

**CITIZENS  
SCHOOL OF  
NURSING**

**Student Handbook**

**2022-2023**

Revised: August, 2022

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## Citizens School of Nursing

**Welcome!**



**Marcia Cook DNP, MPM, RN**

### **Director of the AHN Schools of Nursing and Nursing Research**

It is my pleasure to welcome you to the Citizens School of Nursing! I am looking forward to watching your progress during your entry into the professional practice of nursing.

Congratulations on your acceptance to the school of nursing. We are excited to be part of your nursing career path. I am speaking on behalf of the entire faculty and staff at the school, and I guarantee our assistance to you during your journey to becoming a Registered Nurse.

The next few years will be challenging. We will be demanding your commitment to learning and development in the art and the science of nursing. It will not be an easy path, but you can accomplish this goal. At the school we demand excellence in all aspects of your performance in order to prepare you for your future nursing career.

Thank you for choosing the Citizens School of Nursing. Thank you for choosing a career in Nursing. Enjoy everything that everyday has to offer!

Wishing you the best,

***Dr. Marcia Cook***

## ALMA MATER

Loyal and true forever we shall be  
With faithful service, Citizens to thee  
Unconquered spirits, heads uplifted high,  
Endless traditions that will never die.

Firm in our hearts forever you will be  
With fond devotion we will cling to thee.  
Faith, Hope and Service shall our standards be,  
This pledge, dear Citizens, we give to thee.

## CURRICULUM OBJECTIVES

Objective 1: Incorporates evidence-based nursing practice, and problem solving strategies to meet the changing needs of individuals, families, and communities. EVIDENCE-BASED PRACTICE.

Objective 2: Exhibits personal integrity and professional accountability consistent with ethical and legal standards in the practice of nursing. PROFESSIONAL ATTITUDE AND TEAMWORK & COLLABORATION

Objective 3: Utilizes the nursing process to promote health for individuals, families and the community. SAFETY & PATIENT-CENTERED CARE.

Objective 4: Integrates principles of therapeutic communication in a caring environment to assist individuals, families and communities in a culturally sensitive manner to optimize health. PATIENT/FAMILY-CENTERED CARE

Objective 5: Functions effectively as a member of the inter-professional team incorporating the understanding of information technology, current political, social, and economic trends, cost effectiveness, and quality issues which impact health. INFORMATICS, QUALITY IMPROVEMENT, AND TEAMWORK & COLLABORATION

\*CAPITALIZED words are QSEN competencies

## FACULTY - SCHOOL OF NURSING

Marcia Cook, DNP, MPM, RN.....	Director, AHN Schools of Nursing and Nursing Research
Carolyn Smith-Hickman, MSN, RN.....	Assistant Director
Melissa Adams, MSN, RN.....	Medical-Surgical Instructor
Amy Arduino, MSN, RN.....	Medical-Surgical Instructor
Catherine Boyd, MSN, RN.....	Medical-Surgical Instructor
Melissa Clawson-Rietscha, MSN, RN.....	Medical-Surgical Instructor
Barbara Clifford, MNEd, RN.....	Medical-Surgical Instructor
Nicole Close, MSN, RN, CPN .....	Pediatrics Instructor
Regina DeFalco, MSN, RN .....	Obstetrics Instructor
Donita Hartman, MSN, RN.....	Medical-Surgical Instructor
Barbara Jachimowicz, MSN, RN .....	Medical-Surgical Instructor
Courtney Klink, MSN, RN.....	Mental Health Instructor
Janet Kovatch-Janovsky, MSN, RN.....	Medical-Surgical Instructor
Madalyn Lyons, MSN, RN .....	Medical-Surgical Instructor
Roberta Namey, MSN, RN.....	Medical-Surgical Instructor
Sherry Nolf, MSN, RN.....	Medical-Surgical Instructor
Misty Piper, MSN, RN .....	Obstetrics Instructor
Nancy Perestock, MSN, RN, PCCN.....	Medical-Surgical Instructor
Abbie Purney, DNP, APRN, CCNS .....	Medical-Surgical Instructor
Susan Sabella, MSN, RN.....	Medical-Surgical Instructor

### SCHOOL OF NURSING STAFF

Mrs. Lorena Romero-Prato – Admissions Coordinator  
Debra Arvay-Nulph – Environmental Services

### FINANCIAL AID

Sarah Loomis, BSBA, MS –Director, Financial Aid  
Natalia Wassel – Student Accounts Associate

### FALL SEMESTER – 18 WEEKS

COURSE NUMBER	COURSE TITLE	WEEKS	CREDITS	THEORY HOURS	CLINICAL HOURS	TOTAL CREDITS PER SEMESTER
NURS 100	Fundamentals of Nursing	18	12	105	225	19
BIOL 161	Human Anatomy & Physiology 1 (PSU)	18	3			
BIOL 162	Human Anatomy & Physiology 1 Lab (PSU)	18	1			
PSY 160	General Psychology (WCCC)	18	3			

### SPRING SEMESTER – 18 WEEKS

COURSE NUMBER	COURSE TITLE	WEEKS	CREDITS	THEORY HOURS	CLINICAL HOURS	TOTAL CREDITS PER SEMESTER
NURS 200	Medical-Surgical Nursing	18	12	105	225	19
BIOL 163	Human Anatomy & Physiology 2 (PSU)	18	3			
BIOL 164	Human Anatomy & Physiology 2 Lab (PSU)	18	1			
PSY 161	Human Growth and Development (WCCC)	18	3			

### SUMMER SESSION – 6 WEEKS

COURSE NUMBER	COURSE TITLE	WEEKS	CREDITS	THEORY HOURS	CLINICAL HOURS	TOTAL CREDITS PER SESSION
NURS 201	Community Nursing	6	3	30	45	6
NURS 357	Nursing Informatics **	6	3			

**FALL SEMESTER – 18 WEEKS**

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>WEEKS</b>	<b>CREDITS</b>	<b>THEORY HOURS</b>	<b>CLINICAL HOURS</b>	<b>TOTAL CREDITS PER SEMESTER</b>
NURS 300	Critical Care Nursing of the Adult	18	8	75	135	17
NURS 301 OR NURS 302	Maternal Child Nursing OR Nursing Care of the Patient and Family in Crisis	18	5	45	90	
MICRB 107	Elementary Microbiology (PSU)	18	3			
MICRB 108	Elementary Microbiology Lab (PSU)	18	1			

**SPRING SEMESTER – 18 WEEKS**

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>WEEKS</b>	<b>CREDITS</b>	<b>THEORY HOURS</b>	<b>CLINICAL HOURS</b>	<b>TOTAL CREDITS PER SEMESTER</b>
NURS 400	Integration Into Professional Practice	18	5	30	135	13
NURS 301 OR NURS 302	Maternal Child Nursing OR Nursing Care of the Patient and Family in Crisis	18	5	45	90	
NURS 390	Professional Transitions **	18	3			

\*Per the Commonwealth of Pennsylvania Department of Education, a credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution decides whether to accept credits for transfer.

\*\*Indicates an upper division Penn State University Nursing Course which may not be taken prior to enrollment.

Total Credits: 74 (50 Nursing/24 Support Courses)

Total Program Length: 78 Weeks

- Total Theory Hours – 435
- Total Clinical Hours – 945

## **HISTORY OF THE SCHOOL OF NURSING**

Citizens School of Nursing was opened under of the original name of Citizens General Hospital School of Nursing sometime in late 1913 by Citizens General Hospital. Citizens General Hospital, originally established as Trinity Hospital, was chartered in December 1912. The School opened with two students under the direction of two "nurse executives" who were responsible for the Hospital and the School. The first formal graduation of six students was held in May 1917. In the last 103 years including the Class of 2022, 3,073 students have graduated.

In October of 1922, the Nurses Home was donated by the H. E. Kinlock family and furnished by the Hospital Auxiliary. In June 1962, the Aluminum Company of America presented their "Clubhouse" at 200 Freeport Road to the Hospital. This building became the primary dormitory of the School.

The early curriculum of the school was implemented with three formal nursing instructors, physicians and hospital departmental supervisors. In the mid 1950's, the nursing faculty positions were expanded so that nursing instructors taught classroom theory and supervised clinical experience. The first male student was admitted in 1957 making this one of the first co-educational programs in Pennsylvania.

The School of Nursing earned its first NLN accreditation in 1960 and continues to enjoy the privilege of full accreditation.

The original 36-month curriculum has been revised often over the School's history so that the educational program could keep pace with innovations in nursing and health care. Today the program is 20 months long and consists of 1380 hours of nursing theory and practice and 24 college credits earned at Penn State University and Westmoreland County Community College.

In November 2000, Citizens General Hospital closed and the ownership of Citizens School of Nursing was transferred to Allegheny Valley Hospital. The change of ownership of the School of Nursing was approved by the Pennsylvania State Board of Nursing and the National League for Nursing Accrediting Commission in early 2001.

The Allegheny Valley Hospital, which is part of Allegheny Health Network, fully supports the School of Nursing. It provides hands on clinical experiences in medical-surgical, critical care, oncology, mental health and emergency nursing. The School of Nursing as part of Allegheny Valley Hospital will strive to provide highly competent entry-level nurses to serve the Alle-Kiski Valley and greater Pittsburgh area for many years to come.

In the spring of 2004, the school moved back to its original location at the Ambulatory Care Center (ACC) site. The school's facilities and offices were updated. In January 2019, the school moved to its current location in the Pittsburgh Mills Mall.

## **NURSE'S PLEDGE**

In full knowledge of the obligations I am undertaking I promise to assist patients to achieve their maximum potential with all the skill and understanding I possess without regard to race, creed, color, politics or social status, sparing no effort to conserve life, to alleviate suffering and to promote health.

I will respect at all times the dignity and religious beliefs of the patients in my care, holding in confidence all personal information entrusted to me and refraining from any action which might endanger life or health.

I will endeavor to keep my professional knowledge and skill at the highest level. I will, in the interest of my patients, collaborate with all members of the health team to provide care.

I will do my utmost to honor the international code of nursing ethics and to uphold the integrity of the professional nurse.

Footnoted: Edited - International Council of Nurses Pledge

## **PURPOSE OF THE SCHOOL**

The purpose of the School is to graduate individuals prepared for Registered Nurse Licensure and competent for entry-level practice in a variety of health care settings.

## **SCHOOL GOALS**

The planned total program:

1. Prepares graduates with the knowledge, values and skills essential for entry-level practice as a professional nurse.
2. Provides a high quality nursing education program that is responsive to the individual consumer and the community's need for qualified nurses.
3. Fosters educational mobility and the pursuit of independent initiatives for continuing education to ensure personal and professional growth.
4. Satisfies the standards of the State Board of Nursing and Accreditation Commission for Education in Nursing, Inc. (ACEN) by providing essential curriculum and program resources to support students and faculty.
5. Facilitates successful licensure of graduates.

## PHILOSOPHY

The Faculty of the Citizens School of Nursing believes that the individual is in constant interaction with the environment and lives within the context of a family. This family is a set of significant others, a person, group, or community, defined by the individual and identified as having a major impact on the individual's well-being. Individuals are diverse composites of the dynamic interrelationships among physiological, psychological, socio-cultural, developmental and spiritual variables in their environment. The individual's interaction with these variables determines the individual's perception of health. The individual is viewed as being in constant change striving to move toward the highest possible state of well-being.

Health is a perceived state along the wellness-illness continuum. It may or may not be defined as the absence of disease but may be defined in terms of the highest state of functioning or comfort in the presence of a serious illness. It is defined by the individual and family.

Nursing is a dynamic, evidence-based, caring profession rooted in the scientific theory of bio-psycho-social sciences. Critical thinking, inter-professional and therapeutic communication, leadership and management skills are everyday tools of nursing. The focus of nursing is the provision of high quality, safe, patient-centered care consistent with evidence-based, best practice and nationally established standards of care. The nursing process includes interventions to promote, maintain, and restore health in a variety of settings. Nursing is autonomous and therefore morally, ethically and legally responsible to the individual, family, multidisciplinary health care team and society for the quality of care provided. Nursing influences and is influenced by the current political, social, and economic trends that impact health care.

Learning is an active, participative, life-long process that results in the acquisition of knowledge and skills, as evidenced by changes in an individual's behavior, values, and attitudes. The learning process progresses from simple to complex, general to specific, and directed to self-directed. It is influenced by past experiences, readiness, and motivation of the learner. Nursing education is a student-centered, collaborative process based on a mutual trust, respect, and acceptance of responsibility between the educator and the student. In the educational process the teacher is responsible for planning and guiding the learning experiences, which reflect the application of theory to practice. The students are supported as they strive for proficiency in critical decision making skills essential to entry-level practice. The students are expected to be active participants in the educational process.

The School of Nursing serves the community by preparing competent entry-level professional nurses who live and work primarily in the Alle-Kiski Valley and the general Southwestern Pennsylvania region. The School also serves the community by encouraging faculty and student participation in health related activities that promote the health of the community and demonstrate the role of the professional nurse in the community.

## SECTION II – CALENDAR

### CALENDAR FOR THE CLASSES OF 2023 and 2024

#### Fall 2022

<b>August 15</b> .....	<b>School Begins</b>
September 5.....	Labor Day Holiday
October 17 – 21 .....	Fall Break (subject to change)
November 24 & 25.....	Thanksgiving Break
December 16.....	Fall Semester Ends
December 19 – January 2.....	Holiday Break

#### Spring/Summer 2023

<b>January 3</b> .....	<b>Spring Semester Begins</b>
March 6 – 10.....	Spring Break (subject to change)
April 7.....	Spring Holiday
<b>May 3</b> .....	<b>Graduation, Class of 2023</b>
May 5.....	Spring Semester Ends
May 8 – 12.....	Unscheduled Week
<b>May 15</b> .....	<b>Summer Semester Begins</b>
May 29.....	Memorial Day
June 23.....	Summer Semester Ends

#### Fall 2023

<b>August 14</b> .....	<b>School Begins</b>
September 4.....	Labor Day Holiday
October 16 – 20.....	Fall Break (subject to change)
November 23 & 24.....	Thanksgiving Break
December 15 .....	Fall Semester Ends
December 18 – January 1.....	Holiday Break

#### Spring/Summer 2024

<b>January 2</b> .....	<b>Spring Semester Begins</b>
March 4 – 8.....	Spring Break (subject to change)
March 29 .....	Spring Holiday
<b>May 1</b> .....	<b>Graduation, Class of 2024</b>
May 3.....	Spring Semester Ends
May 6 – 10.....	Unscheduled Week
<b>May 13</b> .....	<b>Summer Semester Begins</b>
May 27.....	Memorial Day
June 21.....	Summer Semester Ends

#### Fall 2024

<b>August 19</b> .....	<b>School Begins</b>
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## HOLIDAYS

Students will be granted the following holidays as unassigned days:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Christmas Day

## POLICY CHANGES

A method is in place to update students on all applicable policies changed after publication of the *Student Handbook*. Students will be made aware of a changed policy by an announcement on the learning platform, discussion in class and a hard copy provided to students.

## **SECTION III – GENERAL INFORMATION**

### **FOOD SERVICE**

Students are responsible for paying for their own meals.

#### **ALLEGHENY VALLEY HOSPITAL**

The cafeteria is located on the ground floor and open at specific times Monday – Friday.

**Open for hot food:**

6:30a-10a

11a-1:30p

4p-6:30p

**Open for drinks/snacks:**

6:30a-6:30p

#### **FORBES HOSPITAL**

The hospital cafeteria is located on the second floor. Breakfast is available daily 6:30a to 10:30a. Lunch is available 11:15a to 2p on Monday through Friday (and until 1:30p on weekends). Dinner is available from 4:30p to 6:30p. For your convenience, vending machines are available on the first floor by the patient entrance and next to the cafeteria on the second floor. The machines carry a variety of snacks and are operational at all times.

#### **SCHOOL OF NURSING**

##### **Lounge**

A lounge is located in the School of Nursing. Refrigerators, microwaves, soft drink machines and snack machines are available. Students are expected to leave the area clean and orderly. Anything left in the refrigerator must be labeled and dated.

### **GREETINGS FROM STUDENT COUNCIL**

We, the members of the Student Council, welcome you to Citizens School of Nursing and wish you great success in this course of study you are about to undertake.

This handbook has a two-fold purpose. Its first purpose is to acquaint you with the school and hospitals. It has been prepared to introduce you to our school and to inform you of your duties, responsibilities and privileges in order to make your transition to student life as easy as possible. The second purpose of this handbook is to welcome all of you on behalf of the student body. You will find that the Level II nursing students will be more than happy to help you with any problems and difficulties that may arise.

## **NON-DISCRIMINATION POLICY**

In furtherance of our nation's commitment to end discrimination on the basis of disability and in accordance with the provisions of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992 and all regulations properly issued there under to protect the rights of disabled persons, it is this hospital's policy that: The School of Nursing Educational Program administered by Allegheny Valley Hospital shall not exclude from participation, deny benefits to or subject to discrimination any qualified individual solely by reason of his or her disability. Also, the school does not discriminate on the basis of race, sex, age, color, national origin, ancestry, veteran status, sexual orientation, religion, creed, or familial status.

## **DIVERSITY AND INCLUSION STATEMENT\***

The Citizens School of Nursing is committed to diversity and the creation of an inclusive educational environment where everyone is valued for both their similarities and their differences. The Citizens School of Nursing respects the unique attributes and diverse thinking of each person, and recognizes and embraces the many diverse perspectives and life experiences that each individual brings to the classroom. A diverse and inclusive faculty and student body ensures Citizens' capacity to serve all communities and to reach new and emerging markets.

\*Adapted from the Highmark Health Code of Conduct 8/28/2020.

## **STUDENT PARKING**

### Allegheny Valley Hospital

Nursing Students are permitted to park in the Main Parking Garage on Levels 1 and 2 **ONLY**. These levels are the lowest levels of the parking garage. Upper levels are to remain open for patients and visitors. Students must complete a vehicle registration form and submit to their clinical instructor.

### Allegheny General Hospital and Forbes Regional Hospital

Information for parking at Allegheny General Hospital and Forbes Regional Hospital will be provided at clinical orientation to those facilities.

## SECTION IV –EDUCATIONAL POLICIES

### A. General Educational Policies

#### ATTENDANCE POLICY

1. Students may not miss more than **10** clinical hours per semester. Clinical make-up time will be planned for the student with excessive absences at a rate of \$10 per hour.
2. Clinical absence is tracked on the Absent Tracking Record (II-12) signed by faculty and student at the end of each semester.
3. All hours marked clinical © on the schedule shall be counted as clinical hours
4. Administration and course faculty will review extenuating circumstances regarding absences to determine make-up time required to meet course objectives when they have received an incomplete grade due to absences. Fees must be paid prior to or at the time of the make-up day.
5. All students are required to report off to the classroom or clinical faculty prior to any absence following the established procedure. Failure to do so is a reflection of unprofessional conduct.
6. If a student is more than 15 minutes late after the designated clinical start time and has not notified the clinical instructor, the student will be dismissed from the clinical experience. This equates to a clinical absence. (Ex: clinical start time is 0700 – student does not speak with clinical instructor by 0600 and arrives on clinical at 0725.)
7. Role will be taken at the beginning and end of each class day. All absences will be documented on the permanent record and shared with prospective employers. When a student is absent for 10% of the scheduled class hours it may impact their financial aid.
8. No absences are permitted in Nursing 201: Community Nursing.

#### EMERGENCY SCHOOL CLOSING

In the event of a school closing, information will be provided.

1. In the event of an emergency, the School of Nursing will remain open unless an extreme emergency exists. Students must make their own decisions about traveling based on their local conditions. Clinical time missed will be handled in accordance with the attendance policy.
2. Students who will not be attending scheduled learning experiences due to

- emergency conditions are to follow the report off procedure.
3. Faculty will activate phone trees regarding school cancellation.
  4. Students are to wait for notification and are not to call the hospital.

## **FUNERAL TIME**

Students are entitled to Funeral Time in the event of the death of a relative and will be required to submit documentation that a death in the family has occurred.

