

# Student Handbook



West Penn Hospital School of  
Nursing

**2018-2019**



# West Penn Hospital School of Nursing

## WELCOME

July 2018

Welcome to West Penn Hospital School of Nursing.

The **2018-2019 Student Handbook** has been prepared for you by the administration and faculty in order to provide you with thorough information regarding policy and procedures. Please read the handbook carefully and refer to it often. Students are accountable for knowledge and understanding of West Penn School of Nursing policy and procedure.

Best wishes to you for success!

Amy Stoker, PhD, RN  
Director  
West Penn Hospital School of Nursing  
4900 Friendship Avenue  
Pittsburgh PA 15224

West Penn Hospital School of Nursing is proudly accredited by:  
The Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road NE, Suite 850  
Atlanta GA 30326  
404.975.5000  
[www.acenursing.org](http://www.acenursing.org)

*West Penn Hospital School of Nursing reserves the right to make changes without notice in the calendar, courses, activities, financial requirements, and educational and administrative policies as it considers advisable. Advance notice will be given when possible.*

# Academic Calendars

## Academic Year 2018-2019

Date	Event
July 30, 2018	Fall session begins
September 3, 2018	Labor Day – No classes
October 5, 2018	Fall session ends
October 15, 2018	Winter session begins
November 22 - 25, 2018	Holiday Break
December 21, 2017	Winter session ends
Dec 22, 2018 - January 6, 2019	Holiday Break
January 7, 2019	Spring session begins
March 15, 2019	Spring session ends
March 25, 2019	Summer session begins
May 27, 2019	Memorial Day – No classes
May 31, 2019	Summer session ends
May 31, 2019	Commencement Ceremony

## Academic Year 2019-2020

**\*Subject to Change**

Date	Event
July 29, 2019	Fall session begins
September 2, 2019	Labor Day – No classes
October 4, 2019	Fall session ends
October 14, 2019	Winter session begins
November 28-29, 2019	Holiday Break
December 20, 2019	Winter session ends
January 6, 2020	Spring session begins
March 13, 2020	Spring session ends
March 23, 2020	Summer session begins
May 25, 2020	Memorial Day – No classes
May 29, 2020	Summer session ends
TBD	Commencement Ceremony

# West Penn Hospital School of Nursing

## Faculty and Staff Directory

<u>Name</u>	<u>Email</u>	<u>Room</u>	<u>Phone</u>
<b><u>ADMINISTRATION</u></b>			
Amy Stoker, PhD, RN, Director	<a href="mailto:Amy.Stoker@ahn.org">Amy.Stoker@ahn.org</a>	109	412-578-5535
Brenda Smith, MSN, RN, Assistant Director	<a href="mailto:Brenda.Smith@ahn.org">Brenda.Smith@ahn.org</a>	110	412-578-5754
<b><u>FACULTY</u></b>			
Anita Barisone, MSN, CRNP, RN	<a href="mailto:Anita.Barisone@ahn.org">Anita.Barisone@ahn.org</a>	324	412-578-7280
Cheryl Cappurccini, MSN, RN, RNC-LRN	<a href="mailto:Cheryl.Cappurccini@ahn.org">Cheryl.Cappurccini@ahn.org</a>	309	412-578-5550
Serene Chamberlain, MSN, RN	<a href="mailto:Serene.Chamberlain@ahn.org">Serene.Chamberlain@ahn.org</a>	325	412-578-6949
Dennis Collins, MSN-Ed, RN, CFN, MBA	<a href="mailto:Dennis.Collins@ahn.org">Dennis.Collins@ahn.org</a>	305	412-578-5558
Jack Dean, MSN, RN	<a href="mailto:Jack.Dean@ahn.org">Jack.Dean@ahn.org</a>	327	412-578-7203
Cara English, DNP, RN	<a href="mailto:Cara.English@ahn.org">Cara.English@ahn.org</a>	315	412-578-5536
Heather Geyer, MSN-Ed, RN	<a href="mailto:Heather.Geyer@ahn.org">Heather.Geyer@ahn.org</a>	301	412-578-7298
Diane Jones, MSN, RN, RN-BC	<a href="mailto:Diane.Jones@ahn.org">Diane.Jones@ahn.org</a>	307	412-578-5553
Margaret Leicht, MSN, RN	<a href="mailto:Margaret.Leicht@ahn.org">Margaret.Leicht@ahn.org</a>	321	412-578-5549
Daniel Raible, MSN, RN	<a href="mailto:Daniel.Raible@ahn.org">Daniel.Raible@ahn.org</a>	306	412-578-3594
Aleksandra Stojanovic, MSN, RN	<a href="mailto:Aleksandra.Stojanovic@ahn.org">Aleksandra.Stojanovic@ahn.org</a>	311	412-578-7290
Brittany Tomsic, MSN, RN	<a href="mailto:Brittany.Tomsic@ahn.org">Brittany.Tomsic@ahn.org</a>	313	412-578-5270
<b><u>SUPPORT STAFF</u></b>			
Glenda Everson, BA, Financial Aid	<a href="mailto:Glenda.Everson@ahn.org">Glenda.Everson@ahn.org</a>	111	412-578-5537
Sarah Loomis, BSBA, MS, Student Accounts	<a href="mailto:Sarah.Loomis@ahn.org">Sarah.Loomis@ahn.org</a>	103	412-578-5530
Lorena Romero-Prato, Admissions	<a href="mailto:Lorena.RomeroPrato@ahn.org">Lorena.RomeroPrato@ahn.org</a>	112	412-578-5538
Phyllis Ward, Receptionist	<a href="mailto:Phyllis.Ward@ahn.org">Phyllis.Ward@ahn.org</a>	*	412-578-6981
Jeanette Welsh, Registrar	<a href="mailto:Jeanette.Welsh@ahn.org">Jeanette.Welsh@ahn.org</a>	100	412-578-5541
Dianna Wright, Receptionist	<a href="mailto:Dianna.Wright@ahn.org">Dianna.Wright@ahn.org</a>	*	412-578-6981
<b><u>CLARION UNIVERSITY-Pittsburgh Site</u></b>			
Mary Lou Zemaitis, PhD, RN, Site Coordinator	<a href="mailto:mzemaitis@clarion.edu">mzemaitis@clarion.edu</a>	338	412-578-4338

\*= Front Entrance



# West Penn Hospital School of Nursing

## Student Handbook

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# **Section I**

## **Program Overview and Curriculum**



## **Philosophy and Outcomes**

*A philosophy is necessary to establish an atmosphere within which faculty and students work toward attainment of common outcomes.* West Penn Hospital School of Nursing faculty is responsible for developing the School's philosophy, which reflects established standards of the nursing profession. This framework is in alignment with the West Penn Hospital Nursing Division's Professional Practice Model (based on synergy theory).

We, the Faculty of West Penn Hospital School of Nursing, believe that nursing education prepares nurses who focus on promoting and maintaining optimum health of patients within the community. The graduate is accountable within the scope of the nursing profession in a variety of community settings that promote, protect, restore, and rehabilitate the health of patients. The graduate, as an advocate and a health facilitator, assists patients to achieve and maintain optimum health through the patient's own actions and decisions.

### **Nursing**

Nursing is an autonomous healthcare profession based on a holistic philosophy of health. The foundation of nursing is a body of knowledge derived from the biophysical and psychosocial sciences. Nursing is an art and a science that promotes human betterment and is based on theories, and evidence-based clinical practice. Nursing utilizes clinical judgment and systems thinking to give direction to nursing actions that promote health, prevent disease, or restore and rehabilitate health. Nursing incorporates principles of critical thinking, communication, teaching, and management in the provision of excellence in patient care. Nurses collaborate with patients and with other healthcare professionals. An appreciation for diversity is apparent as nurses promote health through the development of caring and empathetic relationships.

### **Individual**

An individual is a valued being with inherent dignity and deserving of respect. As an open system with a uniquely determined internal environment, an individual functions holistically through constant interaction with the external environment. An individual is self-regulating and changes physically, psychologically, socially, and/or spiritually in response to environmental alterations.

### **Patient**

The patient is an open system and the focus of nursing. The patient is an individual, family, or group and is the chief agent of health promotion. The patient is a subsystem of the community; the community is a subsystem of society; society is a subsystem of the world. The community consists of aggregates having common organization, needs, and purposes. Society is comprised of dynamic communities that determine the nature of healthcare.

### **Health**

Health is the reflection of the patient's physical, sociocultural, psychological, and spiritual conditions and is defined by the patient. Health is dynamic and evolves as the patient continuously adapts to the internal and external environment.

### **Learning**

Learning is a continuous, lifelong process by which an individual exhibits a change of behavior resulting from cognitive, affective, and/or psychomotor experiences. The School of Nursing faculty believe that the behavioral, cognitive, and humanistic theories of learning apply to education. Learning is based on a hierarchy progressing from simple to complex and general to specific. Specific conditions of learning emphasized in the program relevant to the teaching-learning process include: conditioning, reinforcement,

modeling, transference, concept formation, psychomotor skill learning, readiness to learn, repetition, empowerment, and learning to learn. The learner is recognized as an individual with basic human needs, motivation and capacity to learn, and a unique learning style. Integrity is valued and inherent to the learning process. The learner is expected to participate in the teaching-learning process by actively engaging in all aspects of education. The learner is ultimately responsible for learning.

### **Nursing Education**

A culture of excellence in nursing education is a dynamic process that enables the student to acquire the knowledge, skills, attitudes, and values necessary to practice the profession of nursing. The student and the faculty share their unique knowledge, experience, and creativity in a collaborative learning environment that emphasizes critical thinking and clinical inquiry. Faculty design learning experiences using a variety of teaching strategies in the classroom and clinical laboratory that take into consideration the diversity of individuals.

Students and faculty value learning, autonomy, and the holistic growth of the individual. The teaching-learning process is a partnership whereby both the student and the faculty have rights and responsibilities that result in positive learning outcomes.

The goal of West Penn Hospital School of Nursing is to provide an educational system whereby students grow, personally and professionally, in the acquisition of knowledge, attitudes, and skills needed to function as practitioners of nursing in healthcare settings that are responsive to individual and community needs.

### **End of Program Student Learning Outcomes**

The desired student learning outcomes of the program are that at the completion of the program, the graduate of West Penn Hospital School of Nursing:

- Integrates the clinical judgment process grounded in evidenced-based practice in the provision of safe health care to patients.
- Displays personal integrity and professional accountability as a practitioner of nursing.
- Incorporates principles of communication into professional interactions as a healthcare provider.
- Acts as a health facilitator to empower patients to make healthcare decisions, including health promotion and illness prevention.
- Integrates the concept of holism in meeting healthcare needs of a diverse patient population.
- Manages the care of patients within various healthcare organizations to promote positive outcomes.

**TERM 1 - 10 WEEKS**

Course Number	Course Title	Weeks	Credits	Theory Hours	Clinical Hours	Lab Hours	Total Credits Per Term
NSG 111	The Professional Nurse Role in Meeting Healthcare Needs	10	6	75	45		13
BIOL 251	Human Anatomy & Physiology I	10	3	45			
BIOL 261	Human Anatomy & Physiology I Lab	10	1			30	
ENG 111	Writing	10	3	45			

**TERM 2 - 10 WEEKS**

Course Number	Course Title	Weeks	Credits	Theory Hours	Clinical Hours	Lab Hours	Total Credits Per Term
NSG 112	Decision-Making for Nursing Practice	10	6	75	45		13
BIOL 252	Human Anatomy & Physiology II	10	3	45			
BIOL 262	Human Anatomy & Physiology II Lab	10	1			30	
NUR 160	Critical Thinking in Nursing	10	3	45			

**TERM 3 - 10 WEEKS**

Course Number	Course Title	Weeks	Credits	Theory Hours	Clinical Hours	Lab Hours	Total Credits Per Term
NSG 113	Introduction to Medical Surgical Nursing	10	6	75	45		12
BIOL 260	Microbiology	10	3	30		45	
CHEM 205	Nutrition	10	3	45			

**TERM 4 - 10 WEEKS**

Course Number	Course Title	Weeks	Credits	Theory Hours	Clinical Hours	Lab Hours	Total Credits Per Term
NSG 211	Chronic Health Alterations of the Adult	10	6	67.5	67.5	67.5	9
PSY 211	General Psychology	10	3	45			

**TERM 5 - 10 WEEKS**

Course Number	Course Title	Weeks	Credits	Theory Hours	Clinical Hours	Lab Hours	Total Credits Per Term
NSG 212	Acute Health Alterations of the Adult	10	6	67.5	67.5		9
PSY 310	Developmental Psychology*	10	3	45			

**TERM 6 - 10 WEEKS**

Course Number	Course Title	Weeks	Credits	Theory Hours	Clinical Hours	Lab Hours	Total Credits Per Term
NSG 311 or NSG 312	Family Health or Community Health	10	6	67.5	67.5		9
NURS 132	Pharmacological Aspects of Nursing*	10	3	45			

**TERM 7 - 10 WEEKS**

Course Number	Course Title	Weeks	Credits	Theory Hours	Clinical Hours	Lab Hours	Total Credits Per Term
NSG 311 or NSG 312	Family Health or Community Health	10	6	67.5	67.5		9
PHIL 212	Ethics*	10	3	45			

**TERM 8 - 10 WEEKS**

Course Number	Course Title	Weeks	Credits	Theory Hours	Clinical Hours	Lab Hours	Total Credits Per Term
NSG 411	Transitioning to Practice Within Healthcare Systems	10	8	45	225		8

\*These courses are delivered through Clarion University for students at West Penn Hospital School of Nursing.

\*\*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.

**CREDIT CALCULATIONS**

1 Theory Credit = 15 Contact Hours

1 Clinical Credit = 45 Contact Hours

1 Lab Credit = 30 Contact Hours

Total Weeks: 22 Weeks (8 Terms)

Total Credits: 82 (50 Nursing/32 Support Courses)

Total Hours: Theory: 975; Clinical/Lab: 730

# West Penn Hospital School of Nursing

## Course Descriptions

### **NSG 111 Foundations for Nursing I: The Professional Nursing Role in Meeting Healthcare Needs (\*6 credits)**

This course is the first in a series of three courses that form a foundation for the practice of professional nursing. The focus of this course is on the acquisition of knowledge and skills needed to assess the basic healthcare needs of the individual patient. Interviewing, communication skills, and physical examination skills are the primary tools used in the collection of data. Health patterns are the basis for assessment of patients in various age groups and developmental levels in a variety of practice settings. Critical thinking skills are utilized in the data collection process. Concepts related to the nurse's role in disease prevention and health promotion are introduced to achieve the goal of promoting healthy lifestyles of individuals. Holism is introduced and includes the concepts of health, human needs theory (Maslow), culture, spirituality, diversity and developmental theories (Erikson, Piaget, Freud). The concept of accountability is introduced in relation to both personal and professional responsibilities. A basic introduction to various types of healthcare systems as they relate to the three levels of prevention is provided. Clinical experience emphasizes the practice of assessment skills and basic nursing skills in both practice and clinical simulation settings.

### **NSG 112 Foundations for Nursing II: Decision Making for Nursing Practice (\*6 credits)**

As the second of three foundational courses in nursing, this course focuses on the application of the nursing process and critical thinking skills to solve problems and make decisions related to individual patient healthcare needs. A holistic approach is used to design a therapeutic plan of care for the patient. Emphasis is on the professional nurse's role in assisting patients to manage common health problems such as fluid and electrolyte imbalance, problems with oxygenation and altered nutritional states. Lifespan considerations are included as skills are taught. Standards of care for professional nursing practice and a model for ethical decision making are introduced. The roles of interdisciplinary team members are examined. Principles of communication are expanded to include recognizing interactions among members of the healthcare team. Communication that reflects empathy and caring is promoted through the analysis of nurse-patient interactions. A health promotion model is used to analyze the extent to which an individual patient engages in healthcare activities. The teaching-learning process is introduced as an intervention to enhance health promotion with the patient. Clinical activities emphasize the development of technical nursing skills as well as application of the nursing process to problems of an individual patient in both practice and clinical simulation.

### **NSG 113 Foundations for Nursing III: Introduction to Medical-Surgical Nursing (\*6 credits)**

The focus of the third nursing course is on common medical-surgical problems encountered by adult patients. Pathophysiology of health problems is introduced in this course. A holistic approach serves as the framework to focus on identification of the patient's health potential. Clinical judgment is used by the student to care for the patient requiring treatment for alterations in health. Levels of prevention are discussed with each specific health problem. The student is expected to utilize communication skills to facilitate health promotion activities such as patient education. Time management principles are introduced as a means of organizing healthcare. The clinical component includes experiences in acute care settings providing an opportunity for the student to assess, diagnose, plan, implement and evaluate care. A perioperative experience is included. Simulations are utilized to enhance student critical thinking, assessment, communication and teaching skills. Communication scenarios are utilized in clinical post conferences to facilitate the development of interpersonal communication skills.

