



## ARCHIVAL MEMORANDUM

DATE: 03 December 2013

TO: VPAA Approved: \_\_\_\_\_ Date: \_\_\_\_\_

VIA: Dean Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Chair Approved:  \_\_\_\_\_ Date: 12/2/13

FROM: **Dorothy-Lou Manglona, RN, MSN**   
Nursing & Allied Health Administrator

SUBJECT: Request Archival of Curriculum

### COURSE ARCHIVAL IN

ALPHA \_\_\_\_\_ NUMBER \_\_\_\_\_ TITLE \_\_\_\_\_

Attach course guide

- \_\_\_\_ 1. Justification for course archival
- \_\_\_\_ 2. Plans and implementation date for phasing out this course
- \_\_\_\_ 3. Plans for students currently enrolled in the course or enrolled in the program requiring the course

### PROGRAM ARCHIVAL

### CERTIFICATE IN PRE-NURSING

Attach program form

- \_\_\_\_ 1. Justification for program archival

**The Pre-Nursing program was established in 2008 with curriculum designed to prepare students for the Certificate in Practical Nursing. The implementation of the Certificate in Pre-Nursing has met the requirements of the Guam Board of Nurses Examiners and has been used as one of the assessment tools for selecting participants for the Practical Nursing program.**

**As of the 2013 fall semester, the Allied Health Department has been informed that the U.S. Department of Education no longer recognizes the Certificate in Pre Nursing as an approved program covered under the Federal Pell Grant. For this reason, a majority of students who wish to apply for the Practical Nursing program will no longer have the financial assistance to complete the requirements that will prepare them for the program. This will lead to a decrease in the number of students who apply for and complete the Practical Nursing program.**

**Current General Education requirements for the Certificate in Pre Nursing are similar to those outlined in the Associate of Science degree in Medical Assisting. Students who are under the assistance of the Federal Pell Grant have been declaring their primary curriculum as Associates in Medical Assisting and their secondary curriculum as the Certificate in Pre-Nursing. In doing so, this affects the completion rate of the Medical Assisting program and offsets the numbers reported annually to the American Association of Medical Assistants (AAMA).**

\_\_\_2. Plans for implementation date for phasing out this program  
**The Certificate in Pre Nursing shall be phased out by the 2014 Fall semester, before the start of the next selection process for the 2015 Practical Nursing cycle.**

\_\_\_3. Plans for students currently enrolled in the program  
**The Allied Health Department shall implement the Certificate in Nursing Assistant. The curriculum for this program shall be similar to the current requirements outlined in the Certificate in Pre-Nursing, with the addition of NU 101, Nursing Assistant Course. Students who wish to apply for the Practical Nursing program shall complete all requirements in the Certificate of Nursing Assistant, no later than the fall semester prior to the start of the next cycle. If a student is not selected for an upcoming Practical Nursing cycle, the student will have the option to apply for the Board Exam for CNA with the Guam Board of Nursing. Upon successful passing of the Board Exam the student will become a licensed Certified Nurse Assistant, that shall reflect gainful employment or the pursuit of other higher educational goals, such as RN, BSN, etc.**

**Students who are currently enrolled in the Certificate in Pre-Nursing (either as a primary curriculum or secondary curriculum) will be informed of the implementation of the Certificate in Nursing Assistant, and will be given the option to change their curriculum.**