The Assistant Director, School of Nursing, should be contacted in the event of the death of a relative.

The School of Nursing follows the Allegheny Health Network policy on funerals and bereavement (Policy Web: POL-5101690).

## **REPORTING OFF FROM CLASS AND CLINICAL EXPERIENCE**

It is the responsibility of each student to report off from class and clinical promptly. Failure to do so is considered unprofessional conduct that may jeopardize tenure in the program.

When reporting off:

1. Notify your classroom or clinical instructor per method discussed at orientation.
2. Provide the following information:
  - a. Name
  - b. Reason for absence
  - c. Whether reporting off from class or clinical experience. (All calls must be made 1 hour prior to these experiences.)
3. Students are to follow any additional guidelines for each specific course.
4. The Assistant Director is to be notified by the instructor when a student leaves class or clinical area due to illness.

## POLICY ON REQUIRED CLEARANCES

In an effort to protect patients and comply with the requirements of contractual agreements for student clinical experiences, all students will be required to provide documentation of the completion of specified background checks indicating a negative criminal history. The information identified in the background checks will determine student acceptability for contact with patients in the clinical settings and may impact enrollment.

1. Newly accepted students will be informed of the policy and process for obtaining clearances. The due date for clearances will be a designated date prior to the start of the first semester so that results can be reviewed and individuals with findings on the background checks can be counseled prior to formal enrollment and the incurrence of tuition and related expenses.
2. Individuals with positive findings on the criminal background checks may explore the possibilities of having their records expunged and afterwards re-apply to the school of nursing.
3. Students are required to inform the Director, School of Nursing of any pending or actual charges that occur after the submission of the background check. The appearance of new findings on the criminal background checks may impact tenure in the program if students are not eligible to participate in clinical experiences.
4. Students without clearances on file will not be permitted to attend class or clinical experience.
5. Transfer and readmitted students will be required to submit recent background checks.
6. The contractual agency, if not an AHN facility, may also be consulted in certain cases to determine if there is an objection to the student having experience at that facility.
7. The clearances required are:
  - a. Criminal Background Clearance
  - b. Pa Child Abuse Clearance
  - c. FBI Clearance (requires finger printing)

## DRESS CODE

(Reference: AHN Image and Appearance Policy; Policy Web: POL-4420356)

Nursing students are required to be dressed and groomed appropriately for the professional role they fulfill. Students are required to exercise appropriate personal hygiene and to have a neat, conservative appearance at all times. All clothing is to be clean and pressed.

### A. **STUDENT UNIFORM** (including Simulation labs)

1. Complete, clean, and pressed student uniform is to be worn during clinical experiences. **Exception:** areas requiring other manner of dress as specified by the instructor in those courses.
  - a. Complete uniform includes:
    - Caribbean blue uniform and warm-up jacket with school emblem as stipulated by the school.
    - **A white T-shirt or plain, white turtle neck** shirt may be worn under the scrub top
    - Clean, white non-canvas shoes are required. Shoes must be closed heel and closed toe, with no openings in the tops of the shoes.
    - Plain white socks must be worn with the uniform at all times.
    - **Name badge (as issued by AHN) must be worn on the outer most layers of clothing and above the waist.** Stickers, pictures or ornaments are not to be attached to the badge. Name badges must be worn unobstructed with the display side facing outward when on hospital premises.
    - Watch with a second hand.
    - School approved electronic resource (see additional information):
      - Personal Digital Devices (PDA) are to be used in the clinical areas, for lab activities and classroom exercises as directed by faculty. Use of these devices is regulated by the clinical agencies, local, state and federal regulations and laws.
      - All students are fully responsible for following all regulations of the Health Insurance Portability and Accountability Act (HIPAA) when using PDAs in the clinical setting.
      - PDA telephone and camera functions must be turned off during clinical by placing the devices in "Airplane" mode.
        - Go to "Settings"
        - Tap "Airplane" mode ON
        - Tap Wi-Fi ON
        - You will not be able to receive phone calls/text messages online. You will be able to access online clinical applications.

2. Any jewelry that impedes safety, hygiene and function of the job is prohibited. Jewelry may be worn if it does not impair the ability to perform the assigned task or present a hazard to the employee or the patient. Exposed body piercing jewelry, i.e. eyebrow, lip, nose, tongue, is prohibited. Up to 2 earrings per ear may be worn. **ABSOLUTELY NO GAUGES MAY BE WORN**. Solid gauge posts that are of neutral color are to be worn if the student has gauge earlobes. Hoops and hanging earrings may not be larger than **1/2 inch**. No more than 2 rings per hand.
3. Tattoos may be displayed at school or in the clinical area if the words, symbols, or images are not offensive or contrary to our mission and core values. Examples of tattoos that are inappropriate for display include, but are not limited to, those depicting or representing racial, sexual, religious, ethnic, political or other characteristic or attributes of a sensitive, discriminatory, or derogatory nature, or those that depict nudity, violence, sexually explicit content, or those that paint/represent the organization in a bad light. If administration determines a student's tattoos do not comply with this policy, the student will be required to cover the tattoos.
4. All students must have their hair groomed and styled to fit the patient care environment. Long hair must be tied back when giving direct patient care and/or when it presents a safety hazard or health risk. Extremes in hairstyle, color or accessories are not permitted. (i.e. Mohawks).
5. Men should be clean-shaven daily or have mustaches and beards that are neat and well-groomed.
6. Fingernails are to be kept clean and well-groomed and maintained at a length that complies with the School of Nursing standards. Artificial nails, such as acrylic, press-on, gel-coated wraps and nail ornamentation are not to be worn in patient care areas.
7. Perfumes, colognes, after shave and other scented products are not to be worn in patient care areas.
8. Body odors, breath odors, heavily scented perfumes, lotions and colognes are offensive to patients, other students and faculty. Special attention should be given to personal hygiene and its impact on those around us.
9. Undergarments must always be worn and must not be visible.

**B. CLINICAL INVOLVEMENT NOT REQUIRING STUDENT UNIFORM or CLASS IN THE AVH BUILDING.** Your attire should reflect your professional role.

1. The following apparel is **not** permitted: tank tops, denim, (tight fitting clothing such as spandex), shorts, jogging (sweat) suits/pants/shirts, t-shirts (sheer or "see through" clothing, clothing that shows the midriff,) or other apparel contrary to this policy, unless part of the department's defined uniform.
2. Open-toed shoes, thongs and flip flops are **not** permitted in any areas of the hospital.
3. Clean, loosely fitting, non-frayed jeans and/or sweat suits may be worn to and from the locker area when changing into scrub attire.
4. Hats cannot be worn in the clinical area.

5. **NAME BADGE ABOVE THE WAIST**
  6. When required, business casual attire for the clinical unit includes: slacks, skirts and dresses (knee length), blouses, sweaters, collared shirt, closed toe shoes.
- C. **CLASSROOM DRESS CODE** (For class at CSON Pittsburgh Mills **ONLY**)
1. Hospital issued **name badge is to be worn at all times**, visible, and above the waist.
  2. Students may NOT wear pajama bottoms.
  3. Student may wear jeans to class. Jeans should not have excessive tears or entire sections missing.
  4. No tanks or tank-style tops at any time. Sleeveless shells or sleeveless blouses may be worn.
  5. Approximately knee-length shorts and skirts may be worn.
  6. Sweatshirts/sweatpants may be worn in the School of Nursing **ONLY**.
  7. Modest attire is to be worn. Tight fitting clothing, mini-skirts or exposure of breasts, bare midriffs, strapless tops, or buttocks is not permitted.
  8. Clothing with inappropriate logos/sayings is not permitted.
- D. Students who violate the dress code policy may be dismissed from a learning experience, and will be counseled by the Assistant Director. Progressive discipline as discussed in the student disciplinary policy may be instituted for continued violation.

These guidelines will reflect a positive image of Citizens School of Nursing and the nursing profession. They may be revised as necessary to comply with the hospital dress code.

## **EMPLOYMENT POLICIES**

Students are permitted to be employed, however:

1. If employment is within a health agency, the student is not permitted to perform the functions normally assigned to a professional nurse.
2. If the employment is within a health agency, the student is not permitted to perform the function normally assigned to a practical nurse unless the student is a Licensed Practical Nurse.
3. No part of the student nurse uniform or the Citizens School of Nursing student nurse identification badge is to be worn while carrying out employment duties at other agencies.
4. The school assumes no responsibility for the student's employment.
5. The employer assumes complete responsibility for the student during working hours.
6. Student working hours must not conflict with scheduled class, clinical experience, or study time.

## GRADUATION POLICY

Students will be eligible for graduation at the completion of the required course of study, thus having demonstrated satisfactory achievement in both academic and clinical performance while meeting the objectives of the School of Nursing.

1. Students must have a 2.0 QPA at the completion of the program.
2. All official college transcripts must be on file.
3. All outstanding bills must be paid prior to graduation.
4. All community service hours must have been completed.
5. Students may not graduate on probation.
6. Students must return the CSON student ID badge.
7. Students must complete their exit interview with Financial Aid.
8. Students must return all borrowed school owned books/materials.

### B. Classroom Policies

#### CHILDREN AT SCHOOL

Students are not to bring children to class or clinical for any reason.

Children in the classroom are a distraction to other learners. Children are not permitted in the school while the parent/student is participating in class or clinical activities. Sick children who are too sick to go to daycare or to attend their own schools pose a risk to our students and faculty.

It is expected that students have backup plans made for childcare when children are ill or when there are school closings and delays.

#### CLASSROOM ETIQUETTE

Students are expected to conduct themselves as an adult professional in the classroom. **This includes, but is not limited to, refraining from late arrival, talking, using pagers or cell phones (including texting), leaving the classroom excessively during lecture, sleeping, and other behaviors which might distract others from learning.**

Any behavior, which causes a disruption in the flow of class, may result in the student's removal from the classroom, disciplinary action, and placement on professional probation. **Students will be given ONE warning.**

## STUDENT TESTING AND REVIEW

Examinations are given at various times throughout each course and at the completion of each course. Generally, students will receive a number of quizzes and exams to assist with and validate daily preparation and content mastery.

1. Student expectations during testing and review:
  - a. All belongings, including hats, must be removed in the classroom. Students who have clothing with easily accessible pockets must understand that they may be asked by a proctor to empty their pockets.
  - b. No food or drink permitted during testing.
  - c. Tissues will be provided in the room.
  - d. Students will not be permitted to ask any questions during the exam except for identification of typographical errors or missing pages.
  - e. Calculators will be provided. Smart watches, cell phones, or any other electronic device will not be permitted in **any** testing situation. Students found with any electronic device will be presumed to be cheating.
  - f. All electronic devices (smart/cell phones, iPads, smart watches and hand held devices) must be placed in an area designated by the faculty.
  - g. If a student is caught cheating, he/she will receive a zero (0) on the quiz or exam and be subject to disciplinary action.
  - h. One student may be escorted to the restroom at a time.
  - i. Students arriving late for any quiz or exam will complete the exam in the remaining time scheduled.
  - j. Students will not be permitted to repeat exams due to personal crisis or for the purpose of improving their grade.**
  - k. Students unable to take the quiz/exam with the rest of the class may be given an alternate quiz/exam covering the same material. Students must obtain permission from administration to make up missed exams/quizzes. This permission must be obtained **prior** to the exam in question. If administration is not present, faculty may grant permission for make-up. **One quiz/exam may be made up per academic year.** All make-up quizzes and exams are to be taken the next day the student is scheduled to be at the school or after clinical. All make up quizzes and exams will be tracked by the Assistant Director.
  - l. Testing accommodations may be made based on documentation per Americans with Disability Act (ADA) guidelines. Request for accommodations must be submitted in writing to the Assistant Director prior to the start of the semester.
  - m. Students will not receive their official grade on the day a test is administered. Official grades will be made available after thorough review by faculty and the Assistant Director on the Learning Management System (D2L).

## 2. Faculty Led Test Review

- a. Quizzes and examinations will be reviewed at the discretion of course faculty.
- b. No pencils or other writing implements are to be on the desk during review.
- c. All electronic devices are to remain turned off and are to be placed in the area designated by faculty. They are not to be with the student during review.
- d. **Arguing with or challenging the reviewer will terminate the review session.**
- e. Individual appointments may be made with the appropriate instructor if the student has attended the group review session and further clarification is needed.

## TESTING GUIDELINES / HONESTY CONTRACT

1. If a student is unable to take a quiz or exam, they must notify the course instructor and / or Assistant Director **before** the start of the quiz or examination. Arrangements to take the quiz or exam at an alternate time may be made on an individual basis.
2. If a student has documented accommodations they must notify the course instructor and / or Assistant Director **before** the start of the exam.
3. As per policy, paper / pencil make-up examinations may consist of short answer, fill in the blank, and or essay questions that cover the same content.
4. It is in your best interest to make every effort to arrive at least 10 minutes early on the day the exam is scheduled.
5. Coats, long sleeved “extra jackets”, and hats of all types must be removed during testing.
6. All electronic devices must be off your person, away from your seat, and turned completely off (not on silent or vibrate). You will be instructed where to put these items during the test. Any cell phone or other electronic device used during a testing situation will be treated as cheating and disciplined according to policy up to and including termination from the program.
7. No drinks are permitted during testing.
8. Student cannot duplicate any exam in any capacity. The exam belongs to Citizens School of Nursing and copying in any way is considered theft/plagiarism.
9. The instructor **WILL NOT** answer questions that involve any interpretation of the questions or responses. You may raise your hand if you think there is an error on the exam.
10. **ABSOLUTELY NO TALKING** during the quiz/exam.
11. Anyone requesting to leave the testing area during an exam must do so accompanied by faculty. No extra time will be allotted to complete the exam.
12. If a student knows cheating is occurring, it is their ethical responsibility to notify faculty immediately.
13. Students are reminded to keep the contents of the exam confidential. Do not share questions with other students. This **will** be considered cheating.
14. Any student suspected of cheating will have the exam stopped and may face disciplinary action as outlined in the policy on Discipline/Dismissal Process found in the Student Handbook.
15. No pencils or electronic devices may be at the student’s desk during the instructor-led review.

**My signature below indicates my willingness to comply with ALL of the above guidelines.**

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STUDENT PRINT	Date	STUDENT SIGNATURE	Date
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6.29.16; 7.3.18; 7.13.21; 7.14.21; 7.15.21

## CITIZENS SCHOOL OF NURSING GRADING SYSTEM/QUALITY POINT SYSTEM

**POLICY:** Each student will be formally evaluated at the completion of each term and informally evaluated at midterm. Evaluation will be based on academic, professional and clinical performance. The Director, School of Nursing, is to be notified if a student is in academic or clinical difficulty.

**PROCEDURE:**

I. Academic Performance

- A. In clinical nursing courses, progression is based on achievement of a minimum of 78% (**no rounding**) and a clinical performance evaluation satisfactory in all course objectives.
- B. Calculation of academic performance grades in clinical nursing courses will be by exams and quizzes.
- C. Non-clinical course grading procedure is defined on the syllabus.
- D. Nursing credit hour values:  
Formula for Nursing Credit Hour calculation:  
Theory – 15 hours = 1 nursing credit hour  
Clinical – 45 hours = 1 nursing credit hour
- E. Nursing Credit Hours do not constitute “college credits” or the equivalent of college credits. The term “credit” is used for calculating the grade point average. Only an authorized degree-granting institution in which a student enrolls can determine whether the completed nursing courses may be accepted for college credit.
- F. The dose calculation/pharmacology quiz, which must be passed before a student can give medication, is given semesters 2 through 5 and will be recorded as one of the quizzes for the semester. Students in the first semester take a math pretest.

## II. Grading Scale and Quality Point System:

%	Letter	Points	%	Letter	Points	%	Letter	Points	%	Letter	Points	%	Letter	Points
100	A	4.0	93	B	3.0	85	C	2.0	77	D	1.0	<70	F	0.0
99	A	4.0	92	B	3.0	84	C	2.0	76	D	1.0			
98	A	4.0	91	B	3.0	83	C	2.0	75	D	1.0			
97	A	4.0	90	B	3.0	82	C	2.0	74	D	1.0			
96	A	4.0	89	B	3.0	81	C	2.0	73	D	1.0			
95	A	4.0	88	B	3.0	80	C	2.0	72	D	1.0			
94	A	4.0	87	B	3.0	79	C	2.0	71	D	1.0			
			86	B	3.0	78	C	2.0						

III. The Grading Scale and Quality Point System for college courses taken at Penn State University and Westmoreland County Community College is determined by the college or university. The grades for college courses are not calculated into the nursing school QPA. Policy requires that students pass all college courses with a grade of “C” or better.

## IV. Clinical Performance

A. Clinical performance is formally evaluated at the end of each semester.

The clinical evaluation as rated as Satisfactory, Remedial or Unsatisfactory based on achievement of course objectives. A student who is evaluated as unsatisfactory in one (1) clinical objective may be promoted on probation. **If unsatisfactory in more than one (1) objective, the student may be dismissed.**

B. Students will be permitted one (1) semester of probationary status during their academic tenure. A second term with a failure to meet one or more course objectives will result in dismissal and ineligibility for readmission.

### C. Formative Evaluation Process

#### 1. Weekly Evaluation

i. Faculty will list the patient assignment on the Evaluation of Clinical Performance for the Course

ii. Clinical performance is based on the following:

1. Attendance at scheduled clinical activities
2. Quality of nursing care
3. Preparation for clinical activity
4. Completion of the clinical assignments

iii. A rating of Satisfactory, Remedial or Unsatisfactory will be given based on meeting of the clinical objectives and utilizing the behaviors listed with each objective as a guideline. If a student is satisfactory and meeting objectives, nothing further needs done.

1. If a student has a Remedial or Unsatisfactory based on the clinical objectives, a Clinical Anecdotal sheet will

be done for the week specifying the weakness of the student.

2. Excellent performance by the student will be noted on the Clinical Anecdotal sheet.
3. When a student is absent, missed experiences are noted on the Clinical Anecdotal sheet.

## 2. Mid-semester Progress Evaluation

- i. If a student is progressing in a satisfactory manner, the faculty will check YES on the mid-semester page of the Evaluation of Clinical Performance.
- ii. If a student is not satisfactory, a mandatory meeting must be held to discuss the student's weaknesses and options to resolve the weaknesses identified. Any appropriate Clinical Anecdotal forms will be attached to the mid-semester evaluation.
- iii. Students must submit a written self-evaluation on the LMS (D2L) prior to the conference for instructor review.
- iv. When students are unsatisfactory at mid-semester, the Director is to be notified so that a mid-semester letter can be mailed to the student.

## 3. Self-Evaluation

- i. Each student **MUST** complete a mid-semester and final self-evaluation. This evaluation must be submitted to the clinical instructor via the LMS (D2L) for review and attachment to the clinical file.

## 4. Remediation

- i. A student who demonstrates clinical weakness may be placed on remediation at any time during the semester. A meeting is held with the student to develop a remedial plan, which is a learning contract. If deficiencies are not corrected, the student may be dismissed or placed on probation at the end of the semester depending on the number of objectives involved.
- ii. If the student is placed on remediation late in the semester and sufficient time is not available within the schedule to provide the student an opportunity to improve, the Assistant Director may decide to allow the student to be promoted into the next semester on remediation. Failure to improve could result in mid-semester probation and dismissal at the end of that semester.
- iii. The Assistant Director will meet with all students placed on remediation or probation to discuss the student's responsibility in meeting the terms of the remediation plan.

- iv. It is the student's responsibility to share the remediation plan developed in the prior course with the clinical instructor in the new course in order to obtain assistance in improving clinical performance.
- v. The student will be counseled by the Assistant Director at mid-semester of the probationary period to review progress.

V. College Course Performance

- A. A minimum grade of "C" is required for all college courses. College course grades must be submitted to the School of Nursing within two (2) weeks of the end of the semester in which the college course is completed as identified in the Master Rotation Plan (IV-12-b). Failure to present the college grades in a timely manner may result in probation or dismissal. The college grade is referenced in the School of Nursing Transcript as it is posted in the college transcript. College grades are not adjusted or converted to the corresponding grade on the School of Nursing grading scale. **College grades are not counted in the School of Nursing grade point average.**

VI. Probationary Status

- A. Probationary status is intended to alert the student to a problem in clinical performance, identify what actions need to be taken to correct the problem and provide a time frame for improvement. Students are granted only one (1) semester of probation, with financial aid eligibility, during the program. Failure to improve may result in dismissal (VI-H-1 Academic/Progress Probation).

