



# WEST PENN HOSPITAL SCHOOL OF NURSING

## *STUDENT HANDBOOK SIGNATURE SHEET*

I have received a copy of the *West Penn Hospital School of Nursing 2017-2018 Student Handbook*.

I am aware that I am responsible to review its contents and refer to its contents regarding the School and student information and policies.

I have noted the following in particular:

- Student standards of conduct and civility
- Academic Dishonesty, including copyright infringement
- Attendance, classroom and clinical, including whom to call if absent
- Academic progression
- Examination policy

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Date Student Received Copy of *Handbook*

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Student Signature

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Print Name

# Academic Calendars

## Academic Year 2017-2018

<b>Date</b>	<b>Event</b>
August 11, 2017	Fall session begins
September 4, 2017	Labor Day – No classes
October 27, 2017	Fall session ends
November 6, 2017	Winter session begins
November 23 - 26, 2017	Holiday Break
November 27, 2017	Classes resume
Dec 22, 2017 -January 1, 2018	Holiday Break
January 2, 2018	Classes resume
January 19, 2018	Winter session ends
January 29, 2018	Spring session begins
April 6, 2018	Spring session ends
April 16, 2018	Summer session begins
May 28, 2018	Memorial Day – No classes
June 22, 2018	Summer session ends
June 22, 2018	Commencement Ceremony

## Academic Year 2018-2019

<b>Date</b>	<b>Event</b>
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
Date TBD	Commencement Ceremony

## West Penn Hospital School of Nursing

# WELCOME

August 2017

Welcome to West Penn Hospital School of Nursing.

The **2017-2018 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 successful achievement of your nursing goals.

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

### Accreditation:

Accreditation Commission for Education in Nursing  
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.*

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# West Penn Hospital School of Nursing

## *Student Handbook*

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# Section I: Overview of Program

## 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 clients 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 clients. The graduate, as an advocate and a health facilitator, assists clients to achieve and maintain optimum health through the client'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 client care. Nurses collaborate with clients 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.

### Client

The client is an open system and the focus of nursing. The client is an individual, family, or group and is the chief agent of health promotion. The client 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 client's physical, sociocultural, psychological, and spiritual conditions and is defined by the client. Health is dynamic and evolves as the client 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 clients.
- 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 clients to make healthcare decisions, including health promotion and illness prevention.
- Integrates the concept of holism in meeting healthcare needs of a diverse client population.
- Manages the care of clients within various healthcare organizations to promote positive outcomes.



# Curriculum Plan

## Class of 2018 (Start August 2016)

August		YEAR ONE						June
ORIENTATION	<b>FALL TERM – 10 weeks</b>	RECESS	<b>WINTER TERM – 10 weeks</b>	RECESS	<b>SPRING TERM – 10 weeks</b>	RECESS	<b>SUMMER TERM – 10 weeks</b>	
	FNI: The Professional Nurse Role in Meeting Healthcare Needs (NSG 111) 6 cr*  Human Anat & Phys I (BIOL 251) 3 cr  Human Anat & Phys I Lab (261) 1 cr  Writing II (ENG 111) 3 cr		FN II: Decision-Making for Nursing Practice (NSG 112) 6 cr*  Human Anat & Phys II (BIOL 252) 3 cr  Human Anat & Phys II Lab (262) 1 cr  Critical Thinking in Nursing (NUR 160) 3cr		FN III: Introduction to Medical Surgical Nursing (NSG 113) 6 cr*  Microbiology (BIOL 260) 3 cr  Nutrition (CHEM 205) 3 cr		Acute Health Alterations of the Adult (NSG 211) 6 cr* OR Chronic Health Alterations of the Adult (NSG 212) 6 cr*  General Psychology (PSY 211) 3 cr	
August		YEAR TWO						June
	<b>FALL TERM – 10 weeks</b>	RECESS	<b>WINTER TERM – 10 weeks</b>	RECESS	<b>SPRING TERM – 10 weeks</b>	RECESS	<b>SUMMER TERM – 10 weeks</b>	
	Chronic Health Alterations of the Adult (NSG 212) 6 cr* OR Acute Health Alterations of the Adult (NSG 211) 6 cr*  Developmental Psychology (PSY 260) 3 cr		Health and the Childbearing Family (NSG 311) 6 cr* OR Health of Aggregates in the Community (NSG 312) 6 cr*  Pharmacological Aspects of Nursing (NURS 132) 3 cr		Health of Aggregates in the Community (NSG 311) 6 cr* OR Health and the Childbearing Family (NSG 312) 6 cr*  Ethics (PHIL 212) 3 cr		Transitioning to Practice Within Healthcare Systems (NSG 411) 8 cr*	
*Note: The credits assigned to the nursing courses do not reflect college credit. They are used in calculating the student's cumulative grade point average. *Please refer to school catalog or website for course descriptions <a href="https://www.ahn.org/education/west-penn-hospital-school-nursing">https://www.ahn.org/education/west-penn-hospital-school-nursing</a>								

Approved 3/14/16

## CURRICULUM PROGRESSION PLAN

(2017-2018)

Cohort Start August 2017

CURRICULUM PROGRESSION PLAN							
(2017-2018)							
Cohort Start August 2017							
August		YEAR ONE				June	
ORIENTATION	<b>FALL TERM – 10 weeks</b>	RECESS	<b>WINTER TERM – 10 weeks</b>	RECESS	<b>SPRING TERM – 10 weeks</b>	RECESS	<b>SUMMER TERM – 10 weeks</b>
	FN I: The Professional Nurse Role in Meeting Healthcare Needs (NSG 111) 6 cr*  Human Anat & Phys I (BIOL 251) 3 cr  Human Anat & Phys I Lab (BIOL 261) 1 cr  Writing II (ENG 111) 3 cr		FN II: Decision-Making for Nursing Practice (NSG 112) 6 cr*  Human Anat & Phys II (BIOL 252) 3 cr  Human Anat & Phys II Lab (BIOL 262) 1 cr  Critical Thinking in Nursing (NUR 160) 3 cr		FN III: Introduction to Medical Surgical Nursing (NSG 113) 6 cr*  Microbiology (