### **NSG 211 Chronic Health Alterations of the Adult (\*6 credits)**

This course introduces concepts and principles of rehabilitation. Tertiary prevention measures are stressed throughout the course. The patient's lifestyle and potential for rehabilitation are analyzed using principles of holistic care. Nursing care decisions relate to promoting health in adult patients who have chronic complex medical-surgical health alterations. These implications of the patient's level of adherence are examined as they relate to health maintenance. Communication within the nurse-patient relationship focuses on assisting the patient in coping with lifestyle changes resulting from chronic illness. The concept of the interdisciplinary team approach to healthcare is explored. Legal/ethical issues related to chronic medical-surgical situations and quality-of-life issues are presented. Principles of case management are introduced. The clinical component includes providing care for patients with chronic complex health concerns.

### **NSG 212 Acute Health Alterations of the Adult (\*6 credits)**

The focus of this course is on clinical judgment with the adult patient faced with acute complex medical-surgical and psychiatric health alterations. A holistic approach to patient care is emphasized as crisis theory is applied in clinical situations. All levels of prevention are included with primary and secondary prevention activities receiving emphasis. Communication principles focus on assisting the patient to cope with acute crisis situations. Legal/ethical issues are explored as they relate to managing acute medical-surgical and psychiatric crises. Prioritization skills are further developed as the impact of crisis situations is examined utilizing actual clinical scenarios as well as the simulation center. Clinical experiences reflect the acute complex needs of patients in critical care and psychiatric-mental health.

### **NSG 311 Family Health (\*6 credits)**

The focus of this course is on health and the developing family. The concepts of family, growth and development, and reproduction are introduced and applied to this population. The roles of family members are analyzed in relation to structure and function of various types of families. Clinical judgment related to implementing the nursing process for the childbearing family and includes all phases of perinatal care and care of the developing child from infancy to adolescence. Professionalism is highlighted with respect to the role of the nurse when responding to legal/ethical/moral issues related to the family. Communication skills are developed as the student interacts with the individual and family members in various stages of development. Patient centered care reflects the impact of the developing child on the family while giving consideration for levels of prevention and holism. Through the spirit of inquiry, students will engage this population and challenge the status quo to improve patient outcomes. The labor and deliver unit, family-centered care (postpartum) unit, neonatal intensive care unit, antepartum unit, and pediatric units serve as the clinical sites for providing student exposure to healthcare needs of developing families. Clinical simulation and case studies are used to enhance the student's understanding of obstetric and pediatric principles.

### **NSG 312 Community Health (\*6 credits)**

The focus of this course is on health promotion of various aggregates within the community. Shared decision-making is emphasized in promoting health of specific groups, particularly children, adolescents, young adults, and the elderly in the community. Some specific aggregates whose healthcare needs are discussed include school children, the homeless, and a wide variety of cultural and socioeconomic groups. The concept of holism is applied through the study of concepts related to community health, health of specific aggregates and ultimately the individual. All levels of prevention are discussed with emphasis on primary prevention. Communication skills emphasize group dynamics and group process. The course emphasizes the professional accountability and responsibility for community health. The role of the community health nurse in meeting healthcare needs of aggregates is introduced. Management concepts relate to the issues of access and availability of healthcare resources and the economics of healthcare. The clinical experiences in this course provide the student exposure to multiple and varied agencies that address the needs of specific aggregates within the community.



### **NSG 411 Transitioning to Practice Within Healthcare Systems (\*8 credits)**

The focus of this course is on the transition of the student to the role of the graduate nurse in meeting healthcare needs of patients. The concepts of healthcare delivery, politics, and management are introduced, while concepts of professionalism and communication are enriched. Clinical judgment skills relate to prioritizing, delegating, and organizing care for groups of patients. Professional accountability is expanded to reflect the increase in independence. The role of the professional nurse as a care manager is emphasized. Communication skills emphasize the collaborative nature of working with healthcare team members. Patient-centered care will be a synthesis of major concepts taught throughout the curriculum. The student's spirit of inquiry is challenged through analyzing core measures in order to improve patient outcomes. The impact of the nurse's politics is discussed. Critical thinking and decision-making is enhanced through clinical simulation. Clinical experience centers on an individualized preceptorship in an acute or chronic setting.

**\* Credits assigned to the School of Nursing courses do not reflect college credit. They are used in calculating the students cumulative GPA.**

# Clarion University, Pittsburgh Campus, and Course Descriptions

## Clarion University, Pittsburgh Campus

The West Penn School of Nursing partners with Clarion University to provide general education courses on campus. Clarion University operation offices are located on the 3<sup>rd</sup> floor school of nursing. For any issues with Clarion University courses, instructors etc. Please contact Clarion University site coordinator.

### **Human Anatomy and Physiology I (BIOL 251) (3 credits)**

Analyzes the normal structure of the human body and how it functions. Focuses on skeletal, muscular, nervous, sensory, and endocrine systems and their inter-relationships.

### **Human Anatomy and Physiology I Lab (BIOL 261) (1 credit)**

Laboratory exercises augment and integrate course material emphasized in BIOL 251 with emphasis on anatomy and select physiology activities. Focuses on skeletal, muscular, nervous, sensory, and endocrine systems.

### **Writing II (ENG 111) (3 credits)**

Emphasizes development of critical thinking through analytical and argumentative writing and introduces students to research writing.

### **Human Anatomy and Physiology II (BIOL 252) (3 credits)**

Continuation of (BIOL 251). Includes the circulatory, respiratory, digestive, reproductive, and urinary systems and their interrelationships.

### **Human Anatomy and Physiology II Lab (BIOL 262) (1 credit)**

Laboratory exercises augment and integrate course material emphasized in BIOL 252 and continuation of BIOL 261. Focuses on circulatory, respiratory, digestive, urinary, and reproductive systems.

### **Critical Thinking in Nursing (NUR 160) (3 credits)**

This course focuses on thinking as a skill and its practical application in education and clinical practice. Emphasis is placed on the skill acquisition of critical thinking, clinical reasoning and judgment, decision making, and problem solving as components of clinical thinking. Students are introduced to moral and ethical reasoning in nursing practice. Opportunities are provided for students to transfer these skills to personal learning styles, test taking and strategies for success.

### **Microbiology (BIOL 260) (3 credits)**

Examines microorganisms, including viruses, bacteria, fungi and protozoa, emphasizing those associated with human health and disease. Considers immunity and resistance to infectious diseases and to their epidemiological and public health aspects. Laboratory emphasizes pathogenic bacteria and the bacteriological and microscopic techniques.

### **Nutrition (CHEM 205) (3 credits)**

Introduces the basic principles of human nutrition. Explores the structure of proteins, fats, carbohydrates, vitamins, and minerals and their role in metabolism. Analyzes nutritional needs of various age groups, nutrition and disease, and recent research in nutritional problems.

### **Psychology (PSY 211) (3 credits)**

Introduces the general subject matter of psychology as a science and its major findings. Emphasizes genetics, development, learning and motivation, emotions, sensation and perception, personality and abnormal adjustment, and other social behavior.

**Developmental Psychology (PSY 260) (3 credits)**

Surveys, research and theory on human life span development. Students study social cognitive, emotional, and physical aspects of development from conception to death.

**Pharmacological Aspects of Nursing (NURS 132) (3 credits)**

Presents principles of pharmacology with practical application to the care of patients. Emphasizes major drug classifications, actions/interactions, side effects, and related nursing interventions. Introduces learning strategies to develop student abilities in making critical assessments and decisions about pharmacological interventions.

**Ethics (PHIL 212) (3 credits)**

Introduces students to theoretical ethics and the consequences these theories have both personally and for public policy. Examines controversial moral issues.



# **Section II**

## **Academic Policies**



# Family Educational Rights and Privacy Act (FERPA) Policy

## Policy Statement

The Family Educational Rights and Privacy Act of 1974 (commonly referred to as FERPA or the Buckley Amendment) is designed to protect the confidentiality of the records that educational institutions maintain on their students and permits students access to their records to assure the accuracy of their contents. FERPA allows students certain rights with respect to their educational records.

The West Penn Hospital School of Nursing maintains student records in accordance with FERPA. Under the act, directory information and the educational record are addressed. Directory information is addressed in this policy, but is not protected information. The educational record, recognized as the student financial aid record and the student academic record are protected student information.

## Policy Purpose

To provide information and guidance regarding access, maintenance and rights to student educational records.

## Policy Definitions

### 1. Educational Records:

Are those records directly related to the student's financial aid candidacy and status, as well as records related to academic performance. Specific content within these records is described in the FERPA compliance procedure which follows.

Certain documents which are maintained by the Schools that are not protected by FERPA include:

- Sole possession notes or private advising notes created by faculty
- Law enforcement records
- Medical/psychological treatment records
- Alumni records
- Directory information

### 2. Directory Information:

This category of information in a student's educational record is not recognized as protected information by FERPA as it is generally accessible to the public. Directory information generally includes name, address and phone number. The West Penn Hospital School of Nursing does not publish or release any directory information outside of the school. However, if the school needed to release such directory information, a notification to students, with the option to refuse disclosure, would be distributed via email at seven (7 days) prior to the release. Non-response on the part of a student within those seven days would be considered consent for release of the identified directory information.

Directory Information WILL NOT include the following:

- Race
- Gender
- Social Security Number
- Grades
- GPA
- Country of citizenship
- Religion

### 3. Legitimate Educational Interest:

The administratively approved "need to know" individuals charged with acting in the student's best interest, may be granted administrative approval to access student records.

- All administrators at the West Penn Hospital School of Nursing have access to student records.

- Financial aid records may be accessed by school administrators, financial aid officer, student accounts associate and those individuals with written administrative approval to carry out a specific purpose or project for the school.
- Academic records may be accessed by school administration, the admissions secretary, registrar, and those individuals with written administrative approval to carry out a specific purpose or project for the school.

### **Policy Guidelines**

1. Student academic records are maintained by the Admissions Secretary and Registrar in locked files, in a locked office. The Admissions Secretary and Registrar maintain security and access of all admission, and educational records of West Penn Hospital School of Nursing students. The student's financial aid record is maintained by the Financial Aid Officer and Student Accounts Associate in locked files, in a locked office. Additionally, scans of many documents are secured on the School of Nursing shared drive, in a student file including student financial account information.
2. Students at the West Penn Hospital School of Nursing are notified of their rights under FERPA when confirming enrollment to the program. At this time, students are asked to sign a FERPA waiver (refer to FERPA waiver attachment).
  - The signed waiver from each student is scanned to the student's individual academic file on the West Penn Hospital School of Nursing shared drive for the school.
3. Students at the are notified of their rights under FERPA during new student orientation day and via the Student Handbook.
4. Students at the West Penn Hospital School of Nursing have these basic rights under FERPA. Students have the right to:
  - Inspect and review their educational records
  - Right to limit disclosure of "personally identifiable information" known as directory information
  - Request to amend their educational record
  - File a complaint with the Department of Education concerning an alleged failure by the West Penn Hospital School of Nursing to comply with FERPA. FERPA concerns can be communicated to:
    - Family Compliance Office  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202-4605
5. No one outside the West Penn Hospital School of Nursing may have access to student records nor will the School of Nursing disclose any information to agencies outside without obtaining written consent from the student.
6. EXCEPTIONS to the above limitations of student record access permitted by the FERPA act include the following: officials of other institutions in which the student seeks to enroll such as Clarion University, persons or organizations providing student financial aid, to accreditation agencies carrying out their accreditation function, to persons carrying out a judicial order or subpoena, and to persons in an emergency to protect the health or safety of students or other persons.
7. Students may review their personal record by making a written request to the Registrar. Access to their record will take place within five (5) business days of their request. If a student believes that their academic or clinical record contains information that is inaccurate or misleading, they can discuss the matter with the Director or Assistant Director of the School of Nursing.
8. Under FERPA, a school may disclose the following categories of public or "directory" information for any purpose at its discretion: student name, addresses, telephone numbers, dates of attendance, class, date and place of birth, major field of study, previous institutions awards, honors, diploma conferred, photograph, past and present participation in committees and student organizations. However, it is the



practice at West Penn Hospital School of Nursing to release only the name, dates of attendance and diploma awarded as directory information in most circumstances.

9. In the event that a student has requested a meeting with a school administrator and he/she wants to bring a parent or a designee to the meeting, the school administrator must be notified of the parent or designee attending the meeting at least 24 hours in advance. The parent or designee must provide a valid form of identification which must be presented for verification. In addition, the student will complete an update in the FERPA waiver form for the parent or designee in attendance.
10. In the event a student is represented by counsel, no school administrator/representative shall meet with that student unless Allegheny Health Network counsel is also present during the meeting.

# FERPA POLICY ACHNOWLEDGEMENT

FERPA is the Family Educational Rights and Privacy Act which gives four basic rights to students. These four rights include: the right to review their educational records, the right to seek to amend their educational records, the right to limit disclosure of personally identifiable information (directory information) and the right to notify the Department of Education concerning an academic institution's failure to comply with FERPA regulations.

If you wish to grant consent to Western Pennsylvania Hospital School of Nursing (WPHSON) to discuss and/or release your educational records protected by FERPA you must fill out the request below. Please indicate the type of records that are to be released and to whom they can be released. You may revoke or cancel this request at any time.

Please note as a WPHSON student you are dually enrolled at Clarion University and there may be times where it is necessary to discuss academic and/or financial aid information between the two institutions.

---

I \_\_\_\_\_ hereby give permission to the West Penn Hospital School  
**(Printed Student Name)**

of Nursing to release the selected items below to the authorized recipient. This release authorizes representatives of Western Pennsylvania Hospital School of Nursing to release information to the said individual below upon request.

**(Place and "X" next to those that apply)**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> <b><u>Admissions Information</u></b> | <input type="checkbox"/> <b><u>Financial Information</u></b> | <input type="checkbox"/> <b><u>Academic Information</u></b> |
| Date of Application   | Tuition and Fees Balances                                    | Academic Transcripts  |
| Enrollment Date   | Tuition Statement  | Enrollment Status   |
| Testing Information   | Debt Collection Information                                  | Grades Earned   |
| Admissions Documents  | Title IV Eligibility   | Contact Information   |
|   | Financial Aid Documents                                      |   |

- I do not grant access.**
- I do not grant WPHSON permission to discuss academic/financial aid information with Clarion University.**
- I grant access to the following individuals: (Please Print)**

\_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

\_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

\_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

- I grant access to the following: (Check all that apply ONLY)**
  - Careerlink**
  - OVR**
  - Pittsburgh Promise**
  - Tuition Forgiveness**
  - VA/VA EISP**
  - Other:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# **Satisfactory Academic Progression Policy (SAP) and Student Graduation Requirements**

## **Policy Statement:**

The West Penn Hospital School of Nursing will monitor satisfactory academic progress in accordance with federal Guidelines to ensure that all students are meeting the necessary requirements for program completion, graduation, and eligibility for federal financial aid. Each student must satisfactorily meet specified criteria to progress through the nursing program and graduate. Students making academic progress will remain eligible to receive all federal student aid that may be available.

## **Policy Purpose**

The purpose of this policy is to ensure that all students are meeting the SAP policy in order to successfully complete the program and progress to graduation.

## **Policy Guidelines**

### **Credit Hours**

All courses within the program are measured in credit hours. Per the Commonwealth of Pennsylvania Department of Education, a credit hour is a unit of measure, not necessarily a measure of transferability of credit. Credit hours are used for measuring nursing hour equivalents.

- One (1) credit hour is equivalent to 15 hours of didactic instruction.
- One (1) credit hour is equivalent to 45 hours of clinical instruction, simulation, or laboratory time.

### **Qualitative Aspects of Academic Standing**

1. The West Penn Hospital School of Nursing defines an acceptable qualitative (grade point average or GPA) standard of satisfactory academic progression as a minimum GPA of 2.0 (C or better) and a satisfactory clinical performance evaluation. All passing grades will be considered credits attempted and earned toward the overall GPA. All failing grades will be considered attempted credits toward the overall GPA.
2. One failed grade during enrollment in the West Penn Hospital School of Nursing will result in dismissal from the program with permissible reentry within one year of the last date of attendance (Refer to Readmission Policy). If a clinical failure occurs within the semester, the student will not be permitted to remain in the failed course. The student has the option of completing his/her college course(s) (if enrolled) during the semester.
3. Students will receive an official grade report at the end of each semester. Students failing to meet standards of satisfactory academic progression will be notified in writing of their program progress status. Upon reentry into the program, the student is counseled and will be placed on academic probation until the GPA is a 2.0 or better.

### **Grading Policy, Grade Point Equivalent (GPE) and Grade Point Average (GPA)**

1. All students must demonstrate the achievement of course outcomes by attaining a minimum grade of a "C" to successfully pass nursing and/or college courses, and achieve a satisfactory rating in any clinical laboratory or practicum associated with the course.
2. Any student with a final grade of less than a "C" and/or an unsatisfactory rating in clinical laboratory or practicum will receive a failure for the course.