## STANDARDIZED TESTING POLICY

It is the belief of the faculty that continuous standardized testing is essential for the development of the student – therefore, we have adopted a comprehensive standardized testing program into our curriculum for the best possible student outcomes.

1. The following ATI (Assessment Technologies Institute, LLC) tests will be included in the curriculum:

Self-Assessment Inventory	195 questions	3 hour limit
Fundamentals	70 questions	70 minutes
Medical/Surgical Nursing	100 questions	100 minutes
Maternal/Newborn	70 questions	70 minutes
Nursing Care of Children	70 questions	70 minutes
Mental Health	70 questions	70 minutes
Pharmacology	70 questions	70 minutes
Nutrition	70 questions	70 minutes
Community	70 questions	70 minutes
Comprehensive Predictor	180 questions	3 hours
RN Leadership	70 questions	70 minutes

2. Students must submit proof of achievement of a focused review for the non-proctored exam(s) prior to the day of the proctored exam. Directions will be provided by course faculty.
3. The requirements for performance on standardized testing, as they apply to course completion, are to be stated on each course syllabus along with specific instructions regarding ATI testing.

## TEXTBOOK POLICY

Nursing course textbooks are **not** ordered for the student. The list of required textbooks will be made available prior to admission or the start of a course. Textbooks **must** be purchased for success in the program. Graded assignments may only be available through purchase of recommended electronic books/resources.

There are several online sites from which textbooks can be purchased. (Amazon, Chegg, Barnes and Noble are just a few).

College course textbooks are **not** ordered for the students. Students need to obtain their college course textbooks from the appropriate college bookstore.

## USE OF TAPE RECORDERS IN THE CLASSROOM

Taping during classroom lecture is permitted only with the consent of the individual delivering the lecture. Unless specified on the course outline, there is never a blanket permission provided for a course.

It is important for students to consider that most individuals learn best when they are actively involved in the learning process. A student following the outline, listening, taking notes and participating in discussion is totally involved in the teaching-learning process. The more actively involved, the more invested the learner becomes.

1. A student wishing to tape a lecture must directly ask permission from the lecturer prior to class. When several individuals lecture in a course, permission must be obtained from each.
2. Anyone taping must agree to accept responsibility for the confidentiality of fellow classmates who speak in class and any reference made to patients.
3. During class discussion, faculty and students are to exercise great care in maintaining patient confidentiality.
4. Students who use devices that tape and transcribe the lectures verbatim are to recognize that the material presented is the work of the instructor. The student does not have the right to electronically post or distribute this information in any way.
5. The use of any recording device in a testing/review situation is cheating and a violation of the student code of conduct.
6. If a faculty member does not generally permit taping, special consideration may be given to individuals with documented learning disabilities and specific recommendations for taping lectures.

### c. Clinical Policies

#### CARDIOPULMONARY RESUSCITATION (CPR) AND ACLS

Students are required to have certification of CPR (CPR for Health Care Providers) and to maintain current certification barring any major physical handicaps. Those with handicaps must attend an annual review of the cognitive portion of CPR. Students and faculty may obtain CPR for Health Care Providers through AHN classes or the American Heart Association.

ACLS (advanced cardiac life support) training may be provided during the senior year.

## CLINICAL LABORATORY

The clinical laboratory, a part of the planned curriculum, is used to correlate and supplement classroom instruction as well as to provide an environment for applying knowledge and increasing skills in nursing.

## CLINICAL EXPERIENCE AT OUTSIDE AGENCIES

The School of Nursing will assign students to clinical experience at various outside agencies during the educational program. Agencies outside of Citizens School of Nursing will be utilized to provide broad, diverse experiences, which are correlated with classroom theory. They expose the student to the role of the nurse in various settings and the health needs of the community. Contractual arrangements or letters of agreement are administrated by the Director, School of Nursing. The planning of the experience is the responsibility of the Assistant Director working with faculty responsible for the course.

1. Faculty will assign students to outside experiences and communicate daily assignments to students and the agency.
2. Students are responsible for their own transportation to and from all educational experiences and will be required to sign a form releasing the hospital from any liability for such transportation.
3. Students will be required to sign a release form which permits the School of Nursing to provide outside agencies with proof that students have a health status consistent with the current State Board Rules and Regulations when required by contract.
4. Students may be required to sign statements which bind them to keep information obtained about patients at various agencies confidential.
5. Students will be expected to abide by all of the rules and regulations of the host agency, including dress code.
6. Appropriate orientation information relative to the affiliating agency will be provided by the instructor and the affiliating agency representative during the student's orientation to the facility.
7. Students who violate rules and regulations of the host agency may be barred from the host agency, disciplined by the School and may risk being unable to successfully meet course objectives.
8. School of Nursing Attendance Policy and Reporting-Off Policy and Student Conduct Policy are applicable for all outside experiences.

### Student Assignments

- Rotation through the clinical courses and times for clinical experiences are designated by the Assistant Director, School of Nursing.
- Students may be moved from the assigned clinical area by an instructor for a learning experience.
- Students are scheduled over a five-day week. These five days are Monday through Friday.
- Students' patient assignments are planned by the instructor and are only to be changed with the instructor's permission.

## CLINICAL WEAKNESS REMEDIATION PROBATION PLAN

When a student is not performing at the expected level and an objective is not being met, a clinical weakness is identified. A student who demonstrates clinical weakness may be placed on remediation at any time during the term. When this weakness is identified, the instructor develops a remediation plan to correct this weakness. If the remediation plan is met and the weakness is corrected, the student progresses to the next course. The remediation plan that has been successfully met does not impact future courses. If the remediation plan is not met, the student is advanced, but placed on clinical probation for the next term. Failure to meet the probation plan will result in dismissal from the program. The student may be placed on probation only once during their student career. Subsequent clinical performance that fails to meet all clinical objectives will end in dismissal

1. Documentation of the student's progress is recorded in the Evaluation of Clinical Performance.
2. Remediation occurs within the course. The plan is developed for the student by the instructor and discussed with the student. This plan allows the student to meet the course objectives and successfully complete the course. A copy of the remediation plan is given to the student and a copy is kept in the clinical folder.
  - If a student is placed on remediation within three weeks of the end of the semester, the student must remediate the weakness by mid-term of the following semester or the student will be placed on probation.
3. Probation is initiated by the course instructor when an objective has not been met. The plan is co-developed between the current instructor and the future instructor. The plan is then shared with the student and kept in their clinical folder.
4. The plan and the progress towards meeting the plan must be documented in the final course evaluation.
5. Copies of the remediation plan or the probation plan must be given to the Assistant Director and be placed in the student's academic file. The Assistant Director will meet with all students placed on remediation or probation to discuss the student's responsibility in meeting terms of the remediation plan.

## DRUG CALCULATION PROFICIENCY

Students will be required to demonstrate math and/or drug calculation skills and an 80% proficiency level before being permitted to administer medications in nursing courses. Inability to administer medication safely will result in an unsatisfactory clinical evaluation. School provided calculators are to be used during testing.

## **LIABILITY INSURANCE**

All students are required to carry Student Liability Insurance. The limits of liability insurance must be at least \$1,000,000 for each incident and \$6,000,000 for the policy aggregate.

Students will be notified of this requirement as part of the pre-admission material.

Evidence of insurance must be on file before the student may participate in clinical experiences.

## **MEDICATION POLICY AND PROCEDURE**

Following theoretical instruction and simulated laboratory practice on medication administration, students may administer medication as assigned.

1. A student will administer medications only when designated on the assignment sheet.
2. The instructor validates the dosage of all PRNs, insulin, heparin and IV medication solutions prior to their administration. Results of glucometer readings must be reported to the instructor prior to administration of insulin coverage.
3. In specialty courses, the course instructor may choose to supervise administration of other medications and will discuss in course orientation.
4. All calculated dosages must be checked by the instructor prior to administration of the medication.
5. Each student must be supervised by an instructor or a registered nurse when obtaining a controlled substance. All wasted doses must be observed and documented. All counted medications must have a registered nurse witness.
6. When relieving for break or lunch, a student is not to administer any medication to patients assigned to another student without the instructor's consent.

## **MEDICATION AND TREATMENT ERRORS**

All medication and treatment errors must be reported to the instructor immediately. Any error could be cause for dismissal.

1. The student will report the incident to the instructor who then will report the incident to the charge nurse and the Assistant Director.
2. The instructor will complete a Citizens School of Nursing Occurrence Report and submit it to the Assistant Director as soon as possible.
3. The student will also complete the appropriate agency occurrence reports.
4. The Assistant Director, School of Nursing, will review the occurrence with the student.
5. All medication administration will be supervised by the instructor after a medication error.

## WITNESSING OF LEGAL DOCUMENTS

A nursing student, regardless of age, will not act as a witness to the patient's signing of any legal document, which includes, but is not limited to, wills, permits, advanced directives and durable power of attorney.

### D. College Policies

#### CONCURRENT COMPLETION OF COLLEGE COURSES WITH NURSING COURSES

All students must demonstrate documented evidence of completion of required college courses semester-by-semester and prior to graduation. A minimum grade of "C" must be earned in all courses.

1. College courses may be completed prior to enrolling in the school of nursing. Only a grade documented by an official college transcript will be accepted as proof of completion.
2. A student will be required to enroll in the concurrent college courses planned for every semester in which the student has not provided the School of Nursing with official documentation of satisfactory course completion with a grade of "C" or better. These courses will be taken at Penn State University and Westmoreland County Community College.
3. Official documentation will be the official college transcript.  
The unofficial transcript shall be temporary proof pending official transcript receipt.
4. Academic progress for college course requirements will be evaluated at the end of each semester according to Academic Progress/Probation Policy.
5. If a student has not provided a grade for a college course, even though the student claims to have taken the course prior to enrollment, the Academic Progress/Probation Policy will be applied in the same manner as if the student were enrolled in the college course concurrently with nursing courses. **This means that every student must have the grade for the college courses scheduled for completion during that semester.** The grade must be to the School of Nursing within two (2) weeks of the completion of the assigned semester regardless of when the student took the course. Official transcripts are to be submitted to [CSONadmissions@ahn.org](mailto:CSONadmissions@ahn.org).
6. Each semester, a representative of the college will register the student for courses for that term in conjunction with the Assistant Director.
7. Students are required to submit proof of enrollment to the Assistant Director prior to the beginning of the college course. It is the student's responsibility to notify the Assistant Director of a withdrawal or failing grade in any college course.
8. The student pays the School of Nursing for the college courses and the school in turn pays the college. The School of Nursing will pay for a college course one time only and only when it is scheduled unless approved by the Assistant Director in writing. Course withdrawal may alter financial aid eligibility.

9. **All repeated and out of sequence courses as well as courses taken at other colleges, will be the sole financial responsibility of the student.**
10. If a student withdraws from the School of Nursing, the nursing program will not assume any financial responsibility for courses for which it has not received tuition payment.

## **EDUCATIONAL MOBILITY PLAN**

The School of Nursing has established a mobility plan with the Penn State University BSN program. Under this plan, qualified graduates of Citizens School of Nursing will be eligible for consideration for admission to the BSN program with advanced educational mobility standing.

### **E. Communication Policies**

#### **CHANNELS OF COMMUNICATION**

Students are expected to recognize and use the proper channels of communication.

- **The first line** of communication for problems related to curriculum is the instructor involved in the class or clinical area.
- If the question is not resolved, the student is to go to the Assistant Director.
- If the problem is other than one related to the curriculum, the student goes to the faculty directly involved or to the Director, School of Nursing if no faculty is directly involved.

#### **PHONE AND ELECTRONIC DEVICE POLICY**

1. Students are not to make or receive personal phone calls in the clinical area. Emergency incoming calls should be made to the Nursing School office. The Nursing School office will contact the appropriate instructor who will notify the student.
2. **No cell phones are to be utilized for personal business in the clinical area.** Hospital policy regarding cell phones must be followed.
3. Cell phones may not be used during class/labs. **Texting is not permitted during class.**
4. No electronic devices may be used during testing situations.
5. Students may have PDAs on clinical as outlined in the Dress Code policy.

#### **STUDENT MAILBOXES**

Each student will be assigned a mailbox. These open mail slots are intended to serve as a vehicle for communication of non-confidential, non-personal information.

1. Information of a general, non-personal or non-confidential nature may be placed

in the mailboxes. Examples of the kind of materials that may be distributed are: schedules, general class correspondence, minutes, student council and SNAP communications, and any general assignment.

2. Graded student assignments, midterm and final evaluation letters, test scores, and financial aid documents are not to be distributed through the student mailboxes.
3. Personal and confidential materials will be distributed to students individually, communicated by email, or mailed to the student.

## **F. Financial Aid Policies**

Citizens School of Nursing participates in grant and loan programs in accordance with rules, regulations, and financial aid policies as set forth by the United States Department of Education (Federal) and the Pennsylvania Higher Education Assistance Agency (State).

The financial aid programs in which CSON participates, but not limited to, are as follows:

1. Federal PELL Grant
2. Federal SEOG
3. Pennsylvania State Grant
4. Federal Direct Student Loan
  - a. Federal Direct Subsidized Loan
  - b. Federal Direct Unsubsidized Loan
  - c. Federal Direct Parent PLUS Loan
5. Nursing Student Loan
6. Alternative Educational Loans
7. Veteran Benefits
8. Office of Vocational Rehabilitation Assistance
9. Scholarships

Students may inquire for more information regarding grants or loans through the Financial Aid Office at CSON.

**CSON Federal School Code – 006534**

## **STUDENT FINANCIAL SERVICES DEPARTMENT**

Citizens School of Nursing's Student Financial Services Department consists of the Director of Financial Aid and the Student Account Associate. Each position works directly and indirectly with each other to help process and disburse a student's financial aid. The Student Account Associate is also a liaison between the Director of Financial Aid and AHN accounting department. The Director of Financial Aid assists students in completing the necessary documentation to apply for financial aid, calculates a student's financial aid award eligibility and processes the financial aid for disbursement. The Student Account Associate posts the disbursed financial aid to the student's account, processes payments

and student refunds and reconciles all financial aid funds to ensure accurate reporting.

## **FINANCIAL AID CODE OF CONDUCT**

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity.

In doing so, a financial aid professional should:

- Refrain from taking any action for his or her personal benefit.
- Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.
- Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
- Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity.
- Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.

As prescribed by federal regulations and in compliance with 34 U.S.C. §601.21(c), student financial aid administrators at CSON may not:

- Engage in any revenue-sharing arrangements with any lender;
- Solicit or accept gifts from a lender, guarantor, or servicer;
- Accept any fee, payment, or other financial benefit as compensation for any type of consulting or any contractual relationship with a lender;
- Assign a first-time borrower's loan to a particular lender or refuse to certify or delay certification of any loan based on a borrower's selection of a particular lender;
- Request offers of funds for private education loans, including opportunity pool loans, from a lender in exchange for providing the lender with a specified number or loan volume of private education loans or a preferred lender arrangement;
- Request or accept staffing assistance from a lender; and
- Receive compensation for serving on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors.

## STUDENT FINANCIAL AID RIGHTS

### *You have the right...*

- To know what financial aid programs are available at your school.
- To know the deadlines for submitting applications for each of the programs available.
- To know how financial aid will be distributed
- To know how financial aid decisions are made and the basis for these decisions.
- To know how your financial need was determined. This includes how costs for tuition and fees, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in your budget.
- To know how much of your financial needs have been met as determined by the financial aid office at the school.
- To know what resources (such as parental contribution, other financial aid and your assets, etc.) were considered in the calculation of your need.
- To access and review your financial aid file at any time.
- To know your school's refund policy.
- To know what portion of the financial aid you received must be repaid; if the aid is a loan, you have the right to know the interest rate, the total to be repaid and the length of time you have to repay when repayment begins.
- Under the Federal Direct Loan program, if you cannot meet the repayment schedule, to request that the loan payments be reduced for a specific period of time if it will assist you in avoiding default.
- To know how the school determines whether you are making academic progress and what happens if you are not.

## STUDENT FINANCIAL AID RESPONSIBILITIES

### *You are responsible...*

- For completing all application forms accurately and submit them on time to the right place.
- For providing correct information; in most instances, misreporting information on financial aid applications is a violation of law.
- For completing and returning all additional documentation, verification, corrections and/or new information requested by either the financial aid office or the agency to which you submitted your application.
- For reading and understanding all forms that you are asked to sign and for keeping copies of them.
- For accepting responsibility for all agreements that you sign.
- For understanding and complying with deadlines for application or reapplication for aid.
- For understanding of your school's refund policy. All schools must provide information to prospective students about the school's programs and performance.

- You should consider this information carefully before deciding to attend a school.
- For notifying your lender if any of the following occur before the loan is repaid:
    - Change of address
    - Name change (e.g. maiden name to married name)
    - Graduation
    - Withdrawal from school or less than half-time attendance
    - Transfer to other school

## **ESTIMATED FINANCIAL AID CALENDAR**

### Incoming Students:

- When you apply to Citizens School of Nursing:
  - Apply for your FSA ID
- October:
  - Complete your FAFSA and PA State Grant application
  - Research and apply for outside scholarship
- October – July:
  - Check your FA Status and Student Account on the student portal
  - Submit requested documents listed in the document portal on your student portal i.e. student loan application, entrance interviews, etc.
  - Review and Accept your estimated financial aid in the FA Status on the student portal
- May:
  - PA State grant deadline is May 1st
- June:
  - Submit all prior academic transcripts to the admissions office before June 1st
  - Review degree audit/transcript in student portal to see any transfer credits
  - Review student account summary to see adjusted tuition and fees for transfer credits
- July
  - Address all balances with the Student Financial Services department.
    - Set up payment arrangements/apply for alternative funding

### Returning Students:

- October:
  - Complete your FAFSA and PA State Grant application
  - Research and apply for outside scholarships
- October – July:
  - Check your FA Status and Student Account on the student portal
  - Submit requested documents listed in the document portal on your

- student portal i.e. student loan application, entrance interviews, etc.
  - Review and accept your estimated financial aid in the FA Status on the student portal
- May:
  - PA State grant deadline is May 1st
- July:
  - Address all balances with the Student Financial Services department.
  - Set up payment arrangements/apply for alternative funding.

## **ELIGIBILITY OF FINANCIAL AID**

Per the Federal Student Aid (FSA) Handbook every student who meets certain eligibility requirements is eligible to receive some type of financial aid, regardless of age or family income. Some basic eligibility requirements are:

1. Is enrolled or accepted for enrollment as a regular student in an eligible institution for the purpose of obtaining a degree or certificate offered by the school;
2. Is qualified to study at the postsecondary level by:
  - a. Having a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
  - b. Having the recognized equivalent of a high school diploma, such as a general education development or GED certificate;
  - c. Having completed homeschooling at the secondary level as defined by state law; or
  - d. Having completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education;
3. Maintains satisfactory academic progress by meeting both the Citizens School of Nursing's established qualitative and quantitative criteria;
4. Is enrolled at least half-time to be eligible for Direct Subsidized/Unsubsidized and Direct PLUS Loan Program funds;
  - a. It is the responsibility of the Financial Aid Administrator to determine if a dropped or unregistered course warrants a subsequent eligibility review based on potential enrollment level changes.
5. Is not considered to be incarcerated by currently serving a criminal sentence in a federal state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether operated by the government or a contractor);
6. Is a U.S. citizen, U.S. national, U.S. permanent resident, other eligible noncitizen or a citizen of the Freely Associated States;
  - a. The Federated States of Micronesia and the Republics of Palau and the Marshall Islands can only receive aid from some of the FSA programs.
7. Signs statements on the Free Application for Federal Student Aid (FAFSA) stating that:

- a. Student is not in default on an Federal Student Aid (FSA) loan and does not owe and overpayment on an FSA grant, or that he/she has made satisfactory arrangements to repay the overpayment or default; and;
  - b. Student will use federal student aid only for educational purposes;
8. Has not exceeded annual or aggregate loan limits as set by the Department of Education guidelines;
9. Does not have property that is subject to a judgment lien for a debt owed to the United States;
10. Has not listed a defaulted FSA loan or grant overpayment in an active bankruptcy claim without documentation from the holder of the debt stating it is dischargeable;
11. Has a valid Social Security number (with the exception of the Freely Associated States); and
12. If male and born after 1960, is registered with the selective service (must register between ages 18 and 25.)

