

Veritas Nursing Academy

Institute Rules, Regulations, Policies & Procedures

Veritas Nursing Academy Student Rules, Regulations, Policies, and Procedures is intended to be a guide to the principles and policies that shape and regulate our Facility. Those who matriculate at Veritas Nursing Academy have entered a unique community, dedicated to the pursuit of knowledge and excellence. By joining our program, you are expected to understand and abide by the principles and policies that enable us to thrive as educators, scholars, and learners.

1. It shall be the bounded duty of every student to abide by the rules and regulations of this Academy, and to conduct himself with discipline and decorum and all places and under all circumstances.
2. Plagiarism, cheating, and academic dishonesty in all forms will follow a zero-tolerance policy, in all forms are prohibited and student maybe subjected for termination from program with no refund.
3. Students are not allowed to come directly to the dean with issues. Students must follow chain of command and first try to resolve issue with instructor, following the instructor; The Director of Nursing, and last resort if issue is not resolved the student can schedule an appointment with the Dean, D.O.N and instructor through the front office.
4. Students are required to maintain ethical and professional standards in behavior both inside and outside the School, Hospital, Nursing Home, and community premises.
5. Any student who damages the reputation of the school in any way is liable to be expelled.
6. Every student shall attend class regularly and punctually and refrain from any action that may disturb display the working of the class.
7. Student uniforms must be clean and neat, and are required during class, clinical and simulation. Avoiding excessive/expensive jewelry, earrings, painted colored nails, acrylic nails and heavy perfume/cologne.
8. Students are required to carry their identity cards during class/clinical hours.
9. Smoking, use of alcohol and drugs are strictly prohibited in the premises. Students shall not enter the premises drunk.
10. When class is in session, students shall not enter or leave the classroom without permission of the instructors concerned.
11. Every student shall handle facility property with care and shall do everything in his or her power to preserve cleanliness and tidiness of the item used.
12. No student shall address any gathering on the premises without the special permission of the Dean
13. Indecent behavior towards the opposite sex will not be tolerated
14. Rioting/Agitating against another group of students or against members of staff/Instructors of any reason what so ever is strictly prohibited and is grounds for termination from the program without refund.
15. Ragging/teasing/intimidating/harassing/using words of abuse etc. on fellow students and or Staff/instructors within the campus or outside is punishable/crime under Police Act, and such matters will be immediately reported to the police. Student will be immediately terminated from the program without refund.

16. In all matter not specified in the forgoing rules, students shall aim at conducting themselves respecting the rights of others to establish and maintain good tradition and reputation of the institution.

17. The authority of the Dean/Instructors/Staff extends outside the premises.

Attendance & Leave of Absence

Students are required to attend all simulation and clinical days. The 96 hours required by the Florida Board of Nursing is needed by each individual student for name to be sent to the board of nursing.

1. Attendance will be taken at the beginning and end of each class/clinical. Late comers shall enter class-rooms/clinical only with the permission of the teacher. After the first 5 mins of class/clinical, the student will be marked absent.

2. Students who leave class-rooms/clinical after roll call without permission of the instructor are liable to punishment, or termination from the program with no refund.

3. Students absenting themselves with no prior call to inform teacher for any reason will be marked as absent. *No call, no show will not be tolerated.* Students missing more than one day from the program with a no call, no show will be terminated from program, student will be required to begin program again from the beginning, with no refund.

4. A student sent out from the classroom/clinical by the instructor shall lose the attendance for the duration he/she is out, and depending on severity of disruption, may be grounds for termination for the program with no refund.

5. Leave for half day should be avoided, as much as possible. In emergency however, please inform instructor of emergency. Student will be required to make up the whole day in a future remedial course, for name to be sent to the Florida Board of Nursing.

6. If the nature of the absence is due to illness, it is the student's responsibility to contact the Veritas Nursing Academy (813)447-5422. In the case the student has more than one sick day, the school will require a note/letter from the HCP of the student. Missing more than one day will result in the student being withdrawn from the program and will have to begin the program again from the beginning.

I have read the guidelines of behavior state above and understand that I am required to follow these rules and regulations. Failure to abide by these rules and regulations could result in disciplinary action that may include immediate dismissal from Veritas Nursing Academy, loss of academic credit, and forfeiture of tuition fees.

Students name

Date

Students signature

Date

Print, sign and return this from to:
Varitas Nursing Academy
9250 Bay Plaza Blvd #315
Tampa, FL 33619

Please contact the office of continuing education with any questions [\(813\) 447-5422](tel:8134475422)