3. A student receiving a failure in theory may still earn quality points for the failing grade that was earned according to the Grade Point Equivalent (GPE) scale. *It is in the student's best interest to work until the end of the course to achieve the highest GPE possible.* The GPE earned, even in the event of a failing grade for the theory section of the course will be considered in the final determination of Grade Point Average for graduation.
4. A student receiving an overall unsatisfactory in clinical performance will result in a clinical failure and will not be able to earn quality points toward the GPA. At the time of the clinical failure, the student will not be permitted to continue in the nursing course and will be dismissed from the program.
5. Grading systems used for courses taught at affiliating colleges and universities will follow the grading policy of that school.
6. A grade point average (GPA) is computed each term and cumulatively. The grade point average is computed by:
  - Multiplying each grade point equivalent by the number of credits for the corresponding course.
  - Adding the products, and dividing by the sum of credits.

### Grading Scale

Grade	Quality Points	Percentage	Grading Scale
A	4.0	94-100%	Outstanding
A-	3.7	91-93%	Superior
B+	3.3	88-90%	Very Good
B	3.0	85-87%	Good
B-	2.7	82-84%	Above Average
C+	2.3	79-81%	Average
C	2.0	76-78%	Minimal Pass
C-	1.7	74-75%	Fail
D	1.0	70-73%	Fail
F	0.0	Below 70%	Fail
Clinical Failure	0.0	Quality Points attempted but none earned – affects GPA	
WF (Withdraw Failure) Nursing Courses Only	0.0	Quality Points attempted but none earned – affects GPA	
WP (Withdraw Pass) Nursing Courses Only		No Quality Points attempted or earned. Does not affect GPA	
W (Withdraw) College Courses		No effect on GPA	
CT (Credit Transfer)		Quality Points and Attempted and earned for graduation purposes only. Does not affect GPA	

*\*Final course percentage (%) grades will not be rounded.*

## **Withdrawal and Dismissal**

1. The student has the option to withdraw from the program at any time.
2. Any student who wishes to withdraw from the program will be required to complete a *Withdrawal Form* and meet with the West Penn Hospital School of Nursing Director or Assistant Director, as well as the Financial Aid Officer and/or Student Accounts Associate. At the time of withdrawal or dismissal, students will be evaluated on an individual basis to determine an appropriate progression plan.
3. The following definitions serve as a reference for student progression:

### **Withdrawn**

1. A student who wishes to withdraw and at the time of withdrawal is passing nursing theory and clinical with a satisfactory rating.
2. A withdrawn student will be permitted to reenter the program within one year of the last date of attendance (Refer to Readmission Policy).

### **Dismissed**

1. A student who wishes to withdraw and at the time of withdrawal is failing nursing theory (WF) and/or clinical with an unsatisfactory rating.
2. A student who has failed to achieve the minimum passing theory grade of a “C” or above.
3. A student who has failed to achieve a clinical rating of Satisfactory.
4. A student who has failed to achieve the minimum passing grade of “C” in a college course.
5. A dismissed student will be permitted to reenter the program within one year of the last date of attendance (Refer to Readmission Policy).

### **Termination**

A student who has failed two nursing courses will result in a permanent termination from the West Penn School of Nursing with no permissible reentry.

### **Program Enrollment and Pace**

1. While withdrawn or dismissed from the West Penn School of Nursing, students may continue to enroll in college courses offered by Clarion University. During the time of withdrawal or dismissal, students are not considered enrolled as a West Penn Hospital School of Nursing student. College courses taken during this time will be considered as credit transfer and will not affect the overall GPA.
2. All students must complete the nursing program within three (3) years from the initial program start and enrollment in their first nursing course.

### **Academic Probation**

Any student not meeting the required aspects of satisfactory academic progression will be placed on academic probation. Academic probation is a formal notification for the student to correct academic issues related to GPA in order to meet graduation criteria and remain eligible for federal financial aid. All students placed on academic probation will be required to meet with the West Penn Hospital School of Nursing Director or Assistant Director for academic advisement.

1. A student will be placed on academic probation for a GPA below 2.0 in an academic term.
2. A student will be removed from academic probation when he/she achieves a term and cumulative GPA of at least 2.0 or better.
3. If a student fails to achieve a cumulative GPA of 2.0 or above after one academic term on academic probation, the student will not be eligible to receive federal financial aid for the following term. Federal financial aid may be reinstated should the student be removed from academic probation in subsequent terms.
4. A student must achieve a cumulative GPA of 2.0 or above in order to be eligible for graduation at the end of the program.

## **Graduation Requirements**

In order to successfully graduate from the program and receive a diploma in nursing, the student must meet all academic and financial completion requirements. A student must fulfill each of the following to be considered for graduation:

1. Successfully meet all course objectives as evidenced by:
  - Minimum theory grade equivalent of a “C” in each nursing course.
  - Passing “satisfactory” clinical grade in all nursing courses.
  - Minimum grade of “C” in all college courses.
  - Cumulative GPA of 2.0 or better in all course work.
2. Completion of required eight (8) community volunteer service hours
3. Successfully meet all financial responsibilities to West Penn Hospital School of Nursing.
4. Successfully complete exit counseling required for federal financial aid.

**Failure to meet even one of these criteria will result in a student’s ineligibility to graduate from the program.**

# Transfer of Credit Policy

## Policy Statement

It is the policy of West Penn Hospital School of Nursing to accept transfer credit for newly admitted students. Transfer of college/general education credits will only be considered prior to admission to the nursing program. Students admitted to, and currently enrolled in courses at West Penn Hospital School of Nursing are required take courses offered by Clarion University Pittsburgh Campus.

## Policy Purpose

The purpose of this policy is to provide students with the ability to transfer credits at the time of admission and for periods of dis-enrollment from West Penn Hospital School of Nursing.

## Policy Guidelines

1. In order to be eligible for transfer, students must provide an official transcript with evidence of course completion and grade from college and/or university for consideration. A course must be comparable in content, credit(s) and/or contact hours. Course descriptions and syllabi may be required to determine whether courses are acceptable for transfer. Acceptable substitutes for required courses are determined by Clarion University.
2. Courses for transfer must meet the following criteria:
  - Courses must be completed at an institution accredited by a regional or national accrediting association for colleges and universities.
  - A Grade of "C" or better attained in the course.
  - Anatomy and Physiology I & II must be completed at the same institution.
  - Anatomy and Physiology I & II and Microbiology must have been completed within five years of prospective admission.
  - Anatomy and Physiology I & II and Microbiology must have a laboratory component to be considered for transfer.
  - Nursing courses from other schools of nursing are not accepted for transfer.
3. Transfer credit may be given for Advanced Placement (AP) Examinations for High School General Psychology. Evidence of AP Examination Score must be provided from the College Board with a minimum score of 3.
4. High school and college and/or university transcripts from a foreign country must be translated and evaluated for U.S. course equivalency by a translation and evaluation service acceptable to the West Penn Hospital School of Nursing. Cost for this service is the responsibility of the applicant.
5. Any transfer of credit granted to the student will be considered attempted and earned prior to admission. The transfer of credit will not apply to the student's overall grade point average (GPA). The student will be notified of acceptance of credits in writing prior to the start of the program.
6. West Penn Hospital School of Nursing provides no guarantee that credits earned while enrolled will transfer to another educational institution.

# Student Civility and Standards of Conduct

## Policy Statement

All students at West Penn School of Nursing are expected to conduct themselves in a manner supportive of the mission, goals, principles and objectives of the organization. Through voluntary entrance into the nursing program, students assume responsibility of performance and behavior set forth by West Penn School of Nursing and its governing organization of Allegheny Health Network (AHN).

All students are expected to act in a civil manner. Behaviors that demonstrate civility include a cooperation, respect, listening, understanding and honoring the individual differences of others. All students are expected to adhere to professional behavior as defined by Allegheny Health Network Code of Conduct, the ANA Code of Ethics for Nurses, the Pennsylvania Nurse Practice Act, the Patient's Bill of Rights, and the National Student Nurses Association Code of Academic and Clinical Conduct.

## Policy Purpose

The goal of West Penn School of Nursing is to create a learning environment that is safe, productive and inclusive for all individuals in which a quality teaching and learning experience can be provided. Students are accountable for abiding by classroom rules set forth in the course syllabus, including arriving on time for learning opportunities, participating and communicating in a respectful manner.

## Policy Guidelines

West Penn School of Nursing considers the following behavior, or attempts thereof, by any student or student group, whether acting alone or with any other persons to be considered acts of incivility and violate the student standards of conduct:

1. Violation of Allegheny Health Network published policies, rules, and regulations (*Refer to AHN Standards of Conduct Policy*).
2. Acts of dishonesty, including but not limited to the following
  - a. Cheating, plagiarism, or other forms of academic dishonesty.
  - b. Providing false information to school administration and/or faculty
  - c. Forgery, alteration or misuse of Allegheny Health Network or School of Nursing documents or records.
  - d. Violation of the academic integrity (dishonesty) policy.
3. Disruption, interference, or obstruction of teaching in the classroom and/or clinical learning environment, administrative discussions, disciplinary proceedings, or school activities including public-service and community functions.
4. Physical abuse, verbal abuse, threats, intimidation, coercion, bullying, conduct which threatens and endangers the health and safety of any person, and/or acts which are contrary to the civility and respect for others.
5. Sexual misconduct, sexual contact without consent, sexual harassment or recording of sexual activity or sharing sexual content without consent of all parties involved.
6. Conduct that is disorderly or disruptive including but not limited to: public intoxication, verbal outbursts and arguments in public areas, and language that is vulgar or profane.
7. Attempted or actual theft of and/or damage to or vandalism of property.
8. Unauthorized entry, use, or occupation of program facilities that are locked, closed or restricted as to use.
9. Misuse of technology, including but not limited to:
10. Accessing any system with another person's credentials
11. Sharing login or confidential information



12. Harassment or bullying in an online environment including threatening and abusive messages.  
*(Refer to social media and technology policy)*
13. Use, possession, or distribution of controlled substances, synthetic drugs, or drug paraphernalia associated with illegal substances *(Refer to substance abuse policy)*.
14. Possession of weapons or other dangerous items including but not limited to firearms, knives, pellet guns, paint guns, BB guns, stun guns, Tasers, bow and arrows, fireworks, explosives, or dangerous chemicals.

\*A student who fails to observe the standards of conduct as described shall be subject to disciplinary action, up to and including dismissal from the nursing program.

# Attendance

## Policy Statement

The administration and faculty of The Western Pennsylvania Hospital School of Nursing believe that punctuality, attendance and engagement in the learning process are essential determinants for students' success in class and clinical experiences. Therefore, students' class and clinical experience attendance will be monitored by the faculty.

## Policy Purpose

To delineate the procedure to follow for class and clinical experience attendance and absence and to provide guidelines for jury duty, bereavement and military/active duty resulting in class/clinical experience absence.

## Policy Guidelines

The Western Pennsylvania Hospital School of Nursing is an entity that is governed by Federal Student Financial Aid Regulations (law), and is required to monitor students for satisfactory academic progression in classroom and clinical experiences. Therefore, course faculty will be responsible for monitoring class and clinical experience attendance.

1. Classroom
  - a. Class absence is defined as missing more than 50% of a class.
  - b. Class tardy is defined as arriving greater than 15 minutes after the scheduled start time.
  - c. The attendance records will be submitted to the Assistant Director.
  - d. Three (3) class absences and/or incidents of tardiness will result in a referral to the Assistant Director.
2. Clinical
  - a. Any scheduled experience missed by the student will be considered a clinical absence, which includes simulation, clinical conference and/or competency.
  - b. Students missing three (3) scheduled clinical experiences within a course will result in failure of the clinical component of the course.
  - c. Arriving up to 20 minutes after the start of a clinical experience is considered tardy. The following will result due to tardiness:
    - 1) All incidents of tardiness will be documented as unsatisfactory (U) on the clinical evaluation form.
    - 2) Students who are tardy will receive verbal counseling and a performance improvement plan will be initiated.
    - 3) The second tardy occurrence within a course equates to a clinical absence.
  - d. If a student is tardy greater than 20 minutes, the student will be dismissed from the clinical experience. This equates to a clinical experience absence.
  - e. Students should notify the clinical faculty of any expected:
    - 1) Tardiness, 30 minutes prior to the start of the scheduled experience.
    - 2) Absence, one (1) hour prior to the start of the scheduled experience.
  - f. Students must call the office phone of their clinical faculty and leave a voice message if tardiness or absence is anticipated. Do not phone the receptionist at the school.
  - g. Students must be present for the entire clinical experience to receive credit for the day, otherwise they will be considered absent.
  - h. All clinical make-up must be completed within the time-frame of the course.
    - 1) Failure to attend clinical make-up equates to an absence.
  - i. Students are strongly encouraged to use absent days for illness and extenuating circumstances only.

3. Clinical Demerit

- a. A demerit is defined as a characteristic of deficient performance.
- b. A demerit or demerits will be earned for any clinical experience absence or no call/no show (NC/NS) as outlined below.

Clinical Occurrence	Definition	Demerits Earned
Clinical Absence	Failure to attend a clinical experience <u>with proper notification</u> to clinical faculty. • Two (2) tardy occurrences within a course.	1
No Call/No Show (NC/NS)	Failure to attend a clinical experience <u>without proper notification</u> to clinical faculty.	2

- c. Clinical demerits will be cumulative throughout the nursing program. The following actions will occur with student accrual of demerits.
    - 1) Accumulation of one (1) – five (5) demerits will result in verbal counseling and a written performance improvement plan.
    - 2) Six (6) demerits will result in dismissal or termination from the nursing program (Refer to the Satisfactory Academic Progression Policy for dismissal and termination criteria).
    - 3) The course in which the 6<sup>th</sup> demerit is earned will result in failure of the clinical component of that course.
  - d. Three (3) clinical demerits in any course will result in failure of the clinical component of that course.
  - e. Any clinical experience make-up does not eliminate accumulated demerits.
  - f. Demerits are not carried over in the event of a dismissal from the nursing program. Upon return to the program, a student will begin with zero (0) demerits.
  - g. A notification letter from the Director or Assistant Director will be sent to any student who accrues:
    - 1) Two (2) clinical absences within a course.
    - 2) Four (4) clinical demerits, cumulative.
  - h. Students are responsible for tracking accumulation of demerits.
4. Jury Duty, Bereavement, and Military Service
- a. In the event a student receives a subpoena to appear in court, is selected for jury duty, is on leave due to bereavement or required military service, the student is required to meet with the Director or Assistant Director to discuss the situation.
  - b. The student must be able to provide a copy of the subpoena, court document or military orders. The School of Nursing Administration may request a death notice.
  - c. Time off for approved military service or jury duty will not be counted toward class and clinical experience absences.
  - d. Bereavement
    - 1) Time off from class or clinical experience will be granted in the event of the death of a student's immediate family member.
    - 2) Immediate family is defined as: mother, father, child, spouse, daughter-in-law, son-in-law, stepmother, stepfather, stepchild, sister, stepsister, sister-in-law, brother, stepbrother, brother-in-law, grandchild, grandparent, step-grandparent, grandparent-in-law, guardian, parents-in-law or eligible domestic partner.
    - 3) Time off for bereavement is up to three (3) scheduled workdays (class or clinical experiences). Time off for bereavement will not be counted toward class and clinical experience absences.

# Examination Policy

## Policy Statement:

Students and Faculty adhere to guidelines for the administration of exams and grading of non-exams.

## Policy Purpose:

To standardize the method for the administration of exams and scoring of non-exams across the curriculum.

## Policy Guidelines:

1. Examinations
  - a. All examinations (regularly scheduled, make-up, special accommodations) will be proctored in a classroom, conference room, or office setting with a faculty member(s) present.
  - b. During an examination only pencils, highlighter and/or an index card will be permitted on the desk. Students are not permitted to have any electronic devices, hats or notebooks. Personal items are to be placed in lockers or residence rooms or designated areas of classrooms.
  - c. The exam review process is an individual course decision. All students must remain in the room following the test review until faculty have counted the examinations.
  - d. Repeat examinations are not permitted. Quizzes are not made up.
  - e. Exam grades are placed in each student mailbox within 5 (five) days of the exam.
2. Exam Attendance
  - a. Students are expected to arrive for exams at least 10 minutes prior to scheduled exams. In the event that a student is late, the student will be given the following options:
    - 1) The student may complete the exam in the remaining time allotted. No additional time or extensions will be granted to complete the exam.
    - 2) If there is insufficient time to complete the exam, the exam will be rescheduled.
    - 3) If a student opts out of taking the exam and reschedules, a 7 % reduction in the exam grade will occur.
  - b. For all exam absences, the student should notify the course faculty one-half hour before the scheduled examination.
  - c. A 7% reduction in the grade will be made for examinations not taken at the designated scheduled time (early or late).
  - d. Course faculty are to be contacted within 24 hours of the original examination time in order to reschedule the examination. If the course faculty are not contacted within 24 hours, an additional 7 % deduction in the grade will occur.
  - e. The make-up examination must be taken within 5 school days from the date of return to school. The faculty will determine the scheduled date and time.
  - f. If an exam absence occurs because of approved jury duty, military duty, or bereavement, no reduction in exam grade will occur.
3. Exam make-up
  - a. An alternate test may be used for test make-up.
  - b. Test items may include multiple choice, short answer and fill in the blank.
4. Non-examination scoring
  - a. All non-exam projects, papers, presentations, etc. that receive a score will be graded by a faculty member.
  - b. Each course will develop a specific grading Rubric for each graded non-examination assignment to maintain objective scoring along with project guidelines.
    - 1) The grading Rubric will contain categories that are being scored.
    - 2) The categories will contain a point value (assigned per course and per project).