A parent of a student who wishes to apply for a Parent PLUS loan must be the student's biological parent, adoptive mother or father, or in some cases the stepparent. The following are general requirements for Parent PLUS eligibility:

1. The student and parent are US Citizens, permanent residents, eligible noncitizens or citizens of the Freely Associated States;
  - a. The Federated States of Micronesia and the Republics of Palau and the Marshall Islands can only receive aid from some of the FSA programs.
2. The student and parent sign statements on the FAFSA stating that:
  - a. The student or parent is not in default on an FSA loan and does not owe and overpayment on an FSA grant, or that he/she has made satisfactory arrangements to repay the overpayment or default; and;
  - b. The student will use federal student aid only for education purposes;
3. The parent and student have valid Social Security Numbers (with the exception of students and parents from the Republic of the Marshall Islands, Federated States of Micronesia or the Republic of Palau)
4. If the student or parent is male and born after 1960, is registered with the selective service (must register between ages 18 and 25);
5. The parent is not held to a lien by the Federal Government for property;
6. The parent (and endorser if applicable) has obtained an approved credit history review through the Direct Loan Credit Check and Entrance Advisement process.

## **FAFSA VERIFICATION – POLICY AND PROCEDURES**

During each academic year the U.S. Department of Education selects 30% of all FAFSA applicants for verification. The Director of Financial Aid will notify any enrolled or returning student via mail to request the additional documentation. The request will include an explanation of the documents required to satisfy the verification requirements, the deadline to submit these documents and the consequences of failing to complete the verification process.

A student is at risk of losing their Title IV funding, which includes Pell grant, FESOG, and federal student loans if they do not submit the requested documentation. The loss of federal financial aid will cause a balance on the student's account. It is the student's responsibility to set up payment arrangements for any balances that may occur due to the loss of any form of financial aid before the first day of the term. CSON's Financial Aid or Student Account Office cannot adjust a student's cost of attendance or FASFA that may affect a student's expected family contribution (EFC) prior to receiving a student's completed verification form.

Procedures to complete verification:

1. The Director of Financial Aid will notify the student via student portal and email of verification selection and what documentation is needed to meet verification requirements.
2. Once all required documentation is received the Director of Financial Aid will correct any incorrect verifiable data on the student's FAFSA.
3. The student will receive notification of the corrected information electronically from the Department of Education.
4. If needed the estimated financial aid will be adjusted and updated in the students portal.

The Director of Financial Aid at Citizens School of Nursing will refer any credible information, which indicates that an applicant may have engaged in fraud or other criminal misconduct in connection with the FAFSA to the Office of the Inspector General of the Department of Education for investigation as established in 34 CFR §668.16(g).

Fraud or other criminal misconduct includes but is not limited to:

1. False claims of independent student status
2. False claims of citizenship
3. Use of false identities
4. Forgery of signatures or certifications
5. False statements of income or household size

## **TYPES OF FINANCIAL AID**

There are various types of financial aid funding available such as federal government grants, federal student loans, state grants, scholarships and private educational loans.

### **Grants**

Grants are funds that do not need to be repaid. There are federal and state grants which are based on financial need. A student's grant eligibility is determined once they complete and have a valid FAFSA on file.

### **PELL**

The Federal PELL Grant is a grant awarded to students who demonstrate a financial need as determined by the U.S. Department of Education's need analysis as set forth by Congress. To be eligible a student must complete the Free

Application for Federal Student Aid (FAFSA). CSON will receive the information the student submitted on their FAFSA in approximately 2-3 business days in the form of the Institutional Student Information Report (ISIR).

The U.S. Department of Education's need analysis will determine the student's Expected Family Contribution (EFC) based off of the information entered on their FAFSA. The Financial Aid Officer will use that EFC to determine the student's Federal PELL eligibility. This amount can change due to numerous factors such as enrollment status and withdrawal from the program. The Federal PELL grant does not have to be paid back.

### **FSEOG**

The FSEOG is a grant that is awarded to students in need of financial aid. It is a type of federal grant that is awarded college undergraduate program students and does not need to be repaid. You can receive between \$100 and \$4,000 a year, depending on your financial need, when you apply, the amount of other aid you get, and the availability of funds at your school.

Each participating school receives a certain amount of FSEOG funds each year from the U.S. Department of Education's office of Federal Student Aid. Once the full amount of the school's FSEOG funds has been awarded to students, no more FSEOG awards can be made for that year.

### **PA State Grant**

PA State Grant is a grant awarded to help undergraduate students who demonstrate financial need (determined by Pennsylvania Higher Education Assistance Agency's (PHEAA) need analysis) pay for their post-secondary education.

To be eligible for the PA State Grant a student must:

1. Complete their FAFSA by the state grant deadline
2. Complete the PA State Grant application online at [www.aessuccess.org](http://www.aessuccess.org) and submit the completed signature page electronically or mail
3. Graduated from a high school or received a GED diploma
4. Demonstrate domiciliary of PA for at least 12 months
5. Be enrolled at least half time in an undergraduate program

Per PHEAA guidelines a Citizens School of Nursing student is awarded their state grant funds on a semester basis. For PA State Grant purposes a Citizens School of Nursing student is considered full-time if they are enrolled in at least 12 credits per semester and part-time if they are enrolled in at least 6 credits.

Academic progress is checked before the fall semester for any new and active students. Any future PA State Grant awards will be canceled if the student did not academically progress during their previous enrollment while receiving PA State

Grant. The student's PA State Grant will be reinstated once they have met the academic progress requirements.

### **Scholarships**

Scholarships are funds to assist a student in paying for their educational cost. Most scholarships do not have to be repaid. (Check with the scholarship organization for details.) Scholarships are awarded to a student based off of the different guidelines set by the scholarship organization. Below are some links to help find scholarships that the student may qualify for:

#### **External**

[Fastweb.com](http://www.fastweb.com/) - <http://www.fastweb.com/>

Pittsburgh Promise - <http://www.pittsburghpromise.org/>

Pittsburgh Foundation - [https://pittsburghfoundation.org/scholarship\\_search](https://pittsburghfoundation.org/scholarship_search)

PHEAA.org - <http://www.pheaa.org/funding-opportunities/index.shtml>

#### **Internal**

Scholarship awards will be disbursed according to the stipulations expressed by the source of the award. If there are no stipulations, awards will be disbursed at the discretion of the Director of the School of Nursing.

### **Loans**

Loans are borrowed funds that must be repaid. The student and/or parent must complete a Master Promissory Note (MPN) and entrance counseling so that funds can be processed and sent to Citizens School of Nursing. The MPN includes detailed information about the borrower's rights and responsibilities as a borrower of federal student loans. The MPN is good for ten years when a loan is disbursed; therefore it only needs to be filled out by the student in the first year of borrowing. The MPN will expire after a year if loans are not disbursed off.

Repayment terms are dependent on the type of federal loan. Repayment can often be deferred as long as a student remains enrolled at least half-time (6 credits). There are several types of loans available to help students and/or parents fund their education.

#### **Type of Loans:**

##### **Federal Direct Loans:**

**Subsidized** – a student loan offered through William D. Ford Federal Direct Loan Program. The student usually does not have to pay the interest on this loan while enrolled in school or during their 6 month grace period. Repayment begins 6 months after the student graduates or stops going to school, whichever comes first.

**Unsubsidized** – a student loan offered through the William D. Ford Federal Direct Loan Program. The interest accrues while the student is enrolled in school and during their 6 month grace period. The student has an option to pay this interest

but is not required until they are in repayment. Repayment begins 6 months after the student graduates or stops going to school, whichever comes first.

**Federal Parent PLUS Loan** – a loan for eligible parents of dependent undergraduate students to help pay for the cost of the student's education. The dependent undergraduate student has to be enrolled at least half-time at an eligible school. The parent cannot have an adverse credit history and must meet the general eligibility requirements for federal student aid. Repayment will begin once the Direct PLUS Loan is fully disbursed.

**Nursing Student Loan** - These loans are capped at \$3,300 annually and \$5,200 for each of the last two years of school. The grace period for these loans is nine months, shorter than with the rest of the health student loans. But consistent with the other loans, this type of loan has a fixed interest rate of 5% after the grace period ends.

**Alternative Educational Loan** – alternative educational loans are offered through outside lenders. Depending on the lender, repayment usually begins 6 months after the student graduates or stops going to school, whichever comes first.

CSON does not have a preferred lender list and all credit requirements, repayment and interest rates are determined by the lender. Students can request additional alternative loan information from the Director of Financial Aid or Student Account Associate.

The following link will provide you with additional guidelines and interest rates of the different types of loans available. <https://studentaid.ed.gov/sa/types/loans>

## **THE MASTER PROMISSORY NOTE (MPN)**

The Master Promissory Note (MPN) can be completed online at [www.studentaid.gov](http://www.studentaid.gov). The MPN includes detailed information about student rights and responsibilities as a borrower for FFEL loans. The MPN is good for ten years when a loan is disbursed; therefore it only needs to be filled out by the student in the first year of borrowing. If a loan is not disbursed, the MPN is only valid for one year.

## **ENTRANCE COUNSELING**

Direct Subsidized Loan and Direct Unsubsidized Loan entrance counseling is only required for first-time borrowers. All CSON first time borrowers are required to complete their entrance counseling online at [www.studentaid.gov](http://www.studentaid.gov).

- Note: A borrower who is receiving his or her first Direct Loan is not required to complete entrance counseling if he or she has previously received the same type of loan through the Federal Family Education Loan (FFEL) Program.

Parent PLUS Loan Counseling is required for parent and graduate/professional student Direct PLUS Loan applicants who are determined to have an adverse credit history, but qualify for a Direct PLUS Loan by obtaining an endorser or documenting extenuating circumstances.

PLUS counseling for applicants who are determined to have an adverse credit history is a separate module and does not fulfill the entrance counseling requirement for first time graduate/professional student Direct PLUS Loan applicants. Depending on a graduate/professional student's circumstances, he/she may have to complete both modules.

## **ANNUAL STUDENT LOAN ACKNOWLEDGEMENT**

The Annual Student Loan Acknowledgement is an online session that allows students and parents to see how much they have borrowed, preview what their monthly payments might be, and explain concepts such as capitalization and the difference between federal and private loans.

The Annual Student Loan Acknowledgement is not school-specific. If a borrower completes the process for a loan associated with a particular award year at one school, the borrower will not complete the process for another loan associated with that same award year again, even if he or she receives the other loan at a different school. Currently the Annual Student Loan Acknowledgement is recommended but not required. An example is shown in the table below.

<b>Borrower A</b>	<b>School Name</b>	<b>Loan Award Year (in COD System)</b>	<b>Is Acknowledgement Process Required?</b>
Loan A, Disb 1	123 University	2021–22	Y
Loan B, Disb 1	ABC Career College	2021–22	N

The Annual Student Loan Acknowledgement is also not specific to a particular loan type. For example, if a graduate student initially receives only a Direct Unsubsidized Loan and completes the Annual Student Loan Acknowledgement, but later receives a Direct PLUS Loan that is assigned to the same award year as the earlier Direct Unsubsidized Loan, the student is *not* required to complete another Annual Student Loan Acknowledgement before receiving the first disbursement of the Direct PLUS Loan.

All borrowers (both students and parents) will complete the Annual Student Loan Acknowledgement on StudentAid.gov. For a Direct PLUS Loan made to a parent borrower, *only the parent* completes the Annual Student Loan Acknowledgement.

To complete the Annual Student Loan Acknowledgement, *borrowers must be able to log in to StudentAid.gov using their username and password (FSA ID).*

The Annual Student Loan Acknowledgement should take less than 10 minutes to complete. The experience will be personalized based on the borrower's attributes, but generally—

- First-time borrowers (those who have no current loan balance) will:
  - answer a few questions about their state, school, expected degree, and field of study.
  - view summary information from the College Scorecard about total estimated school costs, graduation rate, total estimated student loan debt, and estimated monthly payments.

*Note:* College Scorecard data is unavailable for borrowers attending foreign schools. Borrowers attending foreign schools will be able to proceed without viewing College Scorecard data.

- view general financial literacy information about borrowing student loans.
- check a box acknowledging they read and understood the information.
- Returning aid recipients (borrowers with current outstanding loan balances) will
  - view summary information about their loans and grants from the National Student Loan Data System (NSLDS®) as of the day they complete the acknowledgement. Information includes outstanding balance, estimated 10-year standard monthly payment based on the borrower's current balance, servicer information, loan limit information, grant summary, and grant limit information.
  - check a box acknowledging they read and understood the information.

## **EXIT COUNSELING**

Exit counseling informs the student of their rights and responsibilities as a student loan borrower once they have finished their corresponding program. It is recommended for any student that borrowed any federal financial aid. It is the responsibility of the Director of Financial Aid to notify the students of their responsibility to complete exit advisement. The Director of Financial Aid will document this notification by filing a copy of the email and/or letter in the student's file.

## **Graduates**

As a best practice the Director of Financial Aid and Student Account Associate will meet with the graduating class during their last term. They will provide the students with the required documentation for exit advisement:

- Instructions on how to complete the online exit advisement at [www.studentloans.gov](http://www.studentloans.gov)
- Debt-management strategies that would facilitate repayment
- Student access site for the National Student Loan Database System
- Contact information for the FSA Ombudsman Group and an explanation of the services this office provides

## **Withdrawn/Dismissed/Below Half-Time Enrollment**

Exit notification is required when any student financial aid recipients attendance status changes. Exit advisement requirements will be provided to the student once the student is official withdrawn, dismissed, or drops below half-time enrollment.

## **PROFESSIONAL JUDGEMENT**

In the event that a student has unusual circumstances and may qualify for an independent override, the student or their parent(s) have a change of income due to a change in employment status, divorce, separation, health problems, death, etc. the Director of Financial Aid may adjust a student's original FAFSA submission. The student and/or parent will need to request and provide the Director of Financial Aid with any requested documentation to assist in determining if the student may qualify for any adjustments.

The Director of Financial Aid will prepare the professional judgement for review. All verification processes must be fully completed prior to the professional judgement review.

## **AWARDING AND DISBURSEMENT OF FINANCIAL AID FUNDS**

A CSON applicant will be guided to complete their Free Application for Federal Student Aid (FAFSA). Once a CSON applicant becomes a 'Confirmed/Enrolled' student the Director of Financial Aid will notify the student of any missing documentation needed to process their financial aid. Once all required financial aid documentation is received from the student or returning student the Director of Financial Aid will process an estimated financial aid award notification. The student will be notified via email that a financial aid estimate is available and can be viewed on the student portal. The student will then need to review and either accept and/or reject the estimated financial aid listed on the estimated financial aid award notification via the student portal. The Director of Financial Aid will only process aid that has been accepted via the student portal. The estimated financial aid award letter will be adjusted accordingly when the Director of Financial Aid is made

aware of transfer credits, scholarships, etc. Students will receive notification of any revisions via email. The financial aid will be listed as verified on the student's statement via student portal on Campus Cafe. All federal financial aid (PELL, Federal Subsidized Loan, Federal Unsubsidized Loan and Federal Parent PLUS loan) is processed by the Director of Financial Aid through Campus Cafe and COD once all required documentation is received and all awards have been accepted by the student. All federal financial aid is disbursed to a student's account in equal disbursements on a term by term basis all depending on how many terms the student is attending during that academic year. All federal student/parent loans will be scheduled to be credited to a student's account depending on the student's status.

<b>Citizens School of Nursing</b>	
SUB/UNSUB Loans	Loan Disbursement Date
First Time Borrower/each term	7 days after the term start date
Non First Time Borrowers/ each term	7 days after the term start date
Parent PLUS Loan	Loan Disbursement Date
each term	7 days after the term start date

The funds will be credited (no longer listed as pending) to the student's account on the day the funds are withdrawn from the Grant Administration and Payments System (G5). The student will received notification from the Department of Education electronically that funds were sent to CSON. The student will also receive an email that is triggered through Campus Café notifying the student that their student loans have been disbursed. The Student Account Associate will notifies the Allegheny Health Network (AHN) accounting department when and the amount to be withdrawn from G5.

The federal PELL grant will be disbursed to the students account on the 7th calendar day after the first date of the term. All federal PELL grant disbursements will be credited (no longer listed as pending) to the student's account on the day the funds are withdrawn from the Grant Administration and Payments System (G5).

PA State Grant will be scheduled to be credited to the student's account the first date of the semester. The Director of Financial Aid will certify the semester's disbursement roster to initiate the funds to be disbursed to Citizens School of Nursing. Once the PA State Grant funds are received via EFT the Student Account Associate will credit the funds to the student's account. The student will be able to see the grant amounts credited to their account in the financial history of the student portal.

Funds from outside sources i.e. private student loans, veteran benefits, scholarships will be addressed on a case by case basis. Documentation from the outside source will need to be provided to the Director of Financial Aid describing the fund, the dollar amount of the source, and the estimated disbursement of the funds. These funds will be posted as

pending on the student's account card if the required documentation is in the student's financial aid file. The funds will be credited to the students account after they are received by CSON via EFT, check, etc.

## **TUITION/FEES**

CSON 1<sup>st</sup> academic year consists of two 18 week semesters and one 6 week summer semester. The 2<sup>nd</sup> academic year consists of two 18 week semesters. Tuition and fees are charged at the beginning of each semester. All fees are non-refundable. The ATI Course Support and Testing fee cannot be prorated if a student begins the program in the middle of an academic year. Tuition and fee amounts can be located in the CSON Student Handbook.

A student who drops a course or completely withdrawals from CSON is subject to the following institutional refund policy:

<b>Citizens School of Nursing</b>	
Withdrawal/Drop Date	Tuition Charges
Calendar Day(s) 1 - 7	0%
Calendar Day(s) 8+	100%

All fees are non-refundable.

The School of Nursing's Director may grant a first year first term student a refund for their first ATI fee charge if they return their unused ATI books. The final decision of an ATI Fee refund is determined by the School of Nursing's Director.

Students can refer to Penn State - New Kensington and Westmoreland County Community College's web page for the tuition, fee, and refund policy of all college courses.

## **TUITION PAYMENTS**

### **Active Students**

Tuition and fees are due or a payment agreement must be submitted by the first day of the semester. Students can view their current tuition, fees, etc. via the student portal on Campus Café electronically. All financial aid will be listed on the students statement page as pending to assist the student in determine their academic balance.

CSON is the primary biller. All tuition and fees for the college affiliate is collected by Student Accounts at CSON. CSON pays the college affiliate on the students' behalf.

## Payment options:

Semester payment plan – pay the balance for each semester on the first day of each semester.

Monthly payment plan – the semester balance is divided evenly over 4 months (2 months for summer semester). All monthly payments are due the 15<sup>th</sup> of every month. The monthly payment plan is an estimate. Adjustments can occur due to changes in financial aid eligibility, origination fees and/or changes in enrollment during the academic year, etc. Any interruption in the student's enrollment may cause the student to owe CSON a balance.

Students who sign up for a payment plan will sign a paper payment plan and then be able to submit their payment electronically via the student portal. A payment must be received by the Student Account Associate via cash, check, money order, or credit card via student portal on Campus Café each month either before or by the due date. Failure to submit a monthly payment will result in the student dismissal from the program.

Students who have not paid tuition in full, or made payments according to the payment agreement may be withdrawn from all nursing and college courses on the 21st calendar day from the first day of the semester.

All academic year balances must be paid in full. Students will not be able to progress to their 2nd academic year if there is any prior year balances.

