.

Monitor

Populi is easiest to use if your monitor is set at a minimum resolution of 1280 × 1024 pixels. This is not something most users with a modern computer or monitor need to worry about, but there it is anyway!

GROUP STUDY (IF APPLICABLE):

Trinity Global Institute does not employ formal group study in it's academic programs. Individual faculty may utilize group projects as part of a specific course. In this instance, students may use the "groups" functionality in Populi. Groups include a bulletin board, chat, discussions, and shared calendar and files.

STUDENT SERVICES (PLACEMENT, ACADEMIC, COUNSELING, ETC.):

Student services include academic counseling and advising, career services assistance, and to a degree personal counselling (non-academic, non-school related issues).

Personal counselling Services

On a limited basis, the Director of Student Services and the school Director are available to assist students with out-of-classroom problems. The goal of staff is to assist students in being successful in their studies and making life on campus harmonious. This counseling may include personal or administrative issues. Online students may schedule an appointment using Calendly, which is integrated into the school's ZOOM account. Appointments may be scheduled throughout the week during normal business hours.

Academic Counseling

The academic counseling program is preventive in nature. The Academic Dean reviews each student's current grade status, any problem areas noted by the course instructors, completion of semester requirements, attendance, and status of make-up tests at the end of each term. If needed, an individual counseling session will be arranged by the Academic Dean. In addition, students with academic concerns may seek a meeting with the Academic Dean for advice or guidance. Online students may schedule an appointment using Calendly, which is integrated into the school's ZOOM account. Appointments may be scheduled throughout the week during normal business hours.

Career Services

Career assistance is provided to students to assist with career planning and to assist graduates in finding employment for which the student has been trained. Career assistance is comprised of two features: (i) professional preparation seminars that are held throughout the academic year; and (ii) job placement assistance through the Career Placement Assistance Center. Each student is required to meet with a career assistance officer for an exit interview and to have a resume on file with the career assistance office to qualify for commencement and placement assistance. The Institute will assist the student with setting employment interviews, resume writing, and interview coaching. The school sends graduates an e-mail listing positions and career opportunities. The Director of Student Services forwards announcements and opportunities, including outreach events, to all alumni and graduating seniors in the relevant geographic area. While the school assists students with the job search, the school does not guarantee salaries or employment opportunities for students or graduates.

Online students may schedule an appointment with the student services office using Calendly, which is integrated into the school's ZOOM account. Appointments may be scheduled throughout the week during normal business hours.

Help Desk Services

The Office for Information Technologies at Trinity Global Institute maintains a computing help desk that may be contacted for assistance with any academic computing problems. They can be contacted online at HelpDesk@trinityglobalInstitute.info.

2026 – 2027 ACADEMIC CALENDAR

Aug 2026	Sep 2026	Oct 2026	Nov 2026	Dec 2026	Jan 2027
1 Sa	1 Tu	1 Th	**1 Su**	1 Tu	**1 Fr New Year's Day**
2 Su	2 We	2 Fr	2 Mo	2 We	**2 Sa**
3 Mo **Fall Registration**	3 Th	**3 Sa**	3 Tu	3 Th	**3 Su**
4 Tu	4 Fr **Last Day to drop and add**	**4 Su**	4 We	4 Fr **Fall Term Ends**	4 Mo Spring Registration begins
5 We	**5 Sa**	5 Mo	5 Th	**5 Sa**	5 Tu
6 Th	**6 Su**	6 Tu	6 Fr	**6 Su**	6 We
7 Fr	**7 Mo Labor Day**	7 We	**7 Sa**	7 Mo	7 Th **Spring Orientation** S
8 Sa	8 Tu	8 Th	**8 Su**	8 Tu	8 Fr
9 Su	9 We	9 Fr	9 Mo	9 We	**9 Sa**
10 Mo	10 Th	**10 Sa**	10 Tu	10 Th	**10 Su**
11 Tu	11 Fr	**11 Su**	**11 We Veterans Day**	11 Fr	11 Mo **Spring Term Begins**
12 We	**12 Sa**	**12 Mo Columbus Day**	12 Th	**12 Sa**	12 Tu
13 Th	**13 Su**	13 Tu	13 Fr	**13 Su**	13 We
14 Fr	14 Mo	14 We	**14 Sa**	14 Mo	14 Th
15 Sa	15 Tu	15 Th	**15 Su**	15 Tu	15 Fr
16 Su	16 We	16 Fr	16 Mo	16 We	**16 Sa**
17 Mo	17 Th	**17 Sa**	17 Tu	17 Th	**17 Su**
18 Tu	18 Fr	**18 Su**	18 We	18 Fr	**18 Mo M. L. King Day**
19 We	**19 Sa**	19 Mo	19 Th	**19 Sa**	19 Tu
20 Th	**20 Su**	20 Tu	20 Fr **Last day to withdraw**	**20 Su**	20 We
21 Fr	21 Mo	21 We	**21 Sa**	21 Mo	21 Th
22 Sa	22 Tu	22 Th	**22 Su**	22 Tu	22 Fr
23 Su	23 We	23 Fr	23 Mo	23 We	**23 Sa**
24 Mo **Fall Orientation**	24 Th	**24 Sa**	24 Tu	24 Th	**24 Su**
25 Tu	25 Fr	**25 Su**	25 We	**25 Fr Christmas Day**	25 Mo
26 We	**26 Sa**	26 Mo	**26 Th Thanksgiving**	**26 Sa**	26 Tu
27 Th **Fall Term Begins**	**27 Su**	27 Tu	**27 Fr Holiday**	**27 Su**	27 We
28 Fr	28 Mo	28 We	**28 Sa**	**28 Mo Recess**	28 Th
29 Sa	29 Tu	29 Th	**29 Su**	**29 Tu Recess**	29 Fr
30 Su	30 We	30 Fr	30 Mo	**30 We Recess**	**30 Sa**
31 Mo		**31 Sa**		**31 Th Recess**	**31 Su**