- 3) The point value will have description/criteria of what the student must do to earn the particular point value.
  - c. When grading the assignment, the faculty member will use the Rubric to circle the appropriate point value. The faculty member will add up the points and determine a total score.
5. Grade Challenges
- a. If a student wishes to challenge an exam question he/she must complete an *Examination Question Challenge Form* and submit to the course faculty within three (3) business days following the secondary exam review. The exception is for the final examination.
  - b. Final examination question challenge: If a student wishes to challenge a question on a final exam, he/she must complete an *Examination Question Challenge Form* and submit to the course faculty by 4:00 PM Friday, the last day of the course. No secondary review will take place for a final exam.
  - c. Challenge of non-examination grades will be handled on an individual basis within three (3) business days of grade posting.

# Standardized Testing Policy

## Policy Statement

Standardized testing is mandatory and required for program progression. A specific proficiency level is not needed for program progression. Results from standardized testing may be used for bonus points where applicable. For students who achieve a Proficiency Level 1 or below on the ATI standardized tests, remediation will be assigned.

## Policy Purpose

To provide a means to measure curriculum outcomes and academic achievement. To provide a formal process to assist students in mastering specific course content prior to progression in the program.

## Policy Guidelines

1. Students are required to take assigned standardized tests at scheduled times. Students are expected to arrive at least 10 minutes prior to exam start.
2. In the event that a student is late/tardy for the test, the student must perform one of the following: Take the examination in the remaining allotted time. No additional time will be granted or; Re-schedule to take the test on or before the last day of the term prior to the start of the next/successive nursing course.
3. Students who do not take the scheduled examination on the scheduled day or time will not be eligible to receive bonus points(Refer to Examination Procedures and Non-Examination Grading Policy)
4. Students who do not take the scheduled standardized test within a course will not progress to the next/successive course.
5. If absence from a standardized test is anticipated, the student should notify the course faculty 30 minutes prior to the scheduled examination.
6. No bonus points will be earned for examinations not taken at the designated scheduled date and time (early or late).
7. If an excused absence occurs due to approved jury duty, military duty or bereavement, earned bonus points will be awarded upon completion of the standardized test. (Refer to Examination Procedures and Non-Examination Grading Policy)
8. Earned bonus points are only awarded to those students who have passed the course. A student cannot pass a course on the basis of bonus points.
9. Earned bonus points are awarded based on proficiency levels. Students who receive "Proficiency Level 2" will earn 2 bonus points and those who receive "Proficiency Level 3" will earn 4 bonus points.
10. Bonus points for the Comprehensive Predictor are based on a predicted possibility of passing the National Council Licensure Examination-Registered Nurse (NCLEX-RN). Students will earn the following points for the predicted probability:  
**91-95% = 2 points**  
**96% or greater = 4 points**
11. A student is required to complete a remediation assignment if he/she attains a "Proficiency Level 1" or below on any standardized test required in a course.
12. The Assistant Director will determine the remediation assignment for a student based on identified areas for improvement.
13. Assigned remediation will be submitted to the Assistant Director or designated faculty by an appointed due date.
14. Students who do not complete the assigned remediation by the appointed due date will not progress to the next/successive course.

# Academic Counseling Policy

## Policy Statement

The availability of academic guidance and counseling is an essential component of West Penn Hospital School of Nursing. Academic counseling is aimed at assisting the nursing student with adjustment to the demands of the program. Additionally, counseling is designed to enhance student retention, course progression and program success.

## Policy Purpose

To outline student responsibilities for seeking academic guidance and counseling whether it is by personal decision and/or referral.

## Policy Guidelines

1. Students seeking academic assistance should discuss their needs with the course coordinator for appropriate guidance.
2. Referrals can be made to the academic counselor for additional guidance and counseling.
3. A mandatory referral to the academic counselor is required for students who score below a 76% on an examination.
4. All referrals will require completion of the *Academic Counseling Referral Form*.
  - a. A copy of the form will be provided to the student.
  - b. The original form is provided to the academic counselor.
5. In the event that the academic counselor is not available, all referrals will be directed to the Assistant Director.

# Student Clinical Practice

## Policy Statement

West Penn Hospital School of Nursing has developed a student clinical practice policy in an effort to maintain patient safety.

## Policy Purpose

To guide student nurses, as well as faculty and nursing staff working with students in the clinical setting in an effort to maintain patient safety.

## Guidelines/Procedures

During a clinical experience, the student nurse is permitted to:

1. Administer medication/treatment orders according to policies & guidelines under direct supervision of the instructor, co-assigned RN or preceptor.
2. Administer intravenous medications (IV), including IV push, IV infusion, IV titration while following the IV policies & procedures. The student must be under direct supervision & guidance of the instructor, co-assigned RN or preceptor.
3. Discontinue peripheral IV catheters as ordered with the direct supervision & guidance of the instructor, co-assigned RN or preceptor.
4. Request assistance from the instructor, co-assigned RN or preceptor when encountering unfamiliar orders & procedures.
5. Perform blood draws from central lines with the direct supervision & guidance of the instructor, co-assigned RN or preceptor.

During a clinical experience, the student nurse is not permitted to:

1. Administer blood products or to document on the blood administration vital sign flow sheet.
2. Receive or sign off phone, verbal or written orders.
3. Perform any venipuncture (IV catheter insertion or phlebotomy draws).
4. Discontinue central, midline or PICC (peripherally inserted central lines) lines.
5. Program or bolus PCA (patient controlled analgesia), nerve block, or epidural pumps.
6. Administer chemotherapeutic medications.
7. Administer medications in an emergent or rapid response situation.



# Clinical Evaluation Policy

## Policy Statement

Clinical evaluation is utilized throughout the program to assess students' clinical performance. Formative, mid-term and term-end evaluations are provided to keep students informed of their progress and assist them with plans for improvement toward successful achievement of clinical outcomes.

## Policy Purpose

To delineate procedures for clinical evaluation.

## Policy Guidelines

1. Formative Evaluation
  - a. Formative feedback regarding progress toward meeting clinical outcomes will be provided to students regarding their clinical performance at specified times throughout each course.
  - b. Students will receive a satisfactory (S), unsatisfactory (U) or numeric rating for clinical behaviors each week. A rating of not applicable (NA) or absent (A) may also be used.
    - 1) Not applicable (NA)—a behavior was not expected to be performed, the opportunity did not present, or the behavior was not observed.
    - 2) Absent (A)—the student is absent from the clinical experience and cannot be evaluated. When the clinical make-up for the absence is completed, the A rating will be replaced with a satisfactory (S), unsatisfactory (U) or numeric rating.
  - c. Any behavior that receives a satisfactory (S) or numeric rating of 2 or 2.5 does not require an anecdotal note but may be included to guide student development.
  - d. Clinical behaviors that receive a numeric rating of 3 require supporting evidence outlined in an anecdotal note.
  - e. Any behavior that receives an unsatisfactory (U), numeric rating of 1.5 or 1 will require a performance improvement plan (PIP).
  - f. The PIP will outline details of the performance, strategies to guide student development and expectations for demonstration of improvement.
  - g. The student and faculty will meet each week to discuss progress toward goal achievement outlined in the PIP.
  - h. The student must meet the goals set forth in the PIP for course progression.
  - i. If a PIP is initiated, the student, course coordinator and Assistant Director will be provided with a signed copy. The original form will become part of the student's clinical evaluation.
  - j. Three unsatisfactory ratings in any clinical behavior will result in a clinical failure and the student cannot continue in the course.
  - k. Students assume the responsibility to contact the clinical instructor to review the evaluation.
  - l. The signature of the instructor and student must appear on the signature page. An area for comments by the student is provided on the signature page. The instructor and student must sign or initial at each evaluation review. Student's initials indicate that the student had the opportunity to read the evaluation and/or was provided feedback from the instructor. The student's signature and/or initials do not indicate agreement with the evaluation.

<b>Letter Rating Key</b>	
S	Satisfactory
U	Unsatisfactory
NA	Not applicable
A	Absent
<b>Numeric Rating Level</b>	
3	Independent
2.5	Satisfactory
2	Assisted
1.5	Marginal
1	Dependent

2. Mid-term Evaluation
  - a. An overview of the first five weeks regarding progress toward meeting clinical outcomes will be provided to students.
  - b. If a student is deemed unsatisfactory or failing (numeric rating less than 2) for any clinical outcome, the student may continue in the course and be provided opportunities to remediate and correct the clinical behavior. This continues until the student:
    - 1) achieves three unsatisfactory ratings in any clinical behavior.
    - 2) cannot mathematically achieve a numeric rating of 2 or greater at term-end
3. Term-end Evaluation
  - a. A summation of the clinical experience and achievement of the clinical outcomes will be provided to students. The summative evaluation should outline strengths and areas for improvement for the student.
  - b. Every clinical outcome must be deemed satisfactory or have an overall numeric rating of 2 or greater to successfully pass the clinical component of a course. A clinical failure will result in failure of the course.
4. Competencies
  - a. Nursing courses may have clinical competencies that are a requirement.
  - b. Every student will have three (3) attempts to pass each clinical competency. Students who are not successful following the third attempt at any competency will receive a clinical failure. A clinical failure will result in failure of the course.
5. Student Self-Evaluations
  - a. Students are required to evaluate themselves at mid-term and term-end. These will be submitted to their clinical instructor.

# Academic Integrity Policy

## Policy Statement

In any manner of presentation, it is the responsibility of each student to produce his/her own original academic work. Any deviation from this responsibility may be deemed as a lack of academic integrity

## Policy Purpose

To provide guidance for students regarding the definitions and expectations of academic integrity as well as potential consequences related to violation of academic integrity.

## Policy Guidelines

The following guidelines provide definition of terms related to academic integrity, expectations of students, examples of academic dishonesty, and potential actions/outcomes.

1. Definitions:
  - a. **Academic work:** includes any paper, exam, essay, evaluation, project, or assignment, whether oral, in writing, in other media, in simulation or in clinical.
  - b. **Academic dishonesty:** the "misrepresentation by deception or by other fraudulent means" of individual/group academic work.
  - c. **Plagiarism:** the submission of material that has been, entirely or in part, copied from or written by another person, without proper acknowledgement. All material, including information from the Internet, anonymous material, copyrighted material, published and unpublished material, and material used with permission, must be properly acknowledged. Both of the following require recognition with a reference/footnote or some other standard format for recognition:
2. Direct quotation – commonly identified by indentation, italics, quotation marks, or another standard format.
3. Indirect quotation – involves expressing an idea, concept, or interpretation that was obtained from another source.
4. Expectations:
  - a. Students are responsible for being aware of and demonstrating behavior that is honest and ethical in their academic and clinical work.
  - b. Students are to complete assignments/exams individually unless directed otherwise by faculty.
  - c. Students are expected to use standard citation rules to identify any part or section of their assignment that is not original.
  - d. Students are to ask questions of faculty to clarify the collaboration expectations of any group work, if uncertain of guidelines.
  - e. Unauthorized distribution of copyrighted material may result in civil and/or criminal liabilities.
5. Examples of Academic Dishonesty (the following list is **not** all-inclusive):
  - a. Plagiarism
  - b. Submitting the same work to more than one course
  - c. Submitting work purchased or acquired from another source, including another student
  - d. Collaborating improperly
  - e. Aiding or abetting another student's academic dishonesty, including sharing work with the intention of misrepresentation of said work as that of another student.
  - f. Copying or using unauthorized aids in exams/quizzes/reports, including electronic devices
  - g. Procuring, distributing, or receiving an exam or course materials being prepared or stored
  - h. Altering a grade from faculty

- i. Stealing, destroying, or tampering with another student's work
  - j. Preventing another student from completing an assignment
  - k. Collusion to allow individual work to be copied by another student, including exam answers, electronic media files, or other material with the intention of misrepresentation.
  - l. Submitting false information
  - m. Forging, altering, or fabricating School documents
  - n. Impersonating another student either in person or electronically
  - o. Providing a false signature for attendance at any class
6. Procedures:
- a. Incidents of suspected academic dishonesty violations shall be handled initially at the course level with the course instructor.
  - b. Course instructors are free to discuss the alleged violation informally with the student(s) thought to be involved. This should occur in a private manner
  - c. If a suspected violation occurs, this may result in penalty to the student(s) within the course. The appropriateness of the penalty will be decided upon by the course faculty and administration relative to the violation committed. Examples of penalty may include, but are not limited to:
7. Verbal warning
  8. Written warning
  9. Re-submission of new/corrected assignment
  10. Reduction or forfeiture of assigned grade for assignment or examination
  11. Course failure
  12. Program dismissal

# Student Grievance Policy

## Policy Statement

Any student who feels that they have not received the standard fair treatment under the existing school policies and procedures in accordance with the current student handbook and student bill of rights has the opportunity to pursue a formal grievance. The procedure provides a mechanism for solving grievances (problems) or appeals for academic and nonacademic matters. Academic matters are those concerns that are related to the promotion process and the student attendance policy. Nonacademic matters are concerns that may arise out of interpretation of all other policies included in the *Student Handbook* which are not satisfactorily settled by discussion with the person or persons involved.

Students are encouraged to resolve all complaints or grievances through the usual chain of command prior to implementing a formal grievance procedure. A student who has a grievance involving Clarion University of Pennsylvania should follow the grievance procedure of that institution.

## Policy Purpose

To ensure that each student is provided with the opportunity for due process procedures.

## Policy Guidelines

### Grievance Procedure:

1. The student should schedule a meeting with the appropriate instructor to discuss the situation and attempt to resolve the grievance.
2. If a resolution is not reached, a meeting with the Assistant Director and/or Director must be scheduled in an attempt to further resolve the issue.
3. If a resolution is not reached, the student may request an official grievance process by review board. The student must submit a signed written request outlining the detailed reason for the grievance within three (3) business days from the previous meeting. Should this correspondence be sent electronically, the student will be responsible to following up with administration to ensure that the grievance was received.
4. Upon receipt of the grievance request, the Director and/or Assistant Director will randomly select two (2) faculty members and four (4) student members to serve on the review board. One faculty and one student alternate will be selected in case of illness/absence issues.
5. The Assistant Director will attend and facilitate as a non-participating member and have no voting privileges.

### Review Board Process:

1. All aspects of the review board hearing are strictly confidential.
2. Once the review board request is received, the meeting will be held within fourteen (14) business days.
3. The facilitator will notify the grievant, the respondent, and review board members in writing or email of the date and time of the meeting.
4. The review board process is an internal process not open to external representation/involvement.
5. No electronic recordings of any kind are permitted.
6. Each party, grievant and responder will equally have fifteen (15) minutes each to present. Both parties may present materials to the review board relevant to their presentation and the grievance. This includes but is not limited to: student grades, attendance records, clinical performance evaluations, email correspondence etc.
7. After both parties have presented, the grievant and responder will be allowed an addition five (5) minutes for rebuttal and the opportunity to provide additional information.

8. The review board will then be permitted twenty (20) minutes to ask questions of the grievant and responder.
9. Following questions from the review board, both parties will be dismissed.
10. The review board may take time to deliberate; at the end of deliberation the facilitator will conduct a vote via secret ballot. The facilitator will read and record the votes.
11. All parties will be notified in writing of the review board decision within three (3) days of the hearing
12. The review board decision is final and no further appeal will be granted.

During implementation of the grievance procedure, the student may be permitted to continue in the program until resolution occurs unless the grievance involves a patient safety issue (i.e. clinical failure). If the grievance decision is upheld by the review board, the student will be dis-enrolled from the course. If eligible the student will be permitted to apply for re-admission to the program (*Refer to re-admission policy.*)

# Compliance Policy

## Policy Statement:

It is the policy of West Penn Hospital School of Nursing that all enrolled students meet the requirements outlined in the policy. Failure to complete compliance results will result in revocation of program admission and removal from classroom and/or clinical experiences for enrolled students.

## Policy Purpose:

The purpose of this policy is to ensure that every student enrolled in West Penn Hospital School of Nursing remains in compliance as the student progresses through the program. Each student must be in compliance while attending clinical sites as outlined in the various affiliation agreements and/or clinical education agreements which are completed by the facilities in which clinical rotations are conducted.

## Policy Definitions:

Compliance is defined as having all the necessary updated, completed, signed documents required upon admission and throughout the program.