All balances must be paid in full prior to graduation. Failure to be paid in full at graduation will result in Diploma and State Board Educational Verification being held by the school until final payment is made. Graduates with a balance will not be able to receive an official transcript until all balances are paid in full.

### **Re-Entry Students**

The student account balance for a re-entry student must be paid in full before the student is allowed to return. Payment for any balance must be paid before the beginning of the new term.

A withdrawn CSON student who is planning to return to CSON must have all prior balances paid in full before the student is allowed to return. Payment for any balance must be paid before the beginning of the new term. CSON can use current academic year funds to satisfy prior-year charges for tuition and/or fees of a total not to exceed \$200.

### **Withdrawn, Dismissed or Terminated Students**

Withdrawn students will be notified of their balance once the Return to Title IV calculation is processed. Any withdrawn student with a balance will need to contact the Student

Account Associate to set up payment arrangements. The student may either pay the entire balance in full or make a monthly payment until the balance is paid off. The Student Account Associate will mail 3 notifications to any student with a balance. A fourth notification will be sent to the student via certified mail. A minimum payment of \$50.00 must be made and if there is no payment and/or payments less than \$50.00 on the account after the 4th notification the Student Account Associate will submit the student's balance to a collection agency. CSON currently submits all past due balances to Delta Management Associates, P.O. Box 9191, Chelsea, MA 02150, Toll-free Phone: (800) 688-6337.

## **REFUNDS/CREDIT BALANCES**

A credit balance is created when the total funds credited to a student's account exceeds the total educational charges on the student's account. This credit balance will be processed by the Student Account Associate no later than 14 days after the credit balance occurred. The Student Account Associate will submit a check request to AHN accounts payable department. Once the paper check is received the Student Account Associate will notify the student that the check is available for pick up. If a student is no longer enrolled at Citizens School of Nursing the refund check will be mailed to the student's permanent address on file. If the refund check is not cashed, the Citizens School of Nursing will cancel the check and return the stipend funds back to the Department of Education no later than 240 days after the date the school has issued the check. Students who wish to carry their credit balance due to federal aid can submit a credit authorization form to the Student Accounts Office.

## **WITHDRAWAL/RETURN OF FINANCIAL AID**

The student has the option to withdraw from the program at any time.

Any student who wishes to withdraw from Citizens School of Nursing will be required to meet with the School of Nursing's Director and/or Assistant Director. The Director and/or Assistant Director will update the student's degree information in the student portal once they have spoken with and confirmed the withdrawal status of the student. The degree status update will then trigger notifications to each department to ensure the student's withdrawal is completely processed.

Once the Director of Financial Aid received the withdrawal notification they will follow the U.S. Department of Education's Federal Return of Title IV (R2T4) Funds policy within the designated timeframe. The Director of Financial Aid will cancel the student's future disbursements of any type of financial aid and notify NSLDS of the student's new enrollment status. At that time the Director of Financial Aid will send a letter advising the student how to complete the exit advisement to meet the exit advisement requirements. The exit counseling and R2T4 will be saved electronically under the student's account in the student portal and filed in their physical file.

The Student Account Associate will refund any Federal financial aid funds in accordance of the R2T4 calculation and guidelines set by the US Department of Education. All state funds will be refunded per the guidelines of the state grant agency. The Student Account Associate will update the student's account card to reflect all adjustments. The updated student account statement will be mailed to the student to inform them of the adjustments and of any balance that may have occurred due to the student's withdrawal.

Federal Title IV funds will be returned in the order as specified below:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Direct PLUS Loan
4. FSEOG
5. Federal Pell Grant

## **ENROLLMENT CONFIRMATION FOR FINANCIAL AID PURPOSES**

CSON will report a student's enrollment status through the National Student Loan Data System (NSLDS). Per the Department of Education guidelines the Director of Financial Aid will submit updated enrollment information every other month on NSLDS. When a student withdraws from a class or the program the Director of Financial Aid will update NSLDS to reflect the most up to date information.

A student may also submit an in-school deferment form to report their enrollment to prior lenders. The student will need to submit a completed in-school deferment form to the Student Account Associate. The Director of Financial Aid will certify the student's enrollment and email it to all of the student's prior lenders listed on NSLDS.

## **TAX DOCUMENTATION**

Citizens School of Nursing must provide Form 1098-T, Tuition Statement, for each student enrolled unless:

1. The student is a nonresident alien (unless requested by the student);
2. The student's qualified tuition and related expenses are entirely waived, or entirely paid with scholarships or grants; or
3. The student's qualified tuition and related expenses are entirely covered by a normal billing arrangement between the school and the student's employer or a government agency such as the Department of Veterans Affairs or the Department of Defense.

Citizens School of Nursing uses an outside agency, ECSI, to distribute their 1098-Ts. The Student Account Associate will submit the required information to ECSI to meet the allotted deadlines. The student can choose to have a paper form sent to their permanent address or electronically.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Citizens School of Nursing protects the privacy of its students and their families in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Students are entitled to see applications, grade transcripts, notice of financial aid awards and terms, and university reports and statistics. Since financial aid applications generally include confidential information from both parents and students, the Office of Student Financial Aid is committed under FERPA regulations to protecting the privacy of all parties. While financial aid counselors are permitted to discuss financial aid awards with students, they are not permitted to disclose specific parental financial information unless authorized to do so in writing by the parent. In cases of divorce or separation, financial information about the custodial parent cannot be shared with the noncustodial parent and vice versa.

## **CONSTITUTION DAY**

Citizens School of Nursing observes September 17th annually as Constitution Day. The Director of Financial Aid will send electronic communication regarding the United States Constitution to students on Constitution Day. The information provided in the email will include information about Constitution Day and specific historical information regarding the United States Constitution.

## **VOTER REGISTRATION**

The Director of Financial Aid will send an electronic message to each student with an Internet address where the voter registration form can be downloaded 60 days before each election date. Voter registration forms will also be made available to the students and will be made available at the front desk. The Director of Financial Aid will request voter registration forms from the state 120 days prior to the state's deadline.

## **NAME/CONTACT INFORMATION CHANGE**

When a student changes his or her name the student must complete a 'Change of Name/Address' form and provide a copy of the new legal government document(s) (Social Security Card or U.S Passport). The updated information will be corrected in the student portal and given to the Financial Aid Office. If the student is utilizing Title IV funds, the student must also prove that all Title IV documents have been updated.

## **ELECTRONIC CONSENT**

Consent to participate in electronic transactions is required for all financial information provided or made available to student loan borrowers and for all notices and authorizations to FSA recipients required under 34 CFR Information security requirements 15 USC 6801(b), 6805(b)(2) Federal Trade Commission regulations 16 CFR 313.3(n) and 314.1–5. CSON utilizes electronic communication with all applicants

and enrolled students. Electronic communications can be sent via the Campus Café Student Portal, D2L, email, etc. Applicants consent to electronic communications when they click 'submit' on their application to the School of Nursing. Once the student is enrolled in the program they student verifies that consent to electronic communications each time they log into the student portal via Campus Café. The following verbiage is provided to the student as soon as they log into the student portal. By clicking 'submit' the student is confirming their consent to receive communication by electronic means. Students wishing to opt out of electronic communication can complete the Opt-Out of Electronic Communication form to the Financial Aid Office.

### **Electronic Consent within Campus Café**

The Campus Café Portal provides access to information, resources and tools that you will use throughout your academic career as an AHN School of Nursing student. The decision whether to do business electronically with AHN School of Nursing is yours.

By clicking submit below you are providing your voluntary consent, you are opting to conduct electronic transactions or agreements with the School of Nursing that may occur at any time during your academic career, including actions related to admissions, financial aid, student accounts, including the 1098T statement, and registration. Some of these transactions and agreements may involve financial obligations.

When you agree to conduct business electronically with AHN School of Nursing, you acknowledge that you have read and consent to the following:

- You will conduct business electronically with the School of Nursing using a computer with a supported operating system and internet browser and sufficient electronic storage capacity.
- You will only access Campus Café Portal as yourself, using your personal ID and password. Use of the Campus Café Portal by anyone other than the account holder is strictly prohibited.
- The School of Nursing reserves the right to provide records in paper format at any time. However, AHN School of Nursing is not required to provide you with records in paper format.
- You may withdraw your consent to electronically conduct business at any time. However, if you withdraw consent, any transactions or agreements between you and AHN School of Nursing during the period after your consent to do business electronically, and before your withdrawal of consent, will be valid and binding on all parties.

If you do not agree with any of the items in AHN Schools of Nursing's Voluntary Consent for Electronic Transactions you should exit The Campus Café Portal by closing the browser window. By exiting the system you are choosing to opt out of electronic

transactions and you will not have access to use Campus Café Portal to conduct business electronically with AHN School of Nursing. To proceed with or obtain more information about conducting business offline, you must contact the Financial Aid Office.

## **DEPARTMENT OF VETERAN AFFAIRS**

Section 1018 of Public Law 116-315, *Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020*, adds new requirements for educational institutions participating in the educational assistance programs of the Department of Veterans Affairs (VA). The requirements are in addition to those embodied in the Principles of Excellence and institutions of higher education must satisfy to maintain approval for GI Bill® participation.

### **Policy Purpose**

This policy is to ensure that Citizens School of Nursing meets the Department of Veteran Affairs guidelines enacted by the *Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020*. The policy addresses each requirements listed in Section 1018 of Public Law 116-315. These requirements include:

#### **Section 1**

1. Schools must provide a covered individual (a student using benefits under chapter 30, 31, 32, 33, or 35 of title 38, U.S.C., or chapter 1606 of title 10, U.S.C.) with a personalized shopping sheet that contains:
  - a. Estimated total cost of the course that includes tuition, fees, books, supplies and any other additional costs.
  - b. Estimated cost of living expenses.
  - c. Amount of costs above that are covered by VA Education Benefits.
  - d. Other types of Federal financial aid, not administered by VA that is offered by the institution, that the individual may be qualified to receive.
  - e. Estimated amount of student loan debt the individual would have upon graduation.
  - f. Information regarding graduation rates.
  - g. Information regarding job-placement rates for graduates, if available.
  - h. Information regarding the acceptance of transfer credits including military credits.
  - i. Any additional requirements including training, experience, or examinations that are required to obtain a license, certification or approval for which the course of education prepares the individual.
  - j. Other information to facilitate comparison by the individual about aid packages offered by different educational institutions.
2. Personalized shopping sheets must be provided within 15 days after tuition and fees are determined for the academic year if there is a change.
3. Schools must maintain policies that:
  - a. Inform an enrolled covered individual of the availability of federal financial aid, not administered by VA that is offered by the institution.

- b. Alert the individual of the potential eligibility for other federal financial aid before packaging or arranging student loans or alternative financing.
  - c. Prohibit automatic renewal of a covered individual in a course and/or programs.
  - d. Ensure each covered individual approves of the enrollment in a course.
  - e. Allow enrolled members of the Armed Forces, including reserve components and National Guard to be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces.
  - f. Accommodate short absences for such services in the Armed Forces.
4. Schools must provide covered individuals the requirements for graduation and a graduation timeline.
  5. Accredited educational institutions agree to obtain approval of the respective accrediting agency for each new course or program.
  6. Schools must designate an employee of the educational institution to serve as a point of contact for covered individuals and family members seeking assistance with:
    - a. Academic Counseling.
    - b. Financial Counseling.
    - c. Disability Counseling.
    - d. Other information regarding completing a course of education at the education institution.

## Section 2

1. State Approving Agency will take action when the education institution does any of the following:
  - a. Carries out deceptive or persistent recruiting techniques including on military institutions.
  - b. Misrepresents payment of incentive compensation.
  - c. During a 1-month period makes three or more unsolicited contacts to a covered individual via phone, email and/or in person.
  - d. Engages in same day recruitment and registration.
  - e. Provides a commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities, or in making decisions regarding the award of student financial assistance. (Please note: schools are already subject to this requirement under 38 U.S.C. § 3696(d)(1)).

## **Shopping Sheet:**

The Financial Aid Office will provide a veteran eligible to receive GI Bills funds their personalized shopping sheet 15 days after they submit their matriculation agreement and/or once the financial aid office is made aware of their GI Bill eligibility, whichever is sooner. The shopping sheet details all of the requirements listed in Section 1 under policy purpose. The individualized shopping sheet will be mailed to the student with a letter

explaining what the shopping sheet contains. A copy of the shopping sheet will also be saved to the student's file in the student portal. The Financial Aid Office will also update the shopping sheet if any financial aid adjustments may occur. The revised copy will be mailed and saved electronically.

### **Policies:**

Each student is provided with a student handbook at the beginning of each academic year. The student must read and sign an attestation stating that they understand what was addressed in the student handbook. A copy of the signed attestation is kept in the student's clinical requirement folder and saved in their student portal. Each of these policies listed below are included in the student handbook.

Financial Aid Eligibility – Citizens School of Nursing has 2 separate policies clarifying financial aid eligibility and procedures used to providing financial assistance to prospective and enrolled students. The following policies are Federal Financial Aid Eligibility – POL-4434947 and Financial Aid POL-4434943. Each student will also be guided through the financial aid process. The policy notating these steps is Disbursement POL-4429357.

Automatic Renewal in a course and/or programs - Citizens School of Nursing is a lock step diploma program. Students cannot be automatically registered for a course if they student does not meet academic progress. This is address in our Satisfactory Academic Progression (SAP) and Student Graduation Requirements POL-4424448 policy. Students who wish to return after their first dismissal may do so but have to complete the re-enrollment process.

Suspend enrollment/short absences for Armed Forces – veterans who may have to suspend enrollment or have an absence due to being called to duty are provided guidance on a case by case basis by the Assistant Director. This is addressed in our Attendance policy POL-4429377 and Satisfactory Academic Progression (SAP) and Student Graduation Requirements POL-4424448 policy.

### **Graduation:**

The student handbook addresses the requirements to maintain satisfactory progress and graduation requirements. These requirements are also listed in Satisfactory Academic Progression (SAP) and Student Graduation Requirements POL-4424448 and on page 16 of the student handbook. Each student is provided with a student handbook at the beginning of each academic year. The student must read and sign an attestation stating that they understand what was addressed in the student handbook. A copy of the signed attestation is kept in the student's clinical requirement folder and saved in the student portal.

A veteran can refer back to their student handbook or review policy POL-4424448 for any questions in regards to graduation requirements.

**Accreditation:**

The Citizens School of Nursing is accredited by Accreditation Commission of Education in Nursing (ACEN). ACEN is Citizens School of Nursing's title IV gate keeper for all federal aid processed for Citizens School of Nursing's students. The Citizens School of Nursing must renew their accreditation with ACEN every 8 years to maintain their accreditation and title IV eligibility. ACEN has regulations set in place to maintain accreditation. ACEN regulations can be found on their site at <https://www.acenursing.org/accreditation-manual-policies/>. These regulations address section 2 of the policy purpose and the requirements for notification of any substantial changes.

Citizens School of Nursing has the following staff designate to serve as a point of contact for students seeking guidance in the following departments:

- a. Academic Counseling – Carolyn Smith-Hickman, Assistant Director
- b. Financial Counseling. – Sarah Loomis, Director of Financial Aid
- c. Disability Counseling – Dr. Marcia Cook, Director
- d. Other information regarding completing a course of education at the education institution. – Carolyn Smith-Hickman, Assistant Director

## **GRAMM LEACH BLILEY CYBERSECURITY POLICY FOR STUDENT INFORMATION**

The Gramm-Leach-Bliley Act (GLBA) enacted in 1999 (Pub. L. No. 106-102) provides a framework for regulating the privacy and data security practices of a broad range of financial institutions. This act requires financial institutions, including institutions of higher education to provide customers with information regarding the institutions' privacy practices security safeguards.

**Policy Purpose**

To ensure that Citizens School of Nursing meets the federal guidelines enacted by the Federal Trade Commission and the U.S. Department of Education. The policy addresses three information safeguards required in the federal regulation 16 C.F.R. Part 314. These requirements include:

- 1) Develop, implement, and maintain a written information security program.
  - a. Design and implement an information safeguards program.
  - b. Select appropriate service providers that are capable of maintaining appropriate safeguards.
- 2) Designate the employee(s) responsible for coordinating the information security program.
- 3) Identify and assess risks to customer information.
  - a. Periodically evaluate and update your school's security program

## **Policy Guidelines**

Citizens School of Nursing works cohesively with Allegheny Health Network and Highmark Health Information Technology (IT) department to ensure the privacy and data security for all School of Nursing's students. The procedures for the risk assessment can be found in Highmark Health policies 14.05 Acceptable Use of Electronic Communication and Information and 14.07 Electronic Communication and Data Exchange.

The following individuals are responsible for coordinating the information security program with the Allegheny Health Network, Highmark Health and Citizens School of Nursing:

- William Gooch - Information Risk Consultant
- Tamara Lauterbach - Cybersecurity Risk and Controls
- Jackie Lebo - Enterprise Risk/Governance
- Dr. Marcia Cook - Director
- Sarah Loomis – Director of Financial Aid

Allegheny Health Network and Highmark Health implements an annual risk assessment related to cybersecurity practices. The Enterprise Risk/Governance representative provides a copy of the risk attestation to the School of Nursing confirming the conduction of the annual assessment. The School of Nursing Director and the Director of Financial Aid maintain an electronic record of that risk assessment attestation. In the case of an identified risk in cybersecurity, the School of Nursing Director and Director of Financial Aid would work with the Enterprise Risk team to develop a plan for improvement in an effort to safeguard student information.

Citizens School of Nursing utilizes a student information system, Campus Café, to track the admissions, financial aid, academics, and registrar records. Campus Café maintains policies to ensure the security of the student's personal data. All Campus Café Information Security policies can be found in the signed contract with Campus Café and in Campus Café Manual online at <https://campus-cafe.document360.io/docs/policy-on-information-security>.

## **G. Promotion Policies**

### **ACADEMIC PROGRESS/PROBATION**

Academic Progress is determined by the documented successful completion of the required Nursing and College courses with a minimum grade of "C" on a semester-by-semester basis. Students who fail to complete the required college course work and/or who are placed on clinical probation will be permitted to continue enrollment with the Financial Aid eligibility for one (1) semester in order to demonstrate satisfactory academic progression. Failure to demonstrate progress will result in dismissal.

1. Academic progress in all nursing courses is evaluated at the end of each semester.

2. Academic progress for college course requirements will be evaluated at the end of each semester per policy Concurrent Completion of College Courses with Nursing Courses. Students who do not successfully complete the college courses delineated in the Master Rotation Plan may not enroll in the next semester.
3. Promotion to the next class requires passing grades in School of Nursing and in any college courses required for that semester.
4. Every course must be satisfactorily completed and documented by official transcript in order for a student to be eligible for graduation.
5. All nursing and college courses must be completed with a minimum grade of "C" in order for the student to be eligible for graduation.

## **DISMISSAL**

The School of Nursing faculty and administration make every effort to help students who experience difficulty in adjusting to the school and its requirements. However, a student may be dismissed whose health, conduct, attendance or level of achievement does not meet the standards essential to the individual's performance as a student and as a nurse.

1. The Director or Assistant Director, School of Nursing will hold a final conference with the student to explain the decision of the faculty and/or administration.
2. A letter specifying the nature and conditions of the dismissal will be placed in the student's file.
3. Exit counseling will be conducted to resolve any questions about financial aid obligations.

## **EVALUATION LETTERS**

Evaluation letters will be sent to the student at the end of each semester. Progress reports will be sent during the semester as necessary in the event of unsatisfactory academic or clinical performance. Additional copies will be sent to other persons and/or organizations only upon written request of the student.

1. Upon admission, students will be asked to complete the "Authorization Release of Evaluation Letters."
2. When a student's academic or clinical progress is such that a student will likely receive a grade of "D" or "F" or an unsatisfactory clinical evaluation at the end of the semester, the instructor is to apprise the Assistant Director of this situation so that a letter can be sent to the student at mid-semester or at any appropriate point in the course.