Feb 2027	Mar 2027	Apr 2027	May 2027	Jun 2027	Jul 2027
1 Mo	1 Mo Summer Registration	1 Th	**1 Sa**	1 Tu	1 Th
2 Tu	2 Tu	2 Fr	**2 Su**	2 We	2 Fr
3 We	3 We	**3 Sa**	3 Mo	3 Th	**3 Sa**
4 Th	4 Th	**4 Su**	4 Tu	4 Fr	**4 Su Independence D.**
5 Fr	5 Fr	5 Mo	5 We	**5 Sa**	**5 Mo Indep. Day (obs.)**
6 Sa	**6 Sa**	6 Tu	6 Th	**6 Su**	6 Tu
7 Su	**7 Su**	7 We	7 Fr	7 Mo	7 We
8 Mo	8 Mo	8 Th	**8 Sa**	8 Tu	8 Th
9 Tu	9 Tu	9 Fr	**9 Su**	9 We	9 Fr
10 We	10 We	**10 Sa**	10 Mo	10 Th	**10 Sa**
11 Th	11 Th	**11 Su**	11 Tu	11 Fr	**11 Su**
12 Fr	12 Fr	12 Mo	12 We	**12 Sa**	12 Mo
13 Sa	**13 Sa**	13 Tu	13 Th	**13 Su**	13 Tu
14 Su	**14 Su**	14 We	14 Fr **Spring Term Ends**	14 Mo	14 We
15 Mo Presidents' Day	15 Mo	15 Th	**15 Sa**	15 Tu	15 Th
16 Tu	16 Tu	16 Fr	**16 Su**	16 We	16 Fr
17 We	17 We	**17 Sa**	17 Mo	17 Th	**17 Sa**
18 Th	18 Th	**18 Su**	18 Tu	**18 Fr Juneteenth (obs.)**	**18 Su**
19 Fr	19 Fr	19 Mo Summer Orientation	19 We	**19 Sa Juneteenth**	19 Mo
20 Sa	**20 Sa**	20 Tu	20 Th	**20 Su**	20 Tu
21 Su	**21 Su**	21 We	21 Fr	21 Mo	21 We
22 Mo	22 Mo	22 Th	**22 Sa**	22 Tu	22 Th
23 Tu	23 Tu	23 Fr	**23 Su**	23 We	23 Fr
24 We	24 We	**24 Sa**	24 Mo **Summer Term Begins**	24 Th	**24 Sa**
25 Th	25 Th	**25 Su**	25 Tu	25 Fr	**25 Su**
26 Fr	26 Fr	26 Mo	26 We	**26 Sa**	26 Mo
27 Sa	**27 Sa**	27 Tu	27 Th	27 **Su**	27 Tu
28 Su	**28 Su** Easter	28 We	28 Fr	28 Mo	28 We
	29 Mo	29 Th	**29 Sa**	29 Tu	29 Th
	30 Tu	30 Fr	**30 Su**	30 We	30 Fr **Summer Term Ends**
	31 We		**31 Mo Memorial Day**		**31 Sa**

ADMINISTRATION AND FACULTY ROSTER

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	Director of Operations	
Banks, Tracy	Faculty	Cappella University – DNP / MSN South University - BSN
Beg, Sameena	Faculty	University of Sind - MD
Foley, Nancy	Faculty	Gwyned Mercy University – MSN Pottstown Memorial Medical Center – BSN Eastern University - BSW
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
Merritt, Isabel	Faculty	Western Mindanao State University – BSN

NAME	POSITION(S)	COLLEGE/UNIVERSITY ATTENDED
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	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 has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.
- As a prospective student, you are required to receive and review this catalog prior to signing an enrollment agreement.
- The Institution does not guarantee job placement to graduates upon program completion or upon graduation.
- Any questions or additional information a student may have that have not been satisfactorily answered by the institution may be directed to the Commission for Independent Education at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684.
- A student or any member of the public may file a complaint about this institution with the Commission for Independent Education at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684 toll free.
- Trinity Global institute is accredited by the Commission of the Council on Occupational Education.

- These programs do not lead directly to licensure in Florida or other states. Associate of Science in Nursing and Practical nursing students must qualify for, and pass, a Florida state licensing examination.
- Trinity Global Institute is a fictitious name of Trinity Global College Inc., a Florida not for profit corporation.
- The institution is governed by the Board of Trustees. The board is comprised of Dr. Donel Richemond and Dr. Calfred Charlot.
- Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684;