## Policy Guidelines:

The following items are required for all enrolled students from the time of admission and/or throughout the course of the program

1. Completion of Health Screening/Physical Examination.
  - a. Health Screening/Physical Examination should be completed no greater than six (6) months prior to program enrollment.
  - b. In the event a student experiences a lapse in enrollment, the student must have another Health Screening/Physical Examination prior to restarting the program.
2. Evidence of Personal Health Insurance
  - a. Proof of health insurance (i.e. card or paperwork) must be submitted prior to program start.
  - b. Evidence of annual renewal must be provided.
3. Urine Drug Screening.
  - a. Urine drug screening will be offered on site prior to first year admission.
  - b. Negative drug screen is required prior to admission. Positive drug screens will result in denial of admission.
  - c. In the event a student experiences a lapse in enrollment, the student must participate in the drug screening process through the designated approved site. The drug screening must be completed within 30 days of restarting the program.
4. Tuberculin Skin Test
  - a. Evidence of two step Tuberculin PPD skin test must be completed prior to admission. The two step injections must be completed within one year of each other. In lieu of two step PPD, the QuantiFERON-TB Gold In-Tube test (QFT-GIT) and the T-SPOT TB test blood work will be accepted.
  - b. Tuberculin PPD skin test must be completed annually for those enrolled in the program
  - c. Students with a history of a positive Tuberculin PPD skin test must complete the required documentation annually in lieu of one-step skin test.
5. Vaccinations
  - a. Measles Mumps and Rubella
    - 1) Documentation of positive titers or
    - 2) Appropriate vaccination: two doses of live measles and mumps vaccine on or after first birthday and separated by 28 days or more and one dose of live rubella vaccine.
    - 3) *With appropriate documentation of vaccination, titers do not need drawn.*

- b. Varicella
  - 1) Documentation of positive titers or
  - 2) Two doses of vaccine a least 28 days apart.
  - 3) *With appropriate documentation of vaccination, titres do not need drawn.*
- c. Hepatitis B
  - 1) Documentation of positive titer or
  - 2) Hepatitis B series documentation. If non-immune or equivocal, Hepatitis B series must be initiated prior to first day of class. Evidence of completed series must be submitted following last injection.
- d. Tetanus, Diphtheria/Pertussis
  - 1) Documentation of prior dose or
  - 2) One dose of Tdap.
- e. Influenza(FLU)
  - 1) Annual influenza vaccination is highly recommended for all students.
  - 2) Annual vaccination will be provided by the hospital free of charge.
  - 3) Failure to receive the annual influenza vaccination may require additional waivers, education, and use personal protective equipment based upon clinical affiliation agreement.
- 6. American Heart Association Healthcare Provider CPR certification
  - a. Including adult, infant, and child CPR and AED training.
  - b. No other form of CPR certification will be accepted.
- 7. Nursing Student Professional and Personal Liability Insurance
  - a. Coverage should include limitations of \$1,000,000 per occurrence and \$6,000,000 as an aggregate.
- 8. Background Check/Clearances
  - a. FBI Criminal Background Clearance and Fingerprinting
  - b. Pennsylvania Child Abuse Clearance
  - c. Pennsylvania State Police Criminal History Check
  - d. *All criminal background checks and clearances must be completed within 6 months of admission.*
  - e. In the event a student experiences a lapse in enrollment, the Pennsylvania Child Abuse Clearance and Pennsylvania State Police Criminal History Check must be completed within 6 months prior to restarting the program.
  - f. Should a student have a criminal record or conviction prior to admission, the student will be required to meet with the Director and/or Assistant Director prior to program start. Each student case will be reviewed for eligibility to participate in clinical sites that service vulnerable populations and eligibility for employment upon completion of the program. Based upon the criminal record and history review, the administration of West Penn Hospital School of Nursing reserves the right to revoke an offer of admission.
  - g. Should a student be charged and/or convicted of a crime while enrolled in the program, the student should immediately report the event to the Director and/or Assistant Director within five (5) business days. Failure to report may result in the dismissal or termination from the program.
  - h. West Penn Hospital School of Nursing is not responsible for the outcomes or decisions made by the Pennsylvania State Board of Nursing for any student with a criminal history.
- 9. Student Handbook Acknowledgement
  - a. All students must complete the Annual Student Handbook Acknowledgement signature sheet.

Students are responsible for uploading all required compliance documents to Castle Branch by the designated deadlines. Students are responsible for monitoring expiration dates of their own compliance documents and requirements.

Failure to upload the appropriate compliance documents by 12:00 p.m. on Monday prior to clinical will result in a student not being permitted to attend clinical experiences for the designated week.



# **Disability Accommodations Policy**

## **Policy Statement**

It is the policy of the West Penn School of Nursing to provide reasonable accommodations and appropriate academic adjustments to students and applicants with disabilities in order to enable them to fully participate in the Schools' programs, activities and services. A student's request for a reasonable accommodation due to special needs related to examination or skill performance to meet program outcomes will be reviewed and validated.

## **Policy Purpose**

To provide a standardized process for accommodation within the guidelines of the American with Disabilities Act (ADA).

## **Policy Guidelines**

A student nurse or applicant for admission who has a disability, as that term is defined in the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the Pennsylvania Human Relations Act or other laws applicable to the Schools of Nursing. The accommodation will also be required to reflect the regulations of the Pennsylvania State Board of Nursing.

A student may request an accommodation according to the following guidelines:

1. The applicant or student requesting an accommodation for testing and/or skill performance must make an appointment to meet with the Director or Assistant Director to discuss the nature of the accommodations.
2. If the applicant or student's education prior to enrollment at the West Penn School of Nursing was under the terms of an Individualized Education Program (IEP), a copy of the IEP should be submitted along with the request for accommodation.
3. If the applicant or student's previous education was not under the terms of an IEP, documentation regarding the type of disability and recommended accommodations is required. Only licensed professionals may validate the necessity of the accommodation. Documentation must include a statement of the precise diagnosis/disability type, the existence of a protected disability, and the need for reasonable accommodation.
4. Documentation for accommodations must include a suggested plan of action. If the disability is cognitive in nature, documentation must be from a licensed/certified psychologist or psychiatrist with experience or specialized background in identifying/treating such disabilities. If the disability is physical in nature, documentation must be from a medical doctor or specialist.
5. Documentation that is more than three years old will not be accepted without additional current supporting documentation from the appropriate professional.
6. The Director and the Assistant Director will review the reasonableness of the requested accommodation after the all required documentation has been received. Generally, an accommodation may be granted providing that (a) reasonable accommodation is required due to the presence of a protected disability and (b) it is possible to provide such accommodation without undue hardship while still satisfying program requirements.
7. The student will be informed of the decision in writing. The accommodation will be implemented after the process is completed and accepted.
8. If the accommodation is required for longer than one term, the Director and/or Assistant Director will inform the faculty in the subsequent course(s) of the needed accommodation.

# **Re-Admission Policy**

## **Policy Statement**

Students who wish to be re-admitted to West Penn School of Nursing after a withdrawal or dismissal from the program must complete specific requirements to be considered for enrollment.

## **Policy Purpose**

To provide guidelines for readmission into West Penn Hospital School of Nursing.

## **Policy Guidelines**

1. Following dismissal or withdrawal, a student may only be readmitted to the program one time.
2. In order to complete the program in the required time frame, program absence may not exceed 10 months.
3. Students repeating a nursing course must complete both theory and clinical components.
4. Terminated students are ineligible to re-enter the program.
5. The current tuition per nursing course will be charged. A student will may not be eligible for readmission if an outstanding tuition balance is due to West Penn Hospital School of Nursing and/or Clarion University of Pennsylvania.
6. Students should submit a re-enrollment application to the Admissions Office.
7. It is recommended that a student begin the re-enrollment process at least three (3) months prior to program re-entry.
8. If readmission occurs after a withdrawal for health, illness, injury, and/or hospitalization, the student's physician must send a statement indicating when the student can resume all class and clinical activities (Refer to Compliance Policy).
9. Students readmitted to the program must meet with the Director or Assistant Director prior to the start date of the returning term.

# NCLEX-RN Eligibility Policy

## Policy Statement

It is the policy of the West Penn School of Nursing that only students who have completed all program requirements and met all financial aid responsibilities will be approved by the Director of the School of Nursing as eligible for the Registered Nurse Examination (NCLEX-RN) for licensure.

## Policy Purpose

To ensure that students enrolled at West Penn Hospital School of Nursing are aware of current application process for licensure and testing.

## Policy Guidelines

1. To be licensed as a registered professional nurse, the individual must be eligible for licensure. This includes completion of an approved nursing program, successfully pass the NCLEX-RN examination, and meet the state requirements for which they are applying for licensure in.
2. Graduates are eligible to apply for licensure as a registered nurse if they meet the Pennsylvania State Board of Nursing requirements related to moral character. The State Board of Nursing has the right to delay or refuse licensure to any applicant who has been convicted of a felonious act of April 14, 1972 (P.L.233, No.64) known as the "Controlled Substance, Drug, Device and Cosmetic Act. West Penn Hospital School of Nursing is not responsible for decisions made by the State Board of Nursing regarding licensure.
3. The Director of the School of Nursing determines which students are eligible for graduation after receiving the following:
  - a. Communication from the Financial Department confirming that the student has meet all financial responsibilities, including the financial aid exit counseling.
4. Upon completion of the program, the Director of the School of Nursing submits the Education Verification Forms to the Pennsylvania State Board of Nursing certifying the eligibility of the graduate to take the NCLEX-RN and receive licensure.
5. Information regarding the application process for Pennsylvania State Board of Nursing licensure is located on their website [www.dos.state.pa.us/nurse](http://www.dos.state.pa.us/nurse)
  - 1) Under section 6311 of the Child Protective Services Law (23 P.S. § 6311) all applicants for initial licensure are required to complete 3 hours of Department of Human Services-approved training in child abuse recognition and reporting requirements. Information on approved CE providers is available on the Board's website.
  - 2) Students are required to complete two applications in order to take the NCLEX-RN:
    - a. Pennsylvania Application for Exam/ Initial Licensure (\$35 fee).
    - b. National Council Licensure Exam through Pearson Testing services (\$200 fee).
6. Students applying for initial licensure outside of Pennsylvania
7. Students who are seeking initial licensure in any state other than Pennsylvania must contact that individual state board for application requirements. The student is to submit any paperwork that needs to be completed to the nursing program to the Director of the School of Nursing.



# **Section III**

## **Student Life**



# Student Rights and Responsibilities

## Policy Statement

The administration, faculty and staff at West Penn Hospital School of Nursing affirms the rights of all students.

## Policy Purpose

To assure basic rights for students during their educational experience at West Penn Hospital School of Nursing.

## Policy Guidelines

1. The right to teach and to learn are inseparable aspects of education.
  - a. The student has the right to evaluate information or views offered in any course and reserve judgment about matters of opinion; the student has the responsibility to learn material which is included in the course in which the student is registered.
  - b. The student has the right of protection from prejudiced or irrational academic evaluation; the student has the responsibility for maintaining determined school standards of academic performance for each course in which the student is registered
2. The student has the right to expect West Penn Hospital School of Nursing to develop policies or procedures designed to guarantee the student's right to learn.
  - a. The student has the right to have a voice in the determination of the curriculum through a clearly defined process that encourages participation in the formulation and application of the curriculum.
  - b. The student has the right to periodic review of the grading system; the student has the responsibility to understand it.
3. The student has the rights and responsibilities of a citizen of the School community
  - a. The student has the right to belong to any organization that is School or non-School related; the student has the responsibility to maintain participation in School activities.
  - b. The student or student organizations have the right to examine and discuss questions of interest; the student has the responsibility to do this in accordance with standards of professional ethics.
  - c. The student has the right to expect any information acquired by faculty members concerning views, beliefs, and opinions to be kept confidential and released only with knowledge and consent of the student.
4. The student has the right to be admitted and progress through West Penn Hospital School of Nursing without any regard to race, color, religion (creed), age, gender, gender identity, national origin (ancestry), disability, military status, veteran status, or any other classifications that are federal or state protected.
5. The student has the right to expect West Penn Hospital School of Nursing to have a policy regarding information included in the student's permanent records and the condition of its disclosure; the student has the responsibility to follow the established procedure for review of records
6. The student has the right to expect West Penn Hospital School of Nursing to define standards of behavior while on Hospital and School premises; the student has the responsibility to adhere to these standards of behavior.
  - a. The student has the right to expect that disciplinary action will be taken regarding violations outlined in the *Student Handbook*; the student is responsible to know these rules.
  - b. The student has the right to expect that a dress code be established by faculty, administration, and student government; the student has the responsibility to abide by this code.
7. The student has the right to expect safety to be an essential concern to all students and faculty of West Penn Hospital School of Nursing. The student has the right to expect adequate safety protection, such as fire precautions and external lighting; the student has the responsibility to take personal safety precautions including avoidance of obvious safety hazards.

8. The student has the right to expect West Penn Hospital School of Nursing to implement a guidance program; it is the student's responsibility to be aware of the program and utilize it as necessary.
9. The student has the right to have access to health care; it is the student's responsibility to develop positive health practices.
10. The student has the right to be informed of policies regarding available financial aid programs; the student has the responsibility to initiate application and meet requirements of the elected financial aid program.
11. The student has the right to be informed about professional laws and codes; the student has the responsibility to be accountable in professional and personal activities.



# Student Dress Code

## Policy Statement

West Penn Hospital School of Nursing expects students to be dressed appropriately and to be well-groomed at all times.

## Policy Purpose

To reflect the professional image of a professional nurse and to meet infection control, safety, and regulatory standards.

## Policy Guidelines

### Classroom:

1. West Penn Hospital School of Nursing photo identification badge is worn on the outermost layer of clothing above the waist with the picture side visible. Stickers, pictures, or ornaments are not permitted on the badge, unless designated and approved by the hospital facility.
2. Modest attire is to be worn. Tight fitting clothing or exposure of breasts, midriff or buttocks is not permitted. Shorts and skirts should be mid-thigh in length.
3. Pajama pants are not to be worn
4. Clothing items with inappropriate logos/ sayings are not permitted.
5. Clothing should be free from the odor of smoke.
6. Shoes are worn at all times.
7. Extremes in appearance or in attire will result in dismissal from the learning experience at the discretion of the instructor.

### Clinical:

1. When a student is in clinical and the uniform is not required, the student must wear business casual attire and the school required lab coat.
2. Example of business casual attire for the clinical unit include:
  - a. Slacks
  - b. Skirts and dresses (length below the knee)
  - c. Collared shirts
  - d. Blouses
  - e. Sweaters
  - f. Shoes: closed toe and heel
  - g. Socks, knee highs or stockings

### Required School uniform:

1. White school approved scrub/uniform top with school approved "West Penn School of Nursing" embroidery over left chest.
2. Green school approved scrub/uniform pants must be worn.
3. Plain white hosiery or solid white socks or knee-high stockings are to be worn with pant uniforms.
4. Plain white/mostly white leather or vinyl shoes and laces, which are clean and in good repair with closed toe and heel.
5. Adequate room for stretching, stooping, and bending.
6. Undergarments are solid white or beige.

#### Lab Coats:

1. Lab coats must be clean, pressed, in good repair, and buttoned in the front.
2. The approved "West Penn Hospital School of Nursing" logo must be embroidered on the lab coat.
3. Required School lab coat is to be worn over street clothes when on the clinical unit and not giving direct client care.
4. Lab coats are to be removed when performing client care activities.

#### Cosmetics:

1. Cosmetics must convey a professional appearance.
2. Products with scents that could be offensive to patients and others are not to be worn.
3. Length of fingernails must promote client and employee safety and not hinder client care. Nails should not exceed ¼ inch in length.
4. Nail polish is to be a natural or moderate color. Nail polish that is chipped or cracked is not acceptable. Nail ornamentation is not permitted.
5. No artificial, multicolored, or decorated fingernails are to be worn.

#### Jewelry:

1. Jewelry is to be kept to a minimum for both client and personal safety and ability to perform assigned tasks.
2. One ring per hand may be worn. Wedding and engagement rings are to be considered as one ring.
3. Small stud earrings or earrings up to one inch in diameter may be worn. Up to two earrings per ear only. Dangle earrings of any length are not appropriate for client care. Other exposed body jewelry is not permitted.
4. Watches are to be professional style, non-decorative, and with a second hand. Digital watches are not permitted.
5. Only medical alert bracelets may be worn.
6. One plain chain necklace may be worn with the uniform. The length should not present a hazard to student or client.
7. Decorative or nonfunctional hair accessories are not to be worn.

#### Hair:

1. Hair must be neat, well-groomed, and appropriately styled. Extremes in hair color or styles (e.g., spikes, mohawks) are not permitted.
2. Hair, if shoulder-length or longer, must be pulled back with a non-decorative clasp. Hair must not come in contact with the client.
3. Men are to be clean-shaven. Beards, mustaches, and sideburns are kept neat and trimmed.

Specialty Units/Community Agencies: The student on any specialty unit/community agency is to adhere to school course, Hospital, or agency policy related to personal appearance.

Faculty, School, and Hospital administration, support personnel, and nursing staff shall enforce the dress code. Infractions may result in the inability to participate in the learning experience. Missed clinical time related to dress code issues must be made up.