## **LEAVE OF ABSENCE**

A leave of absence is granted for illness, pregnancy, or personal reasons, provided the student is in good standing. No leave of absence will be granted to a student who is performing at an unsatisfactory level academically or clinically. A leave of absence is granted for up to six (6) months.

**When a student is away from the program longer than six (6) months, the leave becomes a withdrawal and the student may apply for readmission.**

PROCEDURE:

1. A student who wishes a leave of absence must submit a letter stating the reason and length of the leave to the Director, School of Nursing.
2. The student must arrange a final interview with the Director or Assistant Director, School of Nursing.
3. An Exit Interview will be conducted to resolve any questions about financial aid obligations. For financial aid refund determination, the official date of withdrawal will be the date that the formal written notification of withdrawal is received at the School of Nursing.
5. When any LOA extends beyond one (1) calendar year, the student may be required to re-enter the program in Semester 1 to repeat all nursing courses.
6. If the LOA is granted prior to course completion, the transcript will indicate WP (withdrawal/passing) or WF (withdrawal/failing).

## PROMOTION POLICY

Scholastic performance, clinical performance, conduct, and professional behavior are criteria utilized in evaluating students for promotion. The School of Nursing reserves the right to dismiss or request withdrawal of a student at any time for failure to meet the requirements of the School.

1. The progress of the student is evaluated at the end of each semester or as deemed necessary by the current faculty in the course.
2. Students are notified individually regarding their promotion status.
3. College courses as well as nursing courses impact promotion.

## READMISSION

A student may be considered for readmission to the educational program only one time after academic/clinical failure or leave of absence unless a life altering event has occurred. Students dismissed for conduct policy violations will **not** be readmitted.

1. Students requesting readmission will complete the information in Campus Café (student portal) under the direction of the Admissions Coordinator.
2. Students will not be readmitted if they receive a second "D" or below anytime during the program.
3. Applicants for re-admission will be notified of the school's decision via email and mail.
4. All returning students must submit official transcripts of completed college courses prior to returning to school. Failure to submit the required transcripts will delay re-admission and may result in withdrawal of the school's offer for readmission.

- Returning students must show evidence of completion of all college courses that are required in the curriculum plan up to the point of re-entrance.
5. In addition to college transcripts, all returning students will be required to submit prior to admission:
    - a. PPD test results (current)
    - b. Updated Criminal Background Check, FBI and Child Abuse
    - c. Evidence of current CPR certification
    - d. Current liability insurance
  6. Course enrollment and the sequence of those remaining courses will be determined by the school based on the curriculum plan, space available, and maximization of financial aid for the student.
  7. Prior to returning to the program, the students are required to meet with the Financial Aid Director at least six weeks prior to the re-enrollment date to discuss available aid and payment options.
  8. Readmission after being out of school more than one year from withdrawal will be treated as a new application for Semester 1.
  9. Student must be in good financial standing prior to re-admittance.

## **SECTION V – ACADEMIC ADVISORY SERVICE**

### **ACADEMIC ADVISORY SERVICE**

Each student will have a faculty advisor to aid the student in obtaining maximum benefit from learning experiences, identifying strengths, remedying weaknesses and determining the need for specialized services. The student will be required to meet regularly with their advisor if they:

- have a current nursing course of 78% or below
- are on probation
- are on a remediation plan
- received a mid-term warning letter

The Academic Advisory Service is designed to assist students with academic issues. Faculty advisors do not serve as counselors for students with emotional problems. Students in need of counseling will be referred to their primary care physician or the appropriate AHN resource.

## **SECTION VI – LEARNING RESOURCE POLICIES**

### **COMPUTER LAB RESOURCES**

Students and faculty will have access to the Internet and educational software.

1. A computer lab has been established for student and faculty use to access the Internet and to utilize educational software.

2. Use of the Internet by students is intended solely for activities that support the educational objectives of the program. Anyone accessing pornographic or otherwise inappropriate sites may be subject to discipline.
3. Orientation to the lab and available software is provided at the beginning of the program.
4. Students concurrently enrolled at affiliating colleges/universities are given access to the college computer labs and Internet services.

## **INTERLIBRARY LOANS**

The resources provide materials for students and faculty to facilitate learning and research. Resource users have access to most of the published nursing literature through interlibrary loan networks. Students may search the nursing literature through CINAHL (Cumulative Index to Nursing & Allied Health Literature), available through the AHN homepage (Education and Research > Health Science Libraries > View Your Hospital's Resources > Online Resources > EBSCO Medline/Cinahl/Cochrane). Medical literature can be searched through PubMed (PubMed.gov). Many articles are available either through the AHN database package, or free off the publishers' websites. There is usually a 24-hour turnaround time on articles ordered through Interlibrary Loan.

## **LEARNING RESOURCE ROOM ORIENTATION**

Students will be provided information explaining how to access the databases available through the AHN homepage.

## **LEARNING RESOURCE ROOM POLICIES AND PROCEDURES**

The educational program of the Citizens School of Nursing is supported by a learning resource room which helps to fulfill the school objectives by providing materials for use by both students and faculty.

### Learning Resource Room Hours:

The Learning resource room will be open during regular school hours Monday through Friday.

### Books and Journals:

Books and journals may not be removed from the Learning Resource Room. We retain books and journals for only 5 years (in accordance with ACEN recommendations), unless the books are of historical interest. Such books are marked with an "H" on the spine and kept on the relevant shelves, after the more current books

### Use of the Learning Resource Room:

Quiet discussions may be held in the learning resource room area. Otherwise, this permission will be revoked. Books are shelved according to the classes in which they are taught. Journals are shelved alphabetically. Materials used in the learning resource room are not to be returned to the shelf. Place them on the desk in the resource room.

## **COPYRIGHT POLICY**

The copyright law of the United States (Title 17 of the US Code) provides protection for copyrighted literary and artistic works. To meet consumer information guidelines from the Department of Education and to provide guidance to faculty, staff, and students, a policy has been put into place.

1. Only one personal copy of all copied works not originally created by faculty, staff, or students can be made. This includes:
  - Chapters from books
  - Articles from periodicals
  - Charts, graphs, diagrams, cartoons, or photos from newspapers, books, or periodicals
2. If any faculty, staff or student has permission of the creator of the work to make a copy, that permission must be in writing and presented to the Assistant Director of the school. Faculty produced handouts may be copied without written permission.
3. Students making classroom presentations may have photos and videos in a single-use PowerPoint for classroom presentation.
4. Students may not make several copies of the PowerPoint presentation for student handouts.
5. Students may **not** make copies of articles in periodicals, chapters in books, charts, graphs, or photos for another student.
6. Failure to follow the copyright policy may result in disciplinary action.

## **SECTION VII – STUDENT HEALTH PROGRAM**

### **STUDENT HEALTH PROGRAM POLICIES AND PROCEDURES**

A nurse's role in life is to promote optimum health. The profession you have chosen involves many hours of hard work, study and much energy. To succeed you must be in excellent physical condition. The patients that you care for look to you for strength and assistance, and if you are not in good physical condition, how can you take care of them?

Student nurses are encouraged to practice good health habits, such as eating well balanced meals three times daily, allowing time for proper rest and physical activities and reporting symptoms of illness promptly.

Occupational and Student Health programs operate within the overall framework of the philosophy and objectives of Allegheny Valley Hospital and Citizens School of Nursing to provide optimal supportive and restorative care to all health care providers. This goal is accomplished by screening all new students and employees, assisting them to maintain positive health practices and recommending medical and/or other assistance as may be indicated. The Employee Assistance Program is available to the student by calling 800-424-5805 or visiting [www.Magellanascend.com](http://www.Magellanascend.com). These services are available 24 hours a day/7 days a week.

## PRE-CLINICAL PERIOD REQUIREMENTS

### PRE-CLINICAL REQUIREMENTS:

1. Physical Examination
  - a) Prior to beginning class and clinical experience, all students are to submit documentation of a physical examination that certifies the individual is free from, and has been vaccinated against, ordinary communicable disease and has a health status consistent with meeting the physical demands of the program. **If a student refuses vaccination, that student may not be admitted to the program.**
2. Typical Physical Demands of the Educational Programs
  - a) Nursing students, under direct faculty supervision, perform essentially the same physical activities in the clinical areas, as do professional registered nurses.
  - b) Nursing students must possess the knowledge and ability to learn to effectively assess patients' biopsychosocial and spiritual needs. They must possess the cognitive ability and physical skills to learn to utilize a problem solving approach to assessing patients in order to identify health problems, planning and implementing a broad range of therapeutic nursing interventions and evaluating the nursing care provided and the patient's response. The skills and abilities inherent in the practice of nursing include, but are not limited to observation, communication, critical thinking, quantification, and motor activity.
  - c) Nursing students must be able to speak, hear and observe patients in order to elicit information and describe changes in the patient's status including the observation of non-verbal patient behavior and communication. Nursing students need to have corrected vision and hearing to normal range and should be able to communicate effectively in oral and written form with all members of the health team.
  - d) Students will need to be able to perform motor skills requiring full range of body motion, including handling and lifting patients, manual and finger dexterity and eye hand coordination. Clinical nursing requires standing and walking for extensive periods of time and the occasional lifting and carrying of items weighing up to 50 pounds.
  - e) Students will need the ability to learn to adapt to working under changing

and stressful conditions and should be aware that they will be exposed to communicable diseases and bodily fluids. Students are provided with knowledge and skills related to their own protection when working with patients who have infectious disease processes and when handling body fluids.

- f) Technical accommodation can be made for some disabilities, but a student should be able to perform in a reasonably independent manner. The use of a trained intermediary is not acceptable in that the student's judgment must be mediated by someone else's power of observation and selection.
  - g) Qualified students with disabilities, on an individual basis, will be provided necessary or reasonable accommodation with primary emphasis taking into consideration the educational and safety needs of the student, and the safety of patients.
  - h) The process of providing accommodations to disabled students will include, but not be limited to, medical determination of the disability by the student's licensed health care provider to include a statement of the student's abilities and limitations in relation to these program requirements. The student may be evaluated by the Hospital's Occupational Health department and possibly referred for additional professional evaluation.
3. Prior to beginning the clinical portion of the program, each student will be given a Cumulative Health Record. This record is to be completed and submitted to the School. In order to complete this record, the student will acquire a complete physical. Mumps, Rubeola, Rubella and Varicella titres/ antibody test are required. Immunizations will be required pending blood screening results indicative of a lack of immunity. Hepatitis B vaccination is required. If the student has already completed the three-part injection series prior to beginning the required pre-entrance physical, the student is to have a titre done to ensure immunity. Current PPD test is also required. Documentation of all vaccination dates and titres is to be included in the health record. The choice of the primary health care provider is at the student's discretion. Students refusing immunization and hepatitis antibody surface antigen screening will be required to sign a release.
4. Any physical problems identified during the pre-clinical examinations should be treated and a written follow-up statement needs to be sent to the School.

#### CLINICAL REQUIREMENTS:

- 1. Medical Insurance
  - a) All students are required to carry personal health insurance coverage.
  - b) The hospital will not assume any responsibility for debts due to illness.

2. Health Screening/Physical Examination
  - a) Each student will need to have proof of PPD testing done before entering the program.
  - b) Influenza Vaccine will be offered by the hospital.
  - c) During Orientation, the students will be given information concerning blood-borne pathogens, risks to exposure and preventative measures.
  - d) Students will be given a copy of their immunization record upon completion of their school program.
  
3. Immediate Professional Health Care
  - a) All students are to utilize their own personal care physician for health care needs. Neither AVH nor affiliating agencies will be responsible for treating ill students. If a student chooses to utilize the Hospital's Emergency Department for care, the student and the student's insurance company will be billed. Students are not provided the same benefits that hospital employees are provided under Workman's Compensation. For this reason, it is expected that the student will carry his/her own insurance. Needle stick injuries or body fluid exposures will be handled according to the hospital's protocols through the Emergency Department.
  
4. Illness
  - a) After an illness of three days or more, or after an injury requiring the application of a cast or the use of crutches, students must provide the school with a physician's release. This release is to specify whether the student may attend class or clinical and is to indicate any activity restrictions and the length of time of those restrictions.
  - b) Students are to schedule physician's appointments so they do not conflict with class or clinical time.
  - c) School policy provides opportunities for students who are in good standing to complete course requirements following a prolonged absence due to a documented illness (Refer to the Attendance Policy).
  
5. Accidents
  - a) Accidents or injuries which occur to nursing students while on the clinical area or in the School of Nursing building must be reported within 24 hours to the Nursing School Administration to ensure proper investigation and documentation of the occurrence per hospital policy.
  
6. Medical Disabilities
  - a) Students are encouraged to inform the Director, School of Nursing or Assistant Director of any medical disability or condition, to include pregnancy that develops that might affect the safety of the student, staff or patient during the clinical experience. Depending on the nature of the

medical condition, a statement by a physician may be required that includes the nature of the disability and physical or clinical experience accommodations or limitations required by the student. The student may be referred to the hospital's Occupational Health Department for evaluation. Student confidentiality will be maintained regarding the nature of the medical condition with only the Assistant Director, the Director, School of Nursing and the Occupational Health Nurse having access to this information. Faculty involved with students will be informed of the physical/clinical limitations and accommodations only. No information will be released to any person/agency without prior written consent of the student.

#### 7. Communicable Diseases

- a) Any student who contracts or has an immediate family member who contracts chickenpox, measles, scabies, lice, pertussis, COVID-19, or any other communicable disease must inform the Assistant Director **immediately** so that assurances can be made that communicable diseases are not transmitted to classmates, hospital staff or patients.

#### 8. New Student Drug Screening

- a) In an effort to protect the interests of patients, employees, and students, the School of Nursing will conduct drug screening on all new students.
- b) A positive test result for any drug other than a therapeutic dosage of a legally prescribed drug or over-the-counter medication is considered grounds for dismissal. The fee for the drug screening is charged to the student as a non-refundable fee.

## SECTION VIII – STUDENT RIGHTS AND RESPONSIBILITIES

### EDUCATIONAL EFFECTIVENESS: THE STUDENT’S RIGHT TO KNOW

#### NCLEX-RN

In order to practice as a registered nurse, graduates must pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The pass rates for the last three classes are as follows:

Class of 2021 – 87.5%

Class of 2020 – 97%

Class of 2019 – 88%

#### RETENTION RATES

Class of 2021:

Cohort start Fall 2019 – 65%

Transfer student cohort start January 2020 – 83.33%

Transfer student cohort start May 2020 – 33.33%

Class of 2020:

Cohort start 2017 – 74%

LPN Cohort start January 2018 – 100%

Transfer student cohort start January 2018 – 60%

Transfer student cohort start May 2018 – 100%

Class of 2019 – 93%

### EMPLOYMENT PATTERNS

Employment of graduates at six months after program completion is as follows:

Class of 2021 – 82%

Class of 2020 – 97%

Class of 2019 – 94%

### STANDARDIZED TESTING

Various standardized tests are administered throughout the program. Standardized comprehensive review tests are given at the end of the program to assess readiness for the nursing licensing examination. The school uses standardized testing to counsel and evaluate individual students and to evaluate program strengths and weaknesses. Information related to this performance will be made available upon request.

### GRADUATE AND EMPLOYER SATISFACTION

Parallel studies of recent Citizens School of Nursing graduates and their employers showed that graduates were satisfied with the education they received at the School of Nursing. Both graduates and their employers responded that the graduates were well prepared for entry level nursing practice.

### CAMPUS SECURITY

Campus Safety and Security information is collected and published annually for students.

## **ACCREDITATION**

Accreditation Commission for Education in Nursing, Inc. (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

Phone: 404-975-5000

Fax: 404-975-5020

## **EVALUATION OF THE PROGRAM BY STUDENTS**

Students are asked to complete the following at the end of each nursing course:

1. Course Evaluation
2. Faculty Evaluation

These evaluations are utilized to measure classroom effectiveness as well as learning that has taken place in the classroom and clinical area.

Students complete an annual evaluation of School Services. Areas addressed include resource center, learning lab, facilities, advisement, student activities, etc.

An exit interview is conducted at the time of graduation to document employment, program satisfaction, perception of readiness for employment and suggestions for program improvement.

## **FORMAL COMPLAINT POLICY AND PROCEDURE**

The School of Nursing intends to be open and responsive to formal complaints about the school, applicants or students that are submitted by students or others.

1. A formal complaint must be in writing and signed by the person submitting the complaint.
2. The complaint is to be submitted to the Director, School of Nursing, who will investigate the complaints and respond to the person submitting the complaint as per the Hospital policy on investigation of complaints (AHN Patient Complaints, Grievances and Compliments; Policy Web: POL-4444282).
3. The complaint may also be referred to an appropriate committee of the Faculty Organization for consideration and action.
4. Documentation of the complaint and its disposition will be housed in the School of Nursing Office.

## **GRIEVANCE PROCEDURE AND COMMITTEE**

It is the policy of Citizens School of Nursing to provide established channels of communication for resolving academic and non-academic student grievances.

Grievance - any infringement of the Student Bill of Rights that has not been successfully resolved through the established lines of communication and/or when the education of a student has been impeded as a result of the actions of another student.

## **GRIEVANCE COMMITTEE**

### **OBJECTIVES:**

To provide a means of communication between students and faculty.

To provide a process for handling student unresolved complaints.

### **MEMBERSHIP:**

The members of this committee will include:

1. Student Membership
  - a. Each level will elect two (2) student representatives and two (2) alternates. (Preferably, each section will elect one representative and one alternate) for a one year term.
2. Faculty Membership
  - a. Faculty members appointed annually.
  - b. One of the faculty members will be appointed to the role of chairperson and one to the role of secretary.
  - c. The chairperson will not vote unless there is a tie.
3. If the grievance is against or by a member of the Committee, the alternate will replace this member.

### **MEETINGS:**

An organizational meeting will be held at the beginning of the academic year for the purpose of orienting the committee to the policy and procedures.

Other meetings of the committee will be called as the need arises.

## **PROCEDURE FOR CHANNELING GRIEVANCES**

1. The grievant will discuss the problem with the appropriate involved individual during the semester in which the problem occurred.
2. If the problem is not resolved, both parties involved will meet with the Director, School of Nursing.
3. If the problem remains unresolved, the grievant will communicate in writing to the Chairperson of the Grievance Committee by completing the *Statement of Grievance* form and submitting the form to the School of Nursing Office no later than five (5) days following the end of the semester in which the problem occurred.
4. The Grievance Committee will meet within seven (7) working days of receipt of the *Statement of Grievance* form.
5. The Chairperson will notify the grievant, party grieved against and the members of the committee in advance of the meeting date, time and place.

6. The party grieved against may submit in writing a written response to the charges no less than two (2) days in advance of the meeting.
7. Each party to the grievance will meet individually with the committee for initial presentation of testimony not to exceed 30 minutes in length. All testimony will be audiotaped for accurate transcription.
8. Following initial presentations, the parties may be individually recalled by the committee for clarification of issues.
9. After all issues have been heard by the committee, the committee will meet privately for discussion and decision-making. The decision will be made by secret ballot with majority rule.
10. A copy of the *Grievance Committee Work Record* form will be submitted to the Director, School of Nursing. The Director is responsible for communicating committee recommendations/ decisions to all involved parties.
11. The grievant will be informed in writing via certified mail (return receipt requested) of the recommendations/decisions of the grievance committee. The recommendation/decision will be mailed within three (3) working days.
12. A copy of the complete committee minutes and audiotape will be submitted to the Director, School of Nursing. The Director will place this information in a secure file in the School of Nursing Office.
13. Condensed minutes will be distributed to each Committee Member stating: date, time committee met, members present, grievance heard and results (committee decision for or against grievant).
14. In the event of a tie vote, the chairperson of the Grievance Committee will cast the deciding vote.

## **APPEAL PROCESS**

1. A written request for appeal of grievance committee recommendations/decision will be submitted to the Director, School of Nursing by the grievant within seven (7) working days of the receipt of the grievance committee recommendations/decisions (date to be determined by postal documentation of receipt).
2. The Director, School of Nursing will review all materials, interview both parties and utilize resource people in order to provide a fair, objective opinion.
3. The Director, School of Nursing will notify involved parties of action to be taken.
4. The decision of the Director, School of Nursing will be final.

5. If the grievance is against the Director, School of Nursing, the appeal will be handled at the next level in the chain of command.

NOTE: At no time is a patient/family to be involved in any phase of the grievance.

**CITIZENS SCHOOL OF NURSING  
STATEMENT OF GRIEVANCE**

Name of person filing grievance: \_\_\_\_\_

Name of person against whom grievance is registered: \_\_\_\_\_

Date grievance presented to chairperson: \_\_\_\_\_

Statement of Grievance: Specific right(s) which has been violated:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of occurrence of grievance: \_\_\_\_\_

Description of incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Persons involved in incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evidence to support grievance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outcome expected by person with grievance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date received by chairperson: \_\_\_\_\_

## STUDENT BILL OF RIGHTS

1. The Citizens School of Nursing has an obligation to set and exemplify standards of professional conduct and responsibility.
2. Students should be encouraged to develop the ability to make critical judgments and to engage in a sustained, independent search for knowledge.
3. The freedom to teach and to learn are inseparable; these freedoms must be exercised with responsibility.
4. The Citizens School of Nursing has a duty to develop policies and procedures which provide, safeguard and assure the student's freedom to learn.
5. The student body has the right to a responsible voice in the formulation and application of school policies affecting academic and student affairs.
6. The means by which the student body participates in the formulation of school policies should be clearly defined in the student handbook.
7. The Citizens School of Nursing shall not discipline any student except for just and reasonable cause which shall include, but shall not be limited to, violations of school regulations formulated with student participation and announced in advance or published in the student handbook. Students must have full knowledge of the regulations and grievance procedures contained in the Student Handbook.
8. Students must be free to offer opinions, pro or con, regarding information or views presented in any course, but they are responsible for learning the content of the course. Their opinions should not interfere with patient care.
9. Students and student organizations must be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately without infringing on the rights of others.
10. Students have the right to participate in furthering their education by suggesting speakers to present programs.
11. Students must have protection through established procedures against prejudiced or unjust academic and/or clinical evaluation, but they are responsible for maintaining the standards of academic and clinical performance.
12. Students must be informed of their clinical and academic performance through evaluation.
13. Information about student's views, beliefs, political and social associations which instructors acquire must be considered confidential and not released without the knowledge or consent of the student.
14. Students have the right to belong to, or refuse to belong to any organization.
15. Neither requirements nor restrictions of Citizens School of Nursing can interfere with the individual's rights as a citizen of the United States.
16. No qualified student will be denied admission to Citizens School of Nursing on the basis of race, color, religion, creed, sex, national origin, age, disability or ancestry.
17. No student will be discriminated against on the basis of race, color, religion, creed, sex, national origin, age, sexual orientation, disability or ancestry.
18. The Citizens School of Nursing must have a policy addressing information included in a student's record and condition for its disclosure.
19. Students must be assured access to their own files through established procedure.
20. Adequate safety precautions must be provided.

## STUDENT RECORDS: CONFIDENTIALITY, ACCESS, AND AMENDMENT

Student records are confidential. Information is not released without student consent except under certain need to know situations. Students have the right to read and request that portions of the record that the student believes are inaccurate or misleading be amended.

- I. Confidentiality and release of records:
  - a. Student information is not released without written consent of the student.
  - b. Parents of students 18 years of age and older may be provided information from a student's academic record only with the written consent of the student.
  - c. When a student grants access to an individual and that person requests access to information, the requestor must provide student identifiers including name, last 4 digits of student's social security number and the student's birth date.
  - d. Only School and Hospital employees with a legitimate need to know have access to student records.
  - e. Access to student records and release of information without student consent may include the US and State Departments of Education or educational authorities connected with certain state or federally supported education programs.
  - f. Access to student records without consent will be granted to certain persons employed by AHN to perform special tasks such as the Financial Aid Servicer, attorney, auditor, and the accrediting and approval bodies the ACEN and PA State Board of Nursing.
  - g. Access to records without consent will be granted to appropriate parties in a health and safety emergency, in accordance with the USA Patriot Act, Megan's Law, and Campus Sex Crimes Prevention Act.
- II. Student access:
  - a. Students may review their records by submitting a written request to the Director, School of Nursing.
  - b. The date of the review shall be within 30 days after the School receives the student request.
  - c. A representative of the School, designated by the Director, shall be present during the review and shall be conducted on the premises of the School.
  - d. At the time of the review, the student and representative of the School shall sign the form, Record of Student's Access to Student's Record. This form will then become part of the student's file.
- III. Student request to amend a record:
  - a. The student must submit a written request to the Director, School of Nursing and identify the specific part of the record the student believes is incorrect or misleading and state the reason.

- b. Within ten (10) working days, the School will acknowledge the receipt of the request in writing and indicate whether the record was amended as requested.
- c. If the Director does not concur with the requested amendment, the student may request a further review, which will be conducted by the Vice President of Nursing Education and Professional Practice whose decision will be final.

## **SECTION IX – STUDENT ACTIVITIES**

### **COMMUNITY SERVICE**

Community service refers to any volunteer work done in the service of one's community. At Citizens School of Nursing, community service is an adjunct to planned clinical experience, not a replacement.

Citizens School of Nursing requires that each student complete at least 4 hours of volunteer service in the first year and 4 hours of volunteer service in the second year. A total of 8 hours is required before graduation. Students who do not attend a full year may have the 4-hour requirement reduced.

- The student must obtain approval for the activity/service from the faculty designee.
- After participation, the student submits validation to designated personnel.
- Opportunities for community service activities will be announced and/or posted.
- Failure to complete 4 hours of community service per year will result in professional probation.

### **OBJECTIVES OF THE STUDENT ACTIVITIES PROGRAM**

1. Provide a program designed to help meet the expressed cultural, social, recreational and religious needs of the student.
2. Encourage participation in community, social, and professional activities.
3. Promote self-expression and the development of leadership abilities.
4. Serve as a channel of communication between the Student Council and the Faculty Organization.
5. Stimulate the interest of qualified persons in the career of professional nursing.

## **RULES AND REGULATIONS OF STUDENT COUNCIL**

### **Article I - Name**

Section 1 This association shall be known as the Student Council of Citizens School of Nursing.

### **Article II - Purposes**

Section 1 Provides an opportunity for the exchange of ideas between the classes.

Section 2 Provides a medium for discussion of matters of concern to the students.

Section 3 Works within the student activities budget and proposes expenditures for each activity on the calendar.

Section 4 Assists the faculty in stimulating interest of qualified persons in the career of professional nursing.

Section 5 Serves as a channel of communication between the students and the faculty.

### **Article III - Membership**

Section 1 Four (4) students from each class plus two (2) alternates.

Section 2 First Level: Two (2) students per each section plus one (1) alternate elected each year.

Section 3 Second Level: Two (2) students each per section elected at the beginning of the school year totaling four (4) representatives. One (1) alternate from each section will also be elected.

Section 4 Faculty Advisors

Section 5 Director, School of Nursing shall be an ex-officio member.

Section 6 President and Vice President will also be elected. These positions are responsible to handle communication for the second level regarding graduation planning, uniform choice, and they may offer a speech at graduation.

### **Article IV – Selection of Representatives**

Section 1 Election of student representatives shall be held as stipulated in Article III and as needed to fill vacancies. Representatives may volunteer or may be determined by election.

### **Article V - Meetings**

Section 1 There shall be one (1) organizational meeting at the beginning of the school year. Other meetings will be scheduled in conjunction with an advisor as necessary.

### **Article VI - Voting Power**

Section 1 All representatives have the power to vote.

### **Article VII - Faculty Advisors**

Section 1 The Advisors to the Student Council shall be Faculty members, appointed by the Director or Assistant Director, School of Nursing as class advisors.

- Section 2 The Advisors Shall act as resource persons concerning activities and expenditures.
- Section 3 An Advisor shall be present at all meetings.
- Section 4 An Advisor shall act as parliamentarian.
- Section 5 The Advisors shall act as a liaison between Student Council and Faculty Organization.

### **Article VIII- Student Representation on Faculty Organization Committees**

- Section 1 The First level will select one representative to the following Faculty Organization Committees: Curriculum, Resource, and Grievance.
- Section 2 The Second level will select one (1) representative to the above committees.
- Section 3 Each class section will select one (1) representative and one alternate to the Grievance Committee.
- Section 4 Student representatives to Faculty Organization Committees are to attend meetings and serve as liaisons between their classes and the faculty by sharing concerns and suggestions, reporting on committee actions, and exchanging information. Students unable to attend a meeting are to arrange to have an alternate attend.
- Section 5 Students who serve on Student Council committees or as representatives to Faculty Committees will be granted credit toward community service hour requirements.

### **Article IX - There shall be a SNAP (Student Nurses Association of Pennsylvania) Chapter**

- Section 1 Functions
- a. To provide direct input into the standards and process of nursing education.
  - b. To support legislative actions influencing nursing education and practice.
  - c. To promote and encourage nursing student participation in community affairs and activities toward improved health care and the resolution of related social issues.
  - d. To assist the national organization in representing nursing students to the consumer, institutions, other organizations, and governmental bodies.
  - e. To promote and encourage student participation in interdisciplinary activities.
  - f. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of person's race, color, creed, sex, national origin, economic status, or sexual preference.
  - g. To promote and encourage a collaborative relationship with nursing and related health organizations in Pennsylvania.
  - h. To inform and advise the nursing student of their rights and responsibilities.

- Section 2 SNAP Advisor - Appointed annually by Assistant Director, School of Nursing
- Section 3 Meetings – There will be one (1) organizational meeting at the beginning of the school year. Other meetings will be scheduled in conjunction with an advisor as necessary.

### **Article X – Fiscal Year for All Student Activities**

- Section 1 The Fiscal Year shall be from July 1 to June 30 for all activities.

### **Article XI - Parliamentary Procedure**

- Section 1 All meetings shall be guided by *Roberts Rules and Order Revised*.

### **Article XII - Amendments**

- Section 1 Proposed Amendments to these rules and regulations will be presented to the Student Council and entire student body in written form for discussion.
- Section 2 A 2/3 vote of all those present is necessary to amend the Rules and Regulations.

## **SECTION X – STUDENT CONDUCT POLICIES**

### **Social Media Policy**

The School of Nursing respects the right of students to participate in online social media communications and networking. Popular social media platforms offer a unique, easily accessible fast channel for sharing information electronically. Social media participation, however, creates responsibilities for students. It is imperative that students be conscious of the information and personal views they share electronically via social media platforms. Students must understand how their social media activities can affect the reputations of the individual student, the school and the clinical agency.

1. Students must know and follow the fair use laws, copyright laws, code of ethics and HIPPA regulations in all professional and personal communications. Students may not post material that is obscene, threatening, harassing, abusive, slanderous, hateful, embarrassing ,of a bullying nature, or unlawful.
2. Students may not use or post the Allegheny Valley Hospital, AHN or School of Nursing logos, graphics, photographs, or other artwork.
3. Students may not take pictures in the clinical area or any other AHN property. Therefore posting of any clinically related picture is absolutely a conduct violation.
4. Students may not release confidential information about patients, clinical facilities or other students in social media communications.
5. While AHN recognizes the right of students to engage in dialogue and provide information on social media websites about day-to-day issues that may relate to

their student experience or responsibilities, all students must refrain from posting information about AHN or CSON that could detrimentally affect AHN's or CSON's reputation, violate policies, or might embarrass or offend employees, or other students, patients, or other constituents of AHN.

6. Social media users must understand that there is no guarantee that user content posted on a site will not be viewed by an unauthorized person and that posted information may never be completely and forever deleted from the internet. Some employers check the social media sites relative to potential hires.
7. A situation that comes to the attention of the School will be evaluated by the school and Allegheny Health Network Human Resources and possibly Corporate Compliance. Disciplinary action will be decided by Faculty in conjunction with Allegheny Hospital Human Resources.
8. Additional detail is available in AHN Personal Use and Business Use of Social Media by AHN Employees; Policy Web: POL-4427803.

## **DISCIPLINE/DISMISSAL PROCESS**

It is the policy of the school to:

1. Establish rules that are related to the orderly, efficient and safe operation of the School.
2. Discipline when rules or regulations are violated, according to the nature and gravity of the offense and the past record of a student in his/her time with the School.
3. Impose similar degrees of penalties for all infractions of a like nature and degree of seriousness so that all students will be treated fairly and impartially.
4. Administer all discipline as a corrective measure rather than a punitive measure.
5. Obtain substantial evidence or proof that a student committed an infraction before considering disciplinary measures.
6. Inform any student, with reasonable precision, the offense with which he/she has been charged, allowing such student the opportunity to defend his/her behavior.
7. Allow a disciplined student to have the opportunity of seeking redress through the grievance procedure.

When a student violates rules or regulations, disciplinary action will be taken. Before disciplining, an investigation must be conducted to determine whether or not the student has violated a rule or regulation. Substantial evidence or proof must be obtained. Such evidence need not be conclusive or beyond all reasonable doubt but must be truly substantial. Once substantial evidence has been established, the student should be provided with information concerning the offense, which he/she has been charged, and allowed to defend the behavior. If the investigation determines a violation of rule or regulation, appropriate discipline must be given.

The following is applicable:

1. First Offense

When infractions of rules or regulations occur, the Director, School of Nursing will verbally warn the student. A verbal warning is usually sufficient, unless the first offense is of a serious nature. The verbal warning must:

- a. Clearly inform the student of the rule or regulation which has been violated. Clear and concise guidelines for improvement must be included.
- b. Inform the student that the behavior violated a rule or regulation and that continued violations will result in a specific penalty.
- c. Document in writing, all facts, awards and any other pertinent information. A copy of the documentation is placed in the student's file.

2. Second Repeated or More Serious Offense

When infractions of rules or regulations continue after a student has been verbally warned, or in the case of a more serious offense, a written warning is essential. The written warning must be presented by the Director, School of Nursing in the presence of a faculty member. A copy of the written warning must be provided to the student and a copy is placed in the student's file. The written warning must contain:

- a. The rule or regulation which has been violated and degree of seriousness.
- b. Complete facts concerning the violation and the degree of seriousness.
- c. A summary of previous violations and types of warnings administered.
- d. A specified time frame for correction of the behavior.
- e. The consequences the student can expect for failure to abide by rules or regulations in the future.

3. Third or Severe Offense.

When infractions of rules or regulations continue after a student has been given a written warning, suspension should be given according to the degree of seriousness of the offense. The entire faculty will be consulted prior to awarding a suspension to ensure that any penalties are imposed in a fair manner. A summary covering the facts leading up to the suspension must be made in writing and a copy placed in the student's file. A suspension may be given **without** prior written warning if the offense is serious enough.

4. Fourth or Grave Offense.

When infractions of the rules or regulations continue after a suspension, dismissal will be the next, and final, step of the progressive disciplinary action. An offense may be so serious that it warrants dismissal without verbal or written warnings.

When this occurs and in the absence of concrete evidence and confirmation, a temporary suspension must first be awarded pending the outcome of the final investigation and confirmation of the necessity for dismissal. The suspension should not be for more than three (3) days in length.

**APPEAL:** Any student who feels that the awarded disciplinary action is unwarranted or too severe, has the right to object through the grievance procedure. School of Nursing Administration reserves the right to administer discipline as deemed appropriate.

## **PROFESSIONAL PROBATION POLICY**

Citizens School of Nursing has the right to determine fair and equitable procedure when and upon whom penalties for violation of conduct regulations will be imposed.

It is also the belief of the Citizens School of Nursing Faculty and Administration that all policies including but not limited to the Student Conduct Policy, are expected to be followed without variation. In the event that a student violates policy or demonstrates unprofessional behavior, they will be placed on Professional Probation.

A student may only be placed on Professional Probation once in their academic career. A second violation will result in dismissal from the program. A student may not graduate on Professional Probation.

Students will receive documentation when placed on Professional Probation which will delineate the offense, correction plan, time frame for completion of the plan, and ramifications if the plan is not completed. A copy of the letter will be placed in the student's file.

## **POLICY ON DRUG-FREE WORKPLACE**

(Refer to AHN Fitness for Duty Policy; Policy Web: PL-4420240)

In accordance with the Drug Free Workplace Act of 1988, Allegheny Valley Hospital and Citizens School of Nursing will maintain a work and learning environment which is free from the use, sale, possession or distribution of illegal drugs or alcohol and the improper or abusive use of legal drugs on hospital premises. All students are required to attend class and clinical experience, either on or off hospital premises, without the presence of illegal drugs, alcohol or inappropriate legal drugs in their system. General information concerning substance abuse and the related legal implications and school policies will be provided each year.

### 1. Illegal Drugs/Controlled Medications

Illegal drugs, for purposes of this policy include but may not be limited to narcotics, hallucinogens, depressants, stimulants, or other substances capable of creating or maintaining adverse effects on a student's physical or emotional or mental state. Also included are controlled medications not prescribed or prescribed for current treatment by a licensed medical professional to address a specific condition.

2. The unlawful manufacture distribution, dispensation, possession or use of a controlled substance on Hospital property or while participating in a school related activity off Hospital premises is absolutely prohibited.
3. Disciplinary Action  
Any student who is found to be in violation of this policy will be subject to disciplinary action. Students who are charged with illegal drug activity also will be considered in violation of this policy. Disciplinary action will include warning, suspension and/or termination.  
Students also must report to the Director, School of Nursing, any convictions under a criminal drug statute for violations occurring on or off Hospital premises.
4. Any student receiving Financial Aid will acknowledge in writing his/her understanding of the **imminent** loss of financial aid when arrested or convicted of a drug related offense.
5. The conviction of a criminal offense, especially one related to drug and alcohol use, may delay/or prevent the obtaining of a license to practice nursing.
6. Over-the-Counter or Prescribed Drug Use  
A student who is taking over-the-counter medication or a prescribed drug should consult his/her prescribing medical professional to determine whether the drug may have an adverse effect on personal safety or clinical performance. If the use of the medication could pose a danger or affect judgment and performance, the student must inform the instructor of his/her condition. The instructor may adjust the student's assignment until the student can assume full and effective nursing responsibilities.
7. For Cause Testing and Post Accident Testing  
When an instructor observes behavior or performance problems or other evidence exhibited by a student during the course of clinical experience or after a reportable incident, the instructor will immediately determine if the student presents an adverse effect on their personal safety, the safety of patients or co-workers and/or clinical performance.
8. Testing Procedure  
When an instructor determines that a student presents an adverse performance effect as outlined above, the instructor will remove the student from the clinical area or classroom as soon as possible. The student should be accompanied to a private area by the instructor. The instructor shall then document the behaviors causing the student to be removed. The student will then be requested to consent to a drug or alcohol screen and if the student agrees to the screen, he/she must sign the testing consent form. The nursing instructor is to call the Director, School of Nursing before removing the student from the clinical area.

- Upon completion of the testing procedure, the student should be immediately sent home. The Director will determine when the student may return to school.

9. Refusal to Test

If a student refuses to be tested, they will be immediately sent off duty. The Director, School of Nursing will arrange to meet with the student immediately concerning the need for testing. If the student continues to refuse to be tested, they will be subject to further disciplinary action up to and including dismissal.

10. Adjustment Plan

Students with positive tests will be encouraged to voluntarily seek assistance prior to there being cause for further disciplinary action. If the student is undergoing treatment, and if in the opinion of the program counselor, the student is able to continue in the educational program while undergoing treatment, they may be permitted to return to the program providing the student agrees to assigned random testing period of one year. If the student tests positive during the one-year period, they will be dismissed from the program. If the student's counselor determines that the student is unable to attend class and clinical experience at that time, a leave of absence will be made available to the student. Upon completion of the treatment, the counselor must certify to the Director, School of Nursing that the student may return to school. The student must then agree to a signed random testing program for a one-year period. If the student tests positive during this one-year period, they will be dismissed.