# Social Media and Technology Policy

## Policy Statement

The West Penn Hospital School of Nursing supports the use of social media and technology for teaching and learning, as well as a resource for current and prospective students. The intent of this policy is to provide direction for students who engage in internet conversations for school-related purposes such as clinical or didactic activities. In addition this policy serves to protect the integrity, privacy, and professional boundaries of all members of the School of Nursing (faculty, staff, and students) and patients. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or social media

## Policy Purpose

This policy was developed to protect the integrity, privacy, and professional boundaries of all members of the West Penn Hospital School of Nursing (faculty, staff, and students) and patients.

## Policy Definitions

1. Social Media: a “form of electronic communication through which users create online communities to share information, ideas, personal messages, and other content” (Merriam-Webster dictionary, 2012).
2. Social media and the internet provide opportunities for knowledge exchange and dissemination among many people. This exchange of information does not come without risk. Nursing students, faculty and staff have an obligation to understand benefits and consequences of participating in social media activities. Even deleted posts can be accessed again and are discoverable in a court of law.
3. Technology: personal electronic devices such as cellular phones, iPods, iPads, iWatch, MP3 players, PDA, cameras etc. that may be used for personal communication, entertainment recordings, and photography

## Policy Guidelines

1. Students are not permitted to post confidential or proprietary information about Allegheny Health Network, West Penn School of Nursing staff, students, clinical facilities, patients/clients, or others whom one has contact with in the role of a West Penn School of Nursing student.
2. Students are not permitted to utilize Allegheny Health Network or West Penn School of Nursing logos or graphics. All posters, fliers, or social media postings must be approved by administration.
3. Cellular phones or other personal electronic devices should be programmed to silent mode during class and clinical. Students are not permitted to answer calls, talk, or text message during classroom or clinical experiences. If the student needs to respond to an emergency text or phone call during class or clinical, the student should leave the area to respond.
4. Students are not permitted to have personal electronic device in the classroom during any quiz/examination or quiz/examination review.
5. Students are not permitted to audio or video record instructor or students during classroom activities without prior permission. Students are not permitted to post classroom materials on social media sites. This includes but is not limited to: classroom documents, recordings/video of lecture or presentations involving students or faculty.
6. Students may use approved personal electronic devices for reference on the clinical unit. Access to these references should not occur in patient rooms or patient accessible areas.
7. Students are not permitted to audio record, photograph, or video record patients/clients in any clinical setting.
8. Students should refrain for taking photographs and/or videos in any clinical setting where identifiable patient/client or clinical affiliation information is visible. Inadvertent confidential information may appear.

9. Students should be aware of their association with West Penn School of Nursing in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself. Identify your views as your own. When posting your point of view, you should neither claim nor imply that you are speaking on West Penn School of Nursing's behalf.
10. Students should not participate in casual postings on social media sites about students, faculty, the West Penn School of Nursing or employees of Allegheny Health Network. These postings may be interpreted as lateral violence, are considered unprofessional behavior, and may be grounds for dismissal from the program.
11. Students should not make disparaging remarks about the health system, school, faculty, staff, employers or students. Posted material that is obscene, threatening, harassing, abusive, slanderous, hateful, or embarrassing will not be tolerated and may be grounds for dismissal from the program.
12. Students should adhere to professional boundaries when utilizing social media and technology. Students should not attempt to connect with faculty, staff, or patients or patient families on social media sites. Students should respect professional boundaries when utilizing technology to communicate with faculty and staff.

**Procedures and consequences:**

1. Students who share confidential or unprofessional information do so at the risk of disciplinary action. If a suspected violation did occur, this may result in penalty to the student(s). The appropriateness of the penalty will be decided upon by the school administration relative to the violation committed.
2. Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information
3. Examples of penalty may include, but are not limited to:
4. Verbal Warning
5. Written Warning
6. Course Failure
7. Program Dismissal
8. Penalties for violation will be consistent with the infraction.

# Student Health and Wellness Policy

## Policy Statement

Health and wellness is an essential component of success for students enrolled at West Penn Hospital School of Nursing. The goals of the program are to promote the continued physical and emotional health of students and support the concept of the student accepting responsibility for maintenance of their own health.

## Policy Purpose

To provide guidelines regarding resources available to students requiring general medical attention, support with emotional health, and guidance for students who develop an alteration in health while enrolled in the program.

## Policy Guidelines

1. General Medical Attention
  - a. Any student requiring immediate medical attention may be seen in the Emergency Department. Students assume financial responsibility for all emergency room visit charges.
2. Emotional Health and Counseling
  - a. Students enrolled at West Penn Hospital School of Nursing are eligible to receive services from Magellan Healthcare. Magellan Healthcare offers counseling services for those students who are experiencing personal problems such as depression, family issues, emotional difficulties, work-life stress, grief, etc. Magellan Healthcare contact information is provided to each student at the beginning of the academic year and available in the School of Nursing administrative offices.
3. Health Alterations (Injury, Illness and/or Hospitalization)
  - a. Students are required to immediately report any health alteration including injury, illness and/or hospitalization to the Director and/or Assistant Director.
  - b. Based upon the specific circumstances of the health alteration, the School of Nursing administration will refer to its Functional Ability of the Student Nurse Guidelines located in the student handbook, as well as AHN Employee Health Department and AHN Fitness for Duty Policy to determine functional ability to safely continue with classroom and clinical activities.
  - c. Students may be prohibited from utilizing or wearing specific assist devices such as crutches, casts, walking boots. Any assistive device will be reviewed according the AHN Employee Health recommendations and the AHN Fitness for Duty policy.
  - d. A student who is absent for more than three (3) consecutive days due to illness must submit a signed medical release from a licensed independent medical provider prior to returning to classroom or clinical activities.
  - e. A student who had surgery for any reason, or was hospitalized must submit a signed release medical release from a licensed independent medical provider, regardless of time missed, prior to returning to classroom or clinical activities.
  - f. The release form must specifically state that the student may participate in classroom and clinical activities without restrictions.
  - g. Release forms are to be submitted upon return to school to the Director and/or Assistant Director of the School of Nursing.
4. Infectious and Communicable Diseases
  - a. Students are required to immediately report all diagnosed communicable or infectious diseases that would prevent them from being able to attend classroom activities or safely provide patient care in the clinical setting.
  - b. Examples of communicable or infectious disease include but are not limited to: conjunctivitis, influenza, shingles, scabies, tuberculosis, or severe respiratory infections.

- c. Students are required to comply with AHN Employee Health policies related to communicable and infectious diseases.
5. Accidents/ Exposures
- a. Any student involved in an accident on hospital property must report the injury to the administration at the School of Nursing. Students will be sent to the Emergency Department for evaluation, follow up and treatment as necessary. If the accident occurred on the nursing unit, the student must report the injury to the designated instructor and report to the Emergency Department.
  - b. Students who have a blood born pathogen exposure while performing patient care during a clinical experience must notify the instructor and report to the Emergency Department for evaluation, follow up and treatment as necessary.
  - c. Students attending clinical at an affiliating agency and needing immediate medical attention due to illness or injury should follow the same procedure an employee of that affiliating agency would follow.
  - d. Students assume financial responsibility for all emergency room visits.

## Functional Ability of the Student Nurse Guidelines

Functional Ability Guidelines are utilized as a guide to determine fitness of duty in the event of a health alteration. The following is a list of physical and behavioral expectations of student nurses while enrolled in this program:

1. **Strength:** Sufficient to assist with lifting and transferring a patient, and to perform CPR.
2. **Mobility:** Sufficient ability to bend, stoop, and bend down to the floor; the ability to move around rapidly; and in small, confined areas.
3. **Hearing:** Sufficient to hear through a stethoscope to discriminate sounds; to hear patient requests; to hear alarms on equipment and emergency signals; and various overhead pages.
4. **Vision:** Sufficient to make physical assessment of patients and equipment.
5. **Communication:** Ability to communicate in both verbal and written formats; and to interact with clients, staff, and faculty.
6. **Emotional stability:** Ability to perform under stress with or without specified time constraints.

In a normal workday, the student nurse is expected to be able to:

ACTIVITY	RARELY (1-10%)	OCCASIONALLY (11-33%)	FREQUENTLY (34-66%)
Bend/Stoop			X
Squat			X
Reach above shoulder level			X
Kneel			X
Push/Pull			X
Walking			X
Standing			X

### Strength/Weight Requirements

N= Never O = Occasionally F= Frequently

Activity	0-10 Lbs.	11-24 Lbs.	25-34 Lbs.	35-50 Lbs.	51-74 Lbs.	75-100 Lbs.
Lifting	F	F	O	O	O	O
Carrying	F	O	O	O	O	O
Push/Pull	F	F	F	O	O	O



# Substance Abuse Policy

## Policy Statement

All students enrolled at West Penn Hospital School of Nursing are expected and required to report to the classroom and clinical setting in appropriate emotional, mental, and physical condition. Drug and alcohol testing is one component that can be used to assist in determining fitness for duty. There are three primary reasons for conducting drug/alcohol testing: 1) as part of the enrollment assessment process; 2) when there is a reasonable suspicion of impairment when reporting to class or clinical and 3) as a part of the re-enrollment assessment process following a lapse in enrollment.

Any refusal to submit to drug/alcohol testing or a verified positive drug/alcohol test will be grounds for revocation of program admission, re-admission and dismissal from the program.

## Policy Purpose

To ensure the fitness for duty of all students enrolled at West Penn Hospital School of Nursing.

To comply with the Drug-Free Schools and Communities Act of 1989 and Higher Education Act of 1965 to require that as a condition of receiving funds or any other form of financial assistance under any Federal program must submit a certification that it has adopted a drug prevention program.

To provide guidelines for students, faculty and staff at West Penn Hospital School of Nursing regarding identification and prevention of substance abuse in an effort to ensure a safe and effective academic environment.

## Policy Definitions

### Drug Related Misconduct: Reasonable Suspicion

1. Possession of drugs other than medication legally prescribed or legally sold over-the-counter for the user/possessor.
2. Unlawful distribution of drugs while on premises or while attending classroom or clinical experiences.
3. Use of drugs while on duty (classroom or clinical) other than medication legally prescribed for the user or legally sold over-the-counter.
4. Reporting to class or clinical while under the influence of drugs and/or alcohol other than a therapeutic dosage of a legally prescribed drug or over-the-counter medication.
5. Failure to notify administration or faculty of current use of a drug which may adversely affect performance (i.e. drowsiness, memory problems, sleeping, or any behavior that places self, patients, or others at a safety risk).

## Policy Guidelines

### Reasonable Suspicion Testing:

1. Any student, who voluntarily admits to having a substance abuse problem, will be provided the opportunity to withdraw from the program without consequences and will be provided with referral information for counseling/rehabilitation.
2. Determination of impairment includes the observation of physical characteristics or behaviors indicative of:
  - a. Inability to perform duties and/or responsibilities and/or provide patient care safely and effectively;
  - b. Inappropriate behavior that may diminish instructor or patient confidence in the student's ability to perform;

- c. Uncharacteristic or offensive behavior generally associated with being under the influence of alcohol/drugs;
- d. The involvement in an unsafe act.
3. Physical and/or behavioral observations should be reported to the instructor, Director and/or Assistant Director.
4. The observations are to be discussed with the student in private. The instructor, Director and/or Assistant Director should ask the student for an explanation of the behavior. If the student admits that she/he has been drinking or is under the influence of some drug or has not supplied a satisfactory answer to the Director or Assistant Director the student will be asked to submit to a drug/alcohol test and a fitness for duty evaluation.
5. Refusal to consent to a test will subject the student to immediate suspension with the intent of dismissal from the nursing program.
6. If the student consents, the Director and/or Assistant Director will escort the student to the nearest Emergency Department for evaluation which will include urinalysis and blood alcohol test. Students will be responsible for all costs regarding the Emergency Department evaluation and testing.
7. Once the test has been conducted, the instructor, School of Nursing Director and/or Assistant Director will ensure that the student is transported in a cab. Under no circumstances should a student in this situation be permitted to drive.
8. Under no circumstances will the student be permitted to return to the classroom or clinical experience.
9. The student should provide further consent and the release of results to the Director and/or Assistant Director of the nursing program. Failure to disclose results will result in immediate dismissal from the program.
10. A student with positive test(s) results will be immediately withdrawn from the program and provided referral information for counseling/rehabilitation.

**Pre-enrollment and re-enrollment drug screening:**

1. For information regarding routine pre-enrollment and re-enrollment drug screening process refer to West Penn Hospital School of Nursing Compliance Policy
2. Students dismissed from the program related to a fitness for duty and/or drug and/or alcohol related incident may be eligible for re-enrollment. Students wishing to re-enroll will be required the following:
  - a. Meeting with the Program Director
  - b. Documentation and clearance from treating clinician.
  - c. Negative drug and alcohol screening. (refer to Compliance Policy)
  - d. Permission and consent to randomized drug and alcohol testing while enrolled in the program.

It is the responsibility of the student to notify the School of Nursing of any drug-related felonious acts no later than five (5) days after conviction. The School Director will report such conviction to the appropriate federal agencies as required by the Drug Free Workplace Act of 1988. A student's Title IV Federal Financial Aid eligibility will be suspended for any drug-related offense. The student will be notified of the way in which he/she may regain eligibility.

# **Student Employment Policy**

## **Policy Statement**

A student may be employed while enrolled in at West Penn Hospital School of Nursing. The School of Nursing assumes no legal responsibility for those employed or those independently (without the knowledge or authorization of School of Nursing administration) participating in health screenings and/or fairs.

## **Policy Purpose**

To safeguard the public and the West Penn Hospital School of Nursing

## **Policy Guidelines**

1. If a student is employed by a health care agency, they may not be employed as a registered or practical nurse unless they are currently licensed.
2. Student employment is on a voluntary basis and is not a requirement of West Penn Hospital School of Nursing
3. The School has no responsibility for the actions of the student at the place of employment or independent, non-school sponsored or approved participation in health screenings and/or fairs.
4. Students cannot wear their School of Nursing uniform or student identification badge in an employment situation or the independent, non-school sponsored or approved participation in health screenings and/or fairs.

# **Student Housing Policy**

## **Policy statement**

Students may choose their housing arrangements. All students residing in the West Penn Hospital School of Nursing Residence Hall must adhere to the policies and procedures in the *West Penn Hospital School of Nursing Residence Handbook*.

## **Policy Purpose**

To outline the act of obtaining and maintaining residence at the West Penn Hospital School of Nursing Residence Hall.

## **Policy Guidelines**

1. The School of Nursing Residence Hall, operated by West Penn Hospital School of Nursing, has a limited number dorm rooms available for nursing students each academic year.
2. Requests for dorm rooms are made through the Admissions Office. Requests for dorm rooms do not guarantee placement in the residence hall
3. All students who reside in the School of Nursing Residence Hall and their guests must adhere to the policies and procedures outlined in the West Penn Hospital School of Nursing Residence Handbook.
4. If students or guests of students residing in the School of Nursing Residence violate any policies and procedures outlined in the West Penn Hospital School of Nursing Residence Handbook the student will be subject to consequences ranging from monetary fines to dismissal from the Nurse's residence and/or West Penn Hospital School of Nursing.

Student records

# **Student Government**

West Penn Hospital School of Nursing provides the opportunity for enrolled students to participate in student government. The student government consists of student representation from both the first year and second year classes. Student government officers are chosen representatives from the second year class.

## **Purpose**

The purpose of the Student Government is to represent the student body by communicating strengths, issues, concerns, and suggestions for overall program improvements. In this role, student government representatives have the opportunity to develop leadership and communication skills, as well as contribute to the overall operation and improvement of the School of Nursing. The student government communicates the interests and activities of the first-and-second year classes by providing means for cooperative action.

## **Functions**

Student government functions include the following:

- Facilitate monthly student government committee meetings.
- Represent student body by communicating with administration regarding student issues.
- Coordinate social activities for the student body.
- Coordinate volunteer and community services activities.
- Attend School of Nursing Student Support and Services meetings.

## **Student Government Officers and Representatives**

Student government officers are chosen from the second year class. Officers include:

- President
- Vice President
- Secretary
- Treasurer

Student government representatives are chosen from the first year class to attend student government meeting and participate in essential functions of the committee.

Student government officers and representative roles and responsibilities are located in the student government bylaws.

## **Membership**

All students enrolled in the School of Nursing are considered members of the student government committee and are encouraged to attend monthly meetings.