11. Miscellaneous

- a. Impaired students who are leaving the hospital must be counseled by their instructor to not drive their vehicles and to assist them in seeking alternate transportation to their homes.
- b. In any testing situation in this policy, if over-the-counter or prescription drugs are detected, the student will be required to prove medical or professional authorization for their use. The hospital reserves the right to contact the student's physician or professional for verification or may refer the student to the hospital Occupational Health Physician for verification and review of the condition and medication usage.

**FEDERAL TRAFFICKING PENALTIES (<http://www.dea.gov>)**

Schedule	Substance/Quantity	Penalties	Quantity	Penalties
II	Cocaine 500-4999 grams mixture	<p><b>First Offense:</b> Not less than 5 yrs., and not more than 40 yrs. If death or serious bodily injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual</p> <p><b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	Cocaine 5 kg or more mixture	<p><b>First Offense:</b> Not less than 10 yrs., and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 20 years, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p><b>2 or more prior offenses:</b> Life in prison. Fine of not more than \$20 million if an individual, \$75 million if not an individual</p>
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kg or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure OR 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure OR 100-999 grams mixture	PCP 100 grams or more pure or 1 kg or more mixture		

<b>PENALTIES (<a href="http://www.justice.gov/dea">http://www.justice.gov/dea</a>)</b>	
Any amount of Other Schedule I & II substances	<p><b>First Offense:</b> not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p><b>Second Offense:</b> not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>
Any drug product containing Gamma Hydroxybutyric Acid	
Flunitrazepam (Schedule IV) 1 gram	
Any amount of Other Schedule III Drugs	<p><b>First Offense:</b> not more than 10 yrs. If death or serious bodily injury, not more than 15 years. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p><b>Second Offense:</b> not more than 20 yrs. If death or serious bodily injury, not more than 30 years. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>
Any amount of All other Schedule IV drugs (other than one gram or more of Flunitrazepam)	<p><b>First Offense:</b> not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p><b>Second Offense:</b> not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.</p>
Any amount of All Schedule V drugs	<p><b>First Offense:</b> not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p><b>Second Offense:</b> not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

5/20/20

**FEDERAL TRAFFICKING PENALTIES- Marijuana**  
[\(<http://www.justice.gov/dea>\)](http://www.justice.gov/dea)

Drug	Quantity	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
Marijuana	1,000 kg or more mixture or 1,000 or more plants	<ul style="list-style-type: none"> <li>Not less than 10 yrs., not more than life</li> <li>If death or serious bodily injury, not less than 20 yrs., not more than life.</li> <li>Fine not more than \$10 million if an individual, \$50 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>Not less than 20 yrs., not more than life.</li> <li>If death or serious bodily injury, life imprisonment.</li> <li>Fine not more than \$20 million if an individual, \$75 million if not an individual.</li> </ul>
Marijuana	100 kg to 999 kg mixture or 100 to 999 plants	<ul style="list-style-type: none"> <li>Not less than 5 yrs., not more than 40 yrs.</li> <li>If death or serious bodily injury, not less than 20 yrs., not more than life.</li> <li>Fine not more than \$5 million if an individual, \$25 million if other than an individual.</li> </ul>	<ul style="list-style-type: none"> <li>Not less than 10 yrs., not more than life.</li> <li>If death or serious bodily injury, life imprisonment.</li> <li>Fine not more than \$20 million if an individual, \$75 million if other than an individual</li> </ul>
Marijuana	50-99 kg marijuana mixture	<ul style="list-style-type: none"> <li>Not more than 20 yrs.</li> <li>If death or serious bodily injury, not less than 20 yrs., not more than life.</li> <li>Fine \$1 million if an individual, \$5 million if other than an individual.</li> </ul>	<ul style="list-style-type: none"> <li>Not more than 30 yrs.</li> <li>If death or serious bodily injury, life imprisonment.</li> <li>Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>
Hashish	More than 10 kg.		
Hashish Oil	More than 1 kg.		
Marijuana	Less than 50 kg. marijuana (but does not include 50 or more marijuana plants regardless of weight  1-49 marijuana plants	<ul style="list-style-type: none"> <li>Not more than 5 years.</li> <li>Fine not more than \$250,000 if individual, \$1 million if other than individual.</li> </ul>	<ul style="list-style-type: none"> <li>Not more than 10 years.</li> <li>Fine \$500,000 if an individual, \$2 million if other than individual.</li> </ul>
Hashish	10 kg. or less		
Hashish Oil	1 kg. or less		

## POLICY OF STUDENT CONDUCT

The School of Nursing shall not discipline any student except for just and reasonable cause, which shall include, but shall not be limited to, the following:

1. Acts of dishonesty to include, but not to be limited to the following:
  - a. Cheating, which includes but is not limited to
    - 1) Use of any unauthorized assistance, including materials, information, and/or study aids in testing or any other academic activity.
    - 2) Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments.
    - 3) The acquisition without permission, of tests or other academic material belonging to a member of the faculty or student.
    - 4) Any alteration of original answer on quiz or test.
    - 5) Any act of falsification in relation to any attendance roster.
    - 6) Any sharing of passwords.
  - b. Plagiarism, which includes, but is not limited to, the use, whether by paraphrase or direct quotation of the published or unpublished work of another without full and clear acknowledgement.
  - c. Using/submitting another student's work as one's own, sharing work on-line, allowing another student to submit your work as their own unless the assignment is specifically designated as a group assignment.
  - d. Falsification or invention of information in reference citations.
  - e. Failure to report a known medical or procedural error.
  - f. Falsifying a patient's record.
2. Willful inattention to patient care, lack of required preparation for clinical experience, breach of duty, and/or abandonment which jeopardizes patient safety.
3. Sexual harassment, sexual assault, stalking, or physical or verbal abuse, including threats, intimidation, or coercion, domestic violence, dating violence of any patient or person on the School, Hospital, or outside clinical agency premises or at a school sponsored function, or other conduct which threatens or endangers the health or safety of another person.
4. Chronic lateness, absenteeism or failure to report off from class or clinical experience.
5. Thefts of, or damage to, property of patients, the School, Hospital or outside clinical agency.
6. Violation of published policies, rules and regulations of the School, Hospital or outside clinical agency.
7. Violation of federal, state or local law on the School, Hospital, or outside agency premises, or at School sponsored activities. \*
8. Illegal use, possession or distribution of narcotics or other controlled substances on School, Hospital or outside clinical agency property or at School sponsored functions.
9. Use, possession or distribution of alcoholic beverages on the School, Hospital or outside agency premises.

10. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on School, Hospital or outside clinical agency premises or at School sponsored functions.
11. Disclosure, removal or transmission of protected health information obtained through professional relationship and experience as a student nurse. This includes posting information on the internet/social media that would identify a patient and violate the patient's privacy or that would identify a facility and be considered a violation of privileged business information.
12. Photographing, audio, or video recording of patients, employees and facilities related to any clinical experience.
13. Unauthorized personal use of cell phones or other electronic personal devices during class or clinical experiences.

**\*Students must be advised that conviction of a felony prior to or during the course of the educational program may cause them to be denied licensure by the State Board of Nursing or to lose financial aid.**

## **SEXUAL HARASSMENT POLICY AND PROCEDURE**

(Refer to AHN Harassment and Unwelcome Conduct; Policy Web: POL-4420260)

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature including: (1) when submission to such conduct is made either explicitly or implicitly, a term or condition of the individual's acceptance or tenure in the program; (2) when submission to or rejection of such conduct by a student is used as a basis for evaluation decision affecting the individual; or (3) when such conduct is sufficiently severe, persistent or pervasive and has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile or offensive learning or working environment. Sexual harassment involves students being harassed by School or Hospital employees or by other students of either sex. Any individual who believes that they are being subjected to any form of sexual harassment should initiate an immediate complaint by following the procedures outlined below.

Other prohibited harassment includes unwelcome conduct that has the purpose or effect of unreasonably interfering with and individual's school performance or creating an intimidating, hostile, or offensive learning environment.

Faculty and school administration staff is required to be alert to any situations involving sexual harassment and to follow required administrative channels for the investigation or reporting of situations involving possible sexual harassment.

Any student or employee of the hospital who is found, after thorough investigation, to have engaged in any form of sexual harassment will be subject to disciplinary measures in accordance with the policies of Student Conduct and Discipline/Dismissal as stated in the Student Handbook.

1. Harassment based on race, creed, color, ancestry, national origin, religion, gender, sexual orientation, age, disability, genetic information or any other category protected by law is prohibited.
2. Harassment includes for example, threats, bullying, intimidation, inappropriate offensive language, bringing offensive items/materials to the school or clinical area, rude comments of a sexual nature, disparaging comments and gossip intended to make another person uncomfortable or to diminish the standing of another person.
3. Any individual who believes that they are being subjected to any form of sexual harassment should immediately initiate a complaint by following the procedure described below:
  - a. Complaints may be initiated by meeting with the Director, School of Nursing. These complaints must be written by the student with the date and student's signature.
  - b. If for some reason the student feels they cannot register a complaint with the Director, School of Nursing, the student may submit the complaint directly to AHN Human Resources Department who will initiate the investigation of the complaint.
  - c. The Student Grievance Procedure may also be employed in instances involving suspected sexual harassment.

## **SECTION XI - SAFETY**

### **CAMPUS SEXUAL ASSAULT**

It is the intent of the School of Nursing to assist the student in obtaining immediate care and professional services in the event of sexual assault.

1. At the beginning of each academic year, students are provided with a safety seminar, which includes rape prevention and personal safety.
2. Should a student experience sexual assault the student should immediately report the incident to the Director, School of Nursing. The student will be referred to the emergency department or outpatient center depending on the student's location.
3. The Director, School of Nursing, will notify the Director of Security who will contact the local police. If there is any possibility the individual who committed the assault is on or near the school premises, the School of Nursing will contact 911 immediately after the assault is reported. The student will have the option of deciding whether or not to report the incident to authorities.
4. The School of Nursing will counsel the student on available supportive community resources, i.e., Hope Center, MHMR, and Pittsburgh Action Against Rape.
5. Should the individual accused of committing the assault be enrolled or employed by the hospital, that person will be suspended pending fact finding investigation. Appropriate disciplinary procedures may be activated. The School will make every possible effort to ensure minimal contact between the victim and accused.

## **DATING, DOMESTIC VIOLENCE AND STALKING**

It is the intent of the School of Nursing to assist the student in obtaining immediate care and professional services in the event of sexual assault including dating and domestic violence and stalking regardless of whether or not the incidents occur on or off School or Hospital premises.

1. At the beginning of each academic year, students are provided with a safety seminar, which includes issues related to personal safety, stalking, assault and domestic/dating violence.
2. Even though no students live on campus, students should be aware that if they become the victims of dating or domestic violence or stalking, they are encouraged to discuss this with the School administration. The School will work with the student to seek treatment and professional services and to decide if and how the abuse will be reported.
3. With the student's permission, the Director, School of Nursing, will contact Enterprise Security Operations Center (ESOC) and the local police. If there is any possibility the individual who committed the assault or the stalking is on or near the school premises, the School of Nursing will contact 911 immediately. The student will have the option of deciding whether or not to report the incident to authorities.
4. If a student has a PFA – Protection From Abuse Order against another person, the student is encouraged to present a picture of that person along with a copy of the order to the Director, School of Nursing, so that they can better assist the student.
4. The School of Nursing will counsel the student on available supportive community resources, i.e., Hope Center, Family Services of Western Pa (mental health counselling) , and Pittsburgh Action Against Rape.
5. Should the individual accused also be enrolled or employed by the school or the hospital, that person will be suspended pending fact finding investigation and AVH disciplinary procedures may be activated. The school will make every possible effort to ensure minimal contact between the victim and accused.

## **DISASTER PLAN**

When the Disaster Plan is put into action students and faculty will continue with their scheduled class and/or clinical experience assignments until assigned elsewhere by the appropriate School of Nursing official.

## **EMERGENCIES AT THE SCHOOL OF NURSING**

Should an emergency situation occur at the School of Nursing, notify the School of Nursing office and Allegheny County 911.

The school's emergency response is conducted through the Enterprise Security Operations Center (ESOC), Allegheny County 911 and Frazer Township Police.

Pittsburgh Mills Mall security personnel are responsible for ensuring safe activities within the mall's public spaces. Mall security personnel **will not** respond to issues occurring within the School of Nursing.

### **FIRE PLAN - SCHOOL OF NURSING**

#### **STUDENT ORIENTATION AND TRAINING**

Student orientation and training will consist of:

1. Introduction to Allegheny Valley Hospital and school fire plans by attendance at orientation classes during the first week of school.
2. Issuance of a copy of operation R-A-C-E and fire plan - School of Nursing.

#### **BASIC FIRE ACTION PLAN**

1. Pull the nearest alarm box.
2. Alert office staff - give exact location of fire.
3. Close doors throughout the school building.
4. Fight the fire - use extinguishers or other means such as rugs or blankets
  - Use ABC extinguishers for paper, wood or cloth fire.
  - Carbon dioxide or ABC extinguishers for oil, grease, gasoline, paints, or thinner fires.
  - ABC extinguishers for electrical fires. (**FIRST TURN OFF ELECTRICITY**)
5. Exit by way of the nearest exit that is not near the source of the fire.
6. Faculty and students are to exit the building and gather at the far end of the parking lot near the light pole away from the building. Use caution to avoid incoming emergency vehicles.
7. Fire drills will be conducted from time-to-time by the Director, School of Nursing or their designee. Students and faculty will participate.
8. The Director, School of Nursing, or their designee will sound the "all clear".  
**ALL OCCUPANTS ARE TO EXIT THE BUILDING COMPLETELY DURING A DRILL OR ACTUAL FIRE UNLESS OTHERWISE DIRECTED. DO NOT CONGREGATE IN THE HALLWAYS.**

#### **FIRE SAFETY POINTERS FOR EMPLOYEES/STUDENTS**

1. Be alert. If you smell smoke, do not wait. Pull the alarm and alert the office at once.
2. Avoid panic - Walk – Do not run. **Never shout fire.**
3. Never block stairways or exits.

4. Be accurate when reporting a fire; speak slowly and clearly, act calm and confident.
5. Know the exact location of fire doors, fire alarms, fire extinguishers, fire exits and stairways.
6. Actively participate in fire drills. Learn what to do and how.
7. Prevent fire by good housekeeping. Watch for and report fire hazards.

## **SMOKING REGULATIONS**

All AHN facilities, including the School of Nursing, are smoke-free areas. Any staff, students, visitors or faculty must leave the school property to utilize all tobacco products (including electronic).

A designated smoking area is located outside the Pittsburgh Mills Mall entrance #5 or in the parking lot area. **NO SMOKING** shall be permitted on the sidewalks adjacent to the School of Nursing or the tables outside the School of Nursing entrance.

## **SCHOOL SAFETY AND SECURITY POLICY, PROCEDURE AND LOG**

It is the intent of the School of Nursing to provide a safe teaching learning environment for faculty and students. The School of Nursing abides by the Security and Safety Regulations of the Hospital and those specific for Allegheny Valley Hospital.

The Hospital's Director of Employee Safety, AVH, has complete authority for overseeing the implementation of safety and security policies. The Director of the School is responsible for enforcing these policies at the school and for communication with the Director of Security.

1. Should a situation occur that poses an immediate danger or threat of imminent danger, ESOC and the local police via 9-1-1 emergency number would be contacted simultaneously.
2. Any student who is aware of criminal activity occurring at the school or hospital is required to notify the School of Nursing Director or their clinical instructor so that immediate action can be taken. The student may make such a report in confidence. Academic Advisors are required to inform students of the reporting procedure and the confidentiality option.
3. Safety and security policies are published in the Student Handbook and explained to students at the beginning of each school year.
4. Policies on a drug free workplace and on student personal safety such as sexual assault, harassment, dating and domestic violence and stalking are published in the Student Handbook and are discussed with the students. Theoretical content related to drugs, alcohol, rape, and all forms of abuse are included in the curriculum.

5. A Security Log Book is maintained at the School of Nursing for the purpose of documenting and maintaining required statistics on all criminal activity as it occurs. This log book is open to students and to the public within two (2) business days of a report of criminal activity being made to the School of Nursing unless disclosure of the log entries might jeopardize an ongoing criminal investigation or safety of individuals or evidence. The Security Log Book will contain a form which actually documents all reports of the following criminal activities: murder, non-negligent manslaughter, rape, robbery, aggravated assault, simple assault, intimidation, burglary, larceny, theft, motor vehicle theft, destruction damage or vandalism of property, liquor law violations, drug law violations, illegal weapons possession, domestic and dating violence, sexual assault, stalking and crime involving bodily injury, involving prejudice based on race, gender, religion, sexual orientation, ethnicity or disability. It is to include the number of persons referred for school discipline for Drug and Alcohol Law Violations. Entries in the log book will protect the identity of individuals reporting domestic and dating violence, sexual assault and stalking. The Frazer Township Police departments will provide monthly statistics.
  
6. Statistics which include data provided by local police are compiled each July 31 and are distributed to employees and students at the start of each school year and are available to applicants or the general public upon request in the office of Director, School of Nursing. The Campus Safety and Security Survey is filed annually in accordance with U.S. Department of Education regulations.

## **ACTIVE SHOOTER GUIDELINES AND LOCKDOWN POLICY**

(Refer to AHN Active Shooter; Policy Web: POL-5231310)

### **Lockdown Plan**

These guidelines are for the purpose of “Locking Down” this facility in the event of an emergency situation, whether outside this facility or with in the building. The ability to secure this facility is of primary importance in an emergency situation. We need to establish a secure perimeter and control the routing of pedestrians and vehicular traffic.

There will be a **Total Lockdown** of this facility. A **Total Lockdown** is the highest level of the facility and perimeter security. **NO ONE** will be permitted to enter/exit the building. All exit doors will be secured and manned by either security or other designees (maintenance).

**A lockdown will be announced by word of mouth.** NO code words (be direct) will be utilized since the general public will be required to cooperate. This announcement will state if there is an intruder in the facility or not.

**Police Notification** will be made by calling 911, utilizing one of the available “Panic” buttons or by direct call telephone to the Frazer police station.

## Active Shooter Guidelines

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically utilizing a firearm. Victims are randomly selected. The event is unpredictable and evolves quickly. Law Enforcement is usually required to end an Active Shooter situation. Be aware of your environment and any possible dangers.

Take note of the two nearest exits in any area you visit. If you are in an office, stay there and secure the door.

### How to Respond:

#### Call 911 only when it safe to do so.

Provide 911 with your name, location, number of shooters, description of the shooter, types of weapons being used and number of victims. Avoid using hospital codes or jargon. Speak in plain terms.

**Evacuate/Run** – Have an escape route and plan in mind. Leave your personal belongings behind. Take others with you, but do not stay behind if they refuse to leave. Assist any individuals who may be physically or mentally challenged in the evacuation. **KEEP YOUR HANDS VISIBLE.**

**Hide-** Hide in an area out of the shooter's view. Barricade yourself in your hiding spot. Silence your cell phone ringer and/ or your pager.

**Confront/Fight-** There is no procedure to recommend in this situation. As a last resort, if you cannot evacuate or hide, play dead to avoid detection. If you come face to face with the shooter, attempt to quickly overpower them with force in the most violent manner possible. Throw items at him or spray with a fire extinguisher. Anything to incapacitate the active shooter.

### When the Police arrive

- ✓ Remain calm, quiet and follow their orders. Avoid screaming and pointing.
- ✓ Keep your hands empty and visible at all times. Raise your hands and spread your fingers apart.
- ✓ Do not make any sudden movements or run toward the Officers.
- ✓ Do not stop to ask the Officers for help.
- ✓ **Remember: The Officers may be in uniform or plain clothes with a badge visible. They may have a pistol, rifle or shotgun. They may or may not have a "Tactical" helmet, vest or other apparel on.**
- ✓ The primary function of these Officers is to eliminate/stop the Active Shooter.

**After the Incident**

- Once the active shooter has been apprehended or incapacitated, the situation and location remains an active crime scene.
- Account for all individuals coordinating with the first responders.
- Assist the law enforcement agencies with notifying the families of any individuals affected by the active shooter.
- Do **NOT** leave the area until told to do so by the law enforcement agencies. You may be required to give a statement of the event to the police.