# **Section IV**

## **Financial Aid**





West Penn Hospital 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 WPHSON participates, but not limited to, are as follows:

1. Federal PELL Grant
2. Pennsylvania Higher Education Grant (PHEAA)
3. Federal Direct Student Loan
  - a. Federal Direct Subsidized Loan
  - b. Federal Direct Unsubsidized Loan
  - c. Federal Direct Parent PLUS Loan
4. Alternative Educational Loans
5. Veteran Benefits
6. Office of Vocational Rehabilitation Assistance
7. Outside scholarships

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

**WPHSON Federal School Code - 006583**

## **Financial Aid/Student Account Department**

WPHSON's Financial Aid Department consists of the Financial Aid Officer 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 Financial Aid Officer and AHN accounting department. The Financial Aid Officer 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 WPHSON 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 West Penn Hospital School of Nursing
  - Apply for your FSA ID
- October
  - Complete your FAFSA and Pennsylvania Higher Education Assistance Agency (PHEAA) application
- February
  - Student Accounts mail out estimated cost to all enrolled students.
- March – July
  - Submit requested documents to the Financial Aid office i.e. student loan application, entrance interviews, etc.
  - Financial Aid office will mail out estimated financial aid award letters to students with a complete financial aid record
- May
  - PHEAA grant deadline is May 1<sup>st</sup>
- June:
  - Submit all academic transcripts to the admissions office before June 1<sup>st</sup>
  - Once all transcripts are received you will receive a revised cost summary and a revised award letter.
- July
  - Student account summary and account card for your first term will be mailed to your home address
  - Address all balances with the student account office.
    - Set up payment arrangements/apply for alternative funding

## Returning Students:

- October
  - Complete your FAFSA and Pennsylvania Higher Education Assistance Agency (PHEAA) application
- February
  - Submit requested missing documents to the Financial Aid office
  - Student Accounts will provide estimated cost and will be placed in your WPHSON mailbox
- March – July
  - Financial Aid office will mail out estimated financial aid award letters to students with a complete financial aid record
- May
  - PHEAA grant deadline is May 1<sup>st</sup>
  - Student account summary and account card for your first term of your second academic year will be mailed to your home address
- July
  - Address all balances with the student account office.
    - 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 WPHSON'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 Counseling 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 Financial Aid Officer 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 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. WPHSON'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 Financial Aid Officer will notify the student via mail of verification selection and what documentation is needed to meet verification requirements.
2. Once all required documentation is received the Financial Aid Officer 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 a revised award letter will be processed and provided to the student.

The Financial Aid Officer at WPHSON 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). WPHSON 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.

#### **PHEAA**

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

To be eligible for PHEAA a student must:

1. Complete their FAFSA by the state grant deadline
2. Complete the PHEAA application online at [www.aessuccess.org](http://www.aessuccess.org) and submit the completed signature page via 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 WPHSON students are awarded their state grant funds on a semester basis. The fall semester consists of the first and second term and the spring semester consists of the third and fourth term. WPHSON students must be enrolled in both the first and second term to receive the fall semester grant and be enrolled in both the third and fourth term to receive the spring semester grant. For PHEAA grant purposes a WPHSON student is considered full-time if they are enrolled in at least 14 credits per semester and part-time if they are enrolled in at least 7 credits.

Academic progress is check before the fall term (1<sup>st</sup> and 4<sup>th</sup> term) for any new and active students. Any future PHEAA grant awards will be canceled if the student did not academically progress during their previous enrollment while receiving PHEAA grant. The student's PHEAA grant will be reinstated once they have met the academic progress requirements.

## **Scholarships**

Scholarships are funds to assistance 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/>

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.

Students of WPHSON may be eligible for the following awards:

#### **Alumni Award**

The West Penn Hospital School of Nursing Alumni Association annually awards up to three (3) scholarships of \$1,000 each to first-year students based on academic achievement, essay, and financial need:

- First year student, GPA of 3.0 or above following completion of the first academic term.
- Eligible students will be given an application and guidelines for essay completion.

#### **Audrey Maiden Scholarship**

Awarded to one first-year and one second-year student who are not eligible for federal grants and have demonstrated financial need. Must be a Pennsylvania resident.

#### **Beckel Scholarship**

Second-year nursing students who have a minimum cumulative GPA of 3.0 may be eligible for the

- Jane Beckel Scholarship:
- The student must have a high rating in clinical.
- Financial need must be demonstrated.

#### **Doris Tannehill Weyand Scholarship**

Awarded to a resident of a rural county of Pennsylvania (Somerset, Fayette, Cambria, or Bedford).

Applicant must have a GPA of 2.5 or higher and write a brief essay. A scholarship committee votes on the essay.

#### **Karen Jones Scholarship**

Second-year students may be eligible for a \$500 Karen Jones Scholarship. The recipient is nominated by faculty based on the student's demonstration of a "superior" level of caring, empathy, accountability, nursing knowledge, and nursing skills.



## 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 WPHSON. The MPN includes detailed information about student rights and responsibilities as a borrower for both subsidized and unsubsidized Stafford 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.

Repayment terms all depend on the type of FFEL the student and/or parent borrowed. 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 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 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.

A student who has no prior student loan indebtedness before July 1, 2013 is subject to the Department of Education's 150% Subsidized Usage Limit Applies (SULA) regulations. A student will qualify for the subsidy of their subsidized loan if they have not used more than 150% of the published length of their current program. The student will lose the interest subsidies on their subsidized loan and interest will accrue as though it were an unsubsidized loan if they have exceeded their SULA limits. Please contact the Financial Aid Officer to discuss WPHSON SULA program length.

**Federal Parent PLUS Loan** – a loan for eligible parents of dependent undergraduate students to help pay for the cost of the student's education. A parent (biological, adoptive, or in some cases, stepparent) of a 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.

**Private Alternative Educational Loan** – educational loans offered through an outside lender.

Repayment begins 6 months after the student graduates or stops going to school, whichever comes first.

- WPHSON 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 Financial Aid Officer 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>

## Entrance Counseling

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

## 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 Financial Aid Officer to notify the students of their responsibility to complete exit counseling. The Financial Aid Officer 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 Financial Aid Officer 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 counseling:

- Instructions on how to complete the online exit counseling 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 counseling requirements will be provided to the student once the student is official withdrawn, dismissed, or drops below half-time enrollment.

## Professional Judgment

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 Financial Aid Officer may adjust a student's original FAFSA submission. The student and/or parent will need to request and provide the Financial Aid Officer with any requested documentation to assist in determining if the student may qualify for any adjustments.

The Financial Aid Officer 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 WPHSON application will be guided to complete their Free Application for Federal Student Aid (FAFSA). Once a WPHSON applicant becomes a 'Confirmed/Enrolled' student the Financial Aid Officer 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 the Financial Aid Officer will process an estimated financial aid award letter. The estimated financial aid award letter will be provided to the student and to the Student Account Associate. The student will be given the opportunity to reject any financial aid listed on the financial aid award letter. The Financial Aid Officer will assume the student is accepting all of the financial aid listed on the award letter if the student does not return the financial aid award letter. The financial aid award letter will be adjusted accordingly when the Financial Aid Officer is made aware of transfer credits, scholarships, etc. Any revisions will be provided to the student and the Student Account Associate. The Student Account Associate will list the awards listed on the estimated financial aid award letter on the student's account as pending. The student will receive a print out of their student account card and summary a month before each term.

All federal financial aid (PELL, Federal Subsidized Loan, Federal Unsubsidized Loan and Federal Parent PLUS loan) is processed by the Financial Aid Officer through EDEXpress computer system once all required documentation is received from 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 their current status.

West Penn Hospital School of Nursing	
SUB/UNSUB Loans	Loan Disbursement Date
First Time Borrower/1 <sup>st</sup> Term	7 days after the term start date
Non First Time Borrowers/1 <sup>st</sup> -8 <sup>th</sup> terms	7 days after the term start date
Parent PLUS Loan	Loan Disbursement Date
1 <sup>st</sup> – 8 <sup>th</sup> terms	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 WPHSON. The Student Account Associate will notify 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 7<sup>th</sup> 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).

PHEAA Grant (State) will be scheduled to be credited to the student's account during their second and fourth term. The Student Account Associate will certify the semester's pre-disbursement roster to initiate the funds to be disbursed to WPHSON. Once the PHEAA grant funds are received via EFT the Student Account Associate will list the funds on the student's account as credited.

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 Financial Aid Office 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 WPHSON via EFT, check, etc.

## Tuition and Fees

WPHSON academic year consists of four 10 week terms. Tuition and fees are charged at the beginning of each 10 week term. 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 WPHSON Student Handbook.

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

West Penn Hospital School of Nursing	
Withdrawal/Drop Date	Tuition Charges
Days 1 - 7	0%
Days 8+	100%

Students can refer to Clarion University's web page at [www.clarion.edu](http://www.clarion.edu) for the tuition, fee, and refund policy of all college courses.

## Tuition Payments

### Active Students

Tuition, fees and rent are due or a payment term must be submitted by the first day of each term. Students will be provided with a copy of their student account card and account summary a month before the term begins. All estimated financial aid will be listed on the account card as pending to assist the student in determining their balance.

Payment options:

- Term payment plan – pay the balance for each term on the first day of each term.
- Monthly payment plan – the balance of the academic year is divided evenly by the months of the student's academic year. A payment contract must be signed and the first payment is due the first day of the month.

Payments need to be given to the Student Account Associate via cash, check, or money order.

Students will be assessed a \$35 late fee for any late payments.

### Re-Entry Students

Any WPHSON student who is planning to return to WPHSON 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. WPHSON 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 students with a balance will need to contact the Student Account Associate to set up payment arrangements. The student can 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. If a payment arrangement is not set up after the 4th notification the Student Account Associate will submit the students balance to a collection agency. WPHSON currently submits all past due balances to Delta Management Associates, P.O. Box 9191, Chelsea, MA 02150, Toll-free Phone: (800) 688-6337.

Graduated student accounts 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.

## **Refunds/Credit Balances**

An FSA 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 WPHSON the refund check will be mailed to the student's permanent address. WPHSON is currently ineligible to hold any credit balances. If the refund check is not cashed, the WPHSON 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.

## **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 the program will be required to complete the Request to Withdrawal Form and meet with the West Penn Hospital School of Nursing Director or Assistant Director. The WPHSON Director or Assistant Director will begin the withdrawal process.

When the Financial Aid Officer receives notification that a student has withdrawn or failed out of the program it is the Financial Aid Officers responsibility to administer the U.S. Department of Education's Federal Return of Title IV (R2T4) Funds policy within the designated timeframe. The Financial Aid Officer will cancel the student's future disbursements of any type of financial aid and notify NSLDS of the

student's new enrollment status. If the student borrowed any federal aid the Financial Aid Officer will advise the student how to complete the exit counseling to meet the exit counseling requirements.

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 card 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. Federal Pell Grant

## **Enrollment Confirmation for Financial Aid Purposes**

WPHSON will report a student's enrollment status through the National Student Loan Data System (NSLDS). Per the Department of Education guidelines the Financial Aid Officer will submit updated enrollment information every other month on NSLDS. When a student withdraws from a class or the program the Financial Aid Officer 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 Student Account Associate will certify the student's enrollment and email it to all of the student's prior lenders listed on NSLDS.

## **Tax Documentation**

WPHSON 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.

WPHSON 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.

WPHSON reports payments received for qualified tuition and related expenses in box 1.

## **Family Educational Rights and Privacy Act (FERPA)**

WPHSON 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**

WPHSON observes September 17<sup>th</sup> annually as Constitution Day. The Financial Aid Officer 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 Financial Aid Officer 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 Financial Aid Officer 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, a copy of the new legal government document (Social Security Card or U.S Passport) should be provided to the Financial Aid Office as proof of name change. Name change forms are available in 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. If a student changes his or her mailing address or telephone number, the updated information should be communicated to the Administrative Secretary.





# **Section V**

# **Student and Campus Safety**



West Penn Hospital School of Nursing intends to provide a safe and secure environment for students, faculty and staff. In the event of certain emergencies, please review the following policy and procedure statements regarding safety and security on the campus.

## **Safety and Security**

The School of Nursing building on the campus of West Penn Hospital is locked 24 hours a day, 7 days a week. Security cameras are present at points of entry in the front and rear of the building and on various floors in the building. Entrance into the building requires individual ID badge access. Those individuals without ID badges will be “buzzed” into the building by the receptionist or West Penn Hospital Security (should the receptionist be off duty). All visitors are required to sign-in at the receptionist desk.

### **Fire Safety Policy and Procedure:**

1. Fire safety includes knowledge of fire procedures, fire drills, use of extinguishers and location of exits. Students, faculty, staff and residents are responsible for participating in drills and educational programs provided by the school, and for taking time to locate specific exit routes.
2. Upon activation of the fire alarm the staff, students and resident should:
  - Close the window in your office/dorm and the door upon exit.
  - Evacuate the building using the stairs closest to the nearest exit.
  - Staff, students and residents should not return to the building until instructed to do so by staff, Public Safety, or other School or Hospital administration.
3. Everyone is to evacuate the building upon activation of the fire alarm.
4. For fire safety reasons the following are prohibited in the building:
  - Smoking (this includes vaping devices/hookah pipes etc.)
  - Possession and/or burning of candles or incense.
  - Other open-flame devices
5. The alarm system is extremely sensitive to heat, steam, and aerosol spray.
6. The following electrical appliances are NOT permitted in student rooms:
  - hot plates
  - coffee makers
  - microwave ovens
  - grills
7. Kitchen microwaves are not to be left unattended for any reason when in use.
8. Tampering with fire safety equipment, activating a false alarm, or discharging extinguishers is strictly prohibited and poses an immediate safety risk for residents and their belongings. Individuals found responsible for such activities may face immediate suspension from the residence hall and/or possible criminal prosecution.
9. Residents may be held responsible for the fine established by the City of Pittsburgh Bureau of Fire for false alarm if a violation of the Fire Safety policy occurs.
10. If you see fire:
  - Activate the fire alarm pull station nearest you. This will automatically notify the proper authorities and the Pittsburgh fire department.
  - Make sure that your windows and doors are closed.
  - Lock your residence door when you leave, and take your key.
  - Follow the evacuation route. If time permits, inform other residents of fire as you leave.
  - Use the stairs only, do not use the elevators.
  - Exit the building and do not re-enter until instructed to do so by staff members or emergency personnel.

## Emergency and Crime Reporting

Should an emergency situation or crime occur in the School of Nursing/Residence building, please follow the following procedure:

### Issues or emergencies related to potential or actual criminal activity:

- Contact West Penn Hospital Security department at 412-578-1800
- Dial 9-1-1.

### Medical emergencies:

- Dial 9-1-1.

## Warning System / Overhead Page System

If an emergency situation occurs in the School of Nursing Building, directions will be provided via the overhead paging system. The security department will announce an “all clear” when the emergency situation is resolved.

## Unauthorized Individual on Premises

If an unauthorized person gains access to the residence hall please take the following precautions to ensure the continued safety and security of all individuals in the building:

- Upon seeing the individual in the building, notify security at 412-578-1800 immediately.
- Dial 9-1-1.
- Do not attempt to apprehend or follow the individual.

## Harassment and Unwelcome Conduct

### Policy Statement:

Allegheny Health Network has established this policy to ensure that all individuals work in an environment free from harassment, as defined by law, and from other forms of unwelcome conduct. Allegheny Health Network takes all reports and allegations of harassment and other prohibited conduct seriously. Harassment and other forms of unwelcome conduct in the work environment is unacceptable and is not tolerated.

### Policy Purpose:

Harassment and other forms of unwelcome conduct in the work environment are unacceptable. Even if it is not severe or pervasive enough to constitute unlawful harassment, Allegheny Health Network also prohibits unwelcome conduct that is based on an individual’s protected status or characteristic and that is or should be known to be offensive.

### Policy Definitions:

**Harassment**, for the purposes of this policy, refers to any unwelcome conduct that is based on an individual’s race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, genetic condition, ancestry or other legally protected status or characteristic and that – because of its severity or pervasive nature – has the effect of creating an intimidating, hostile or offensive work environment and/or of unreasonably interfering with an individual’s work performance.

Forms of prohibited conduct under this Policy include, but are not limited to, the following:

1. Racial or religious insults or slurs, ethnic jokes, or derogatory comments made about an individual's race, gender, religion, age, disability, ethnic origin or other protected characteristic or status;
2. The distribution of obscene, suggestive or offensive jokes or messages;
3. Objects, picture or cartoons that are displayed in the work environment and which are designed to denigrate or demean an individual's race, religion, national origin, gender, age, disability, sexual orientation, ethnicity or other legally protected status or characteristic;
4. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature;
5. Unwelcome, unprofessional, rude or otherwise offensive behavior.

#### **Guidelines/Procedures:**

1. Hostile work environment harassment may arise when there are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. It can also arise from offensive conduct (such as insults, slurs, or negative stereotyping) or written or graphic material which disparages an individual's gender, race, color, age, religion, creed, ethnicity, national origin, disability, veteran status, marital status, sexual orientation, or other legally protected characteristics.
2. In all cases, hostile environment harassment occurs when such conduct is so sufficiently severe or pervasive that it:
  - a. Unreasonably interferes with an individual's work performance, or
  - b. Creates an intimidating, hostile, or offensive work environment
3. Exceptions:
  - a. There are no exceptions to this policy.
4. Violations:
  - a. Appropriate action will be taken to remedy all violations of this policy. Violations of this policy and/or failure to comply with related procedures may result in corrective action up to and including termination of employment.
  - b. Students who observe or who learn of conduct that may constitute harassment should report it immediately to the Director and/or Assistant Director. Upon receipt of such information, the administration will conduct a thorough and prompt review of the matter.
  - c. No student will be subject to retaliation for filing a complaint about, or for cooperating in any investigation of, harassment or unwelcome conduct. Any individual found to have engaged in prohibited conduct under this policy or to have engaged in retaliation against another individual for reporting or providing information about a claim of harassment or unwelcome conduct will be subject to corrective action, up to and including dismissal and/or termination from the program.

## **Campus Weapons Policy**

### **Policy Statement**

West Penn Hospital School of Nursing prohibits the possession of weapons on campus. Students in possession of any weapon, at any time may be subject to dismissal and termination from the program, as well as criminal charges.

### **Policy Purpose**

To ensure the safety and security of students, administration, faculty and staff on campus.

### **Policy Guidelines**

1. Weapons prohibited on campus include firearms of any type, knives, pellet guns, BB guns, paintball guns, bows and arrows, explosives, or dangerous chemicals.

2. Using any object as a weapon is considered a violation of this policy.
3. Possession/use of fireworks is also prohibited on any West Penn School of Nursing property.
4. In the event a student is in possession of a weapon,
5. Individuals charged with possession of firearms, weapons, or fireworks can be disciplined under the WPHSON Student Conduct Process and may be prosecuted under Pennsylvania criminal statutes.
6. Even if the criminal justice authorities choose not to prosecute, WPHSON can pursue disciplinary action, which could result in dismissal from the school.
7. WPHSON reserves the right to confiscate any weapon pending student conduct review and/or federal and state laws.
8. **A valid Pennsylvania License to Carry Firearms (concealed firearms permit) does not supersede this policy.**

## **Drug Policy**

The use, possession, manufacture, or distribution of narcotics and other controlled substances is prohibited. Any exception will only be for instances expressly permitted by law. Paraphernalia associated with the use of illegal substances is not permitted on school property or at school sponsored events. Hookah pipes and/or other legal smoking devices such as vaping pipes are prohibited in the residence halls. Individuals charged with use, possession, manufacture or distribution of narcotics or other controlled substances can be disciplined under the School Student Conduct Process and may be prosecuted under Pennsylvania criminal statutes. Even if the criminal justice authorities choose not to prosecute, WPHSON can pursue disciplinary action, which may result in dismissal from the school. Please refer to Student Handbook for *Drug and Alcohol Policy*.

## **Missing Student Notification Policy**

### **Policy Statement**

This policy contains the official notification procedures for WPHSON concerning missing students who reside in the residence hall, in compliance with the Missing Person Procedures 20 USC 1092 C (Section 488 of the Higher Education Opportunity Act of 2008).

### **Policy Purpose**

The purpose of this policy is to promote the safety and welfare of members of the residence hall community through compliance with HEOA requirements. This policy should be adhered to by all faculty, staff, and students.

### **Policy Guidelines**

1. During the course of the investigation, police will determine if the student has been missing more than 24 hours. In such an event, the surrounding law enforcement agencies and the student's emergency listed contact will be notified of the missing student. If the missing student is under the age of 18, school administration will notify the student's parent or legal guardian immediately after they determine that the student has been missing for more than 24 hours.
2. In addition to registering emergency contacts, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Police in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, school administration will notify that person no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so by completing the appropriate paperwork during check-in procedures.

### **Practice:**

1. A resident student shall be deemed missing when he or she is reportedly absent from the residence hall for more than 24 hours without any known reason.
2. All reports of missing students shall be directed to the Police Department. Police will determine whether the student is missing in accordance with this policy.
3. Upon check-in to the campus residence halls, suites, or apartments, all students will have the opportunity to identify an individual to be contacted by the School in case the student is determined to be missing.
4. For students under the age of 18, that notification will be made to the student's parent or guardian within 24 hours of the time that the student is determined to be missing.
5. Any notification to parents, guardians, or designated contacts will be made by the administrative office.

### **Procedure:**

1. Any report of a missing student should immediately be directed to the police.
2. Attempt to make contact with the student reported missing by calling the student's cell phone number on file, going to the student's room (keying in if no answer), interviewing floor mate(s) concerning the last time the student was seen and find any known plans.
3. Check class schedule and look for student at classroom—if applicable.
4. Contact faculty member(s) regarding attendance if appropriate.
5. Determine a timeline of when the student was last accounted for.
6. If it is determined that 24 hours have passed with no known whereabouts the administrative office will notify the missing student's designated contact, or if the student is under 18, their custodial parent or guardian.
7. If it has been less than 24 hours, and the student's absence does not appear irregular or suspicious, a note will be left at the student's room requesting that they contact administration immediately upon their return. If at the 24 hour mark the student still has not returned, then the above stated actions will take place.
8. If the reporting party believes or is concerned for the missing student's wellbeing, harmful to self or others, then notification to the Pittsburgh Police Department should be immediate.

## **Code Silver: Active Shooter Policy and Procedure**

### **Policy Statement**

West Penn Hospital will provide a safe and secure environment for our patients, visitors and employees. In the event of an individual on the campus displaying or using a weapon, WPH will implement procedures to evacuate, lock down or shelter in place.

### **Policy Purpose**

To coordinate a proper response that would minimize the risk of injury in the event of a person displaying or using a weapon on the West Penn Campus. To assist appropriate law enforcement in locating and disarming the subject.

### **Policy Definitions**

**Code Silver Exterior** – Report of a person displaying or using a weapon outside of the facility but on the WPH Campus grounds including parking garages.

**Code Silver "location"** – Report of a person displaying or using a weapon inside the WPH Campus facility.  
Example: "Code Silver Tower 4."

**Facility Lockdown** – Locking of all exterior doors to the facility.

**Evacuation** – Evacuation of the building using your department specific fire evacuation route.

**Shelter in Place** – Lock department/office door, turn off lights, advise patients and visitors to stay within secured area and hide from danger.

**Policy Guidelines:**

In the event of an individual on the campus displaying or using a weapon, please implement the following procedures:

Upon observing an individual(s) displaying or using a weapon within the facility; go to a safe location and report to Security 412-578-1800 immediately.

After ensuring that you are in a safe location; provide Security with the following:

1. Location
2. Type of weapon displayed or using
3. Any casualties
4. Direction of travel
5. Physical description of suspect including clothing

Follow specific directions from security to:

1. Evacuate: evacuation of the building using your specific fire evacuation route
2. Lock down: locking of all exterior doors to the facility.
3. Shelter in place: Lock department/office door, turn off lights, advise other to stay within secured area and hide from danger.

Quickly determine the most reasonable way to protect your own life. Follow the following procedure. Call 911 when it is safe to do so.

1. **Evacuate**
  - Have an escape route and plan in mind
  - Leave your belongings behind
  - Keep your hands visible
2. **Hide Out**
  - Hide in an area out of the active shooter's view
  - Block entry to your hiding place and lock doors
3. **Take Action**
  - As a last resort and only when your life is in imminent danger.
  - Attempt to incapacitate the active shooter
  - Act with physical aggression and throw items at the active shooter.



## **Violence Against Women Act (VAWA) Statement and Procedure**

West Penn Hospital School of Nursing supports initiatives to deter Violence Against Women. Violence against women includes any act associated with dating violence, domestic violence, stalking, and sexual assault. Students are provided with an educational in-service and resources from the Center for Victims Agency to raise awareness surrounding domestic violence and other violent crimes.

If a student believes she/he has been the victim of an act of dating violence, domestic violence, stalking, or sexual assault it is recommended to follow the procedure outlined below.

- Immediately contact and report the event to local law enforcement. This may be accomplished by Dialing 9-1-1.
- Should the individual require further advice regarding a situation or occurrence it is recommended that students reach out to the following resources:
  - West Penn School of Nursing: Amy Stoker, Director  
412-578-5535
  - Center for Victims: No cost, confidential support services  
24 Hour Crisis Hotline: 1-866-644-2882  
Pittsburgh Office: 412-482-3240  
McKeesport Office: 412-664-7146  
[www.centerforvictims.org](http://www.centerforvictims.org)



# **Section VI**

## **General Information**



## **Inclement Weather Guidelines**

In the event of inclement weather, the School of Nursing will remain open unless an extreme emergency exists.

When traveling during inclement weather and/or emergent conditions, students should consider their own personal safety first. Should a student elect not to attend clinical or class, it will be considered an absence.

Administration and faculty will provide frequent updates regarding weather delays and/or cancellations. The School of Nursing administration may choose to delay the start time of class or clinical by one to two hours to allow for additional travel time in such conditions. The delay in start time will be communicated to students via email and/or phone call.

## **Dining and Meals**

The West Penn Hospital (WPH) operates a cafeteria for the benefit of hospital employees, staff, students, and visitors. The cafeteria is located on the first floor of the hospital. Daily menu information is available by calling 412-578-5780.

A student sponsored store is available for light snacks and drinks. The student store is located on the first floor of the School of Nursing. The key for the student store is located at the receptionist desk.

Vending machines are available for student use on the basement floor.

Student lounges and lunch break areas are available on the basement floor and first floor. These areas include refrigerators and microwaves for student use.

## **Smoking**

West Penn Hospital and the School of Nursing building are smoke-free facilities. Smoking, or use of tobacco products, is prohibited on or adjacent to any owned, leased or maintained property of the Allegheny Health Network. There are no designated areas for smoking on the campuses of the Hospital or the School of Nursing.

## **Internet and Intranet Access**

Students have access to the Internet and Allegheny Health Network intranet (with access to intranets serving West Penn Hospital and other Allegheny Health Network hospitals) through the Computer Lab. WiFi connection is also available through the Allegheny Health Network Guest Connection.

*Students are responsible to adherence to the Allegheny Health Network information technology guidelines related to confidentiality.*

### **Computer Labs**

Two student computer labs are located on the 6<sup>th</sup> Floor in the School of Nursing in rooms 608 and 609 for student use. Computer labs include internet access and printer capability. A copier for student use is located in room 602.

Computer labs are open Monday through Friday from 6:30 a.m. to 10:30 p.m.

### **Guidelines for use of computer labs and copier room:**

1. Malfunction or other problems with computer equipment should be reported immediately to the Clarion University campus liaison and/or the Receptionist at the front desk.
2. Food, beverages, and smoking are not permitted in the computer lab.
3. Computer labs will be stocked with basic supplies including a limited amount printer paper. Students are encouraged to bring and maintain their own supply of paper for the printer and copier.

## **Allegheny Health Network STAR Center**

The West Penn Hospital School of Nursing partners with The Allegheny Health Network Simulation, Teaching, and Academic Research (STAR) Center to provide clinical laboratory and simulation education for students. The STAR Center is located on the first and second floors of West Penn Hospital School of Nursing Building.

When assigned to the STAR Center, students are expected to wear clinical uniforms and/or business casual clothing with School of Nursing lab coat.

Both scheduled and open lab opportunities exist in STAR Center for practice of various skills. Students should contact their designated course faculty regarding additional lab opportunities.

## **Library Access and Usage**

The school of nursing will have access to library services and a librarian.

1. To assure that learning resources are available, comprehensive, and current.
2. To assist the student in meeting course/program requirements set forth by the school of nursing.

### **Guidelines for access and use:**

1. The West Penn Hospital School of Nursing has access to The Health Sciences Library at Allegheny General Hospital.
2. The Health Sciences Library at Allegheny General Hospital offers resources/services to fulfill the information needs of AHN healthcare practitioners, residents, and students. The AGH Health Sciences Library provides access to reliable, current, evidence-based health science and biomedical information. The library is located on the first floor of Snyder Pavilion at Allegheny General Hospital. Computers, print/electronic resources, and assistance are available Monday through Friday during normal business hours.
3. Access is available either onsite at the AGH campus or remotely via AHN computers/AHN intranet to all authorized/qualified users with AHN login credentials 24/7.
4. Electronic resources can be accessed at any time via the Health Sciences Library intranet page. Journal articles or literature searches can be requested using the online forms. Prompt response is given to routine requests from AGH, or any AHN hospital without an in-house library or information source. Full text article retrieval and delivery – within several hours to 2 business days depending on the resource(s) required and volume of requests. Literature searches - within 1 to 4 business days depending on the parameters of the search and volume of requests.
5. Articles and Search results must be sent to an AHN or hospital email address.
6. **Questions may be sent to:** [aghlibrary@ahn.org](mailto:aghlibrary@ahn.org)

## Directions to the Lawrenceville Parking Lot

### FROM the NORTH:

- Follow Route 28 South to Highland Park Bridge.
- Cross bridge and turn right onto Butler St.
- Follow to McCandless Avenue and turn right.
- Lot is on your left.

### FROM the EAST/Northeast:

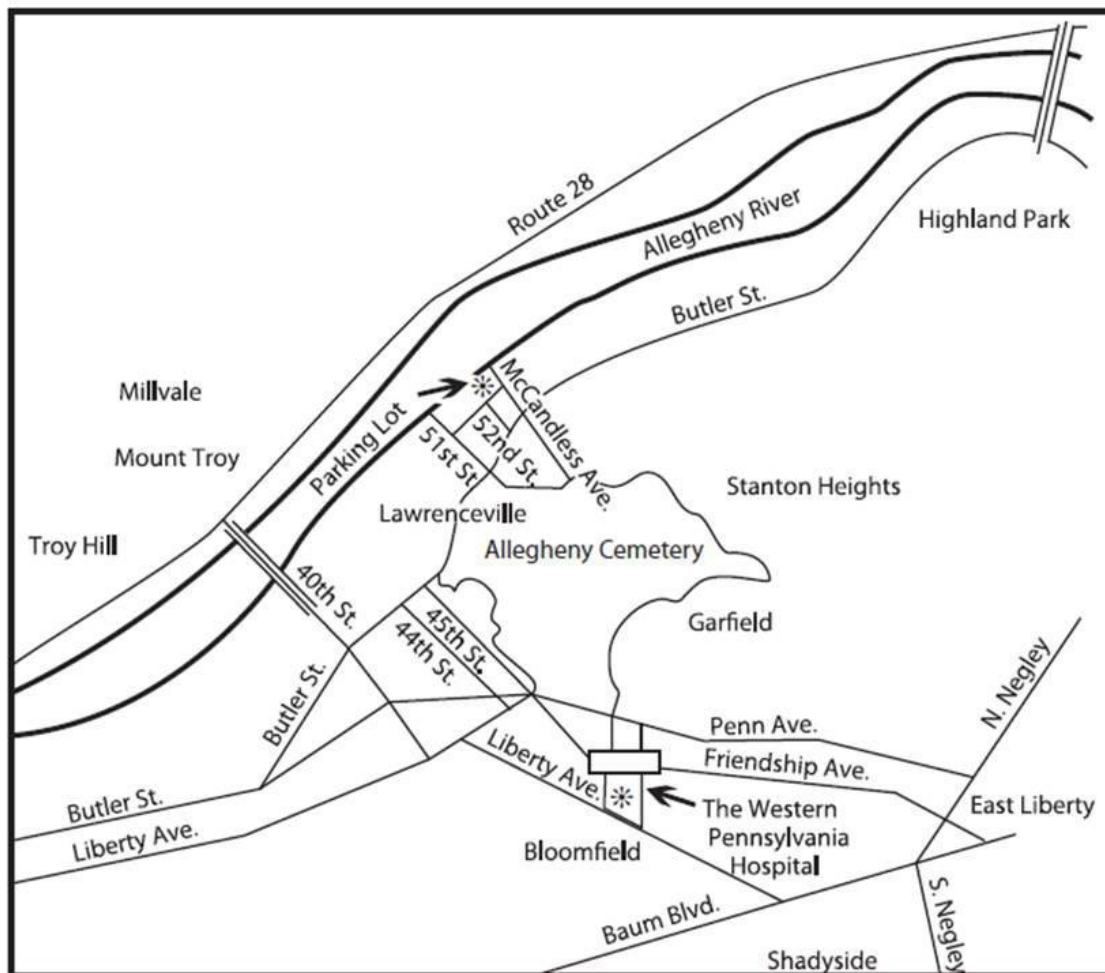
- Follow Allegheny River Blvd. to Highland Park.
- Yield onto Butler Street.
- Follow to McCandless Avenue and turn right.
- Lot is on your left.

### FROM the SOUTH:

- Follow routes to Pittsburgh and take Liberty Avenue from downtown.
- Turn left onto 40<sup>th</sup> Street; follow to Butler Street.
- Turn right and follow to McCandless Avenue.
- Turn left; the lot is on your left.

### FROM the WEST:

- Follow routes to downtown Pittsburgh and take Liberty Avenue from downtown to 40<sup>th</sup> Street.
- Turn left onto 40<sup>th</sup> Street, then right onto Butler Street.
- Turn left onto McCandless Avenue.
- Lot is on your left.





Allegheny Health Network

**West Penn  
Hospital**

School of Nursing  
4900 Friendship Avenue  
Pittsburgh, PA 15224  
412.578.5531  
[ahn.org/education](http://ahn.org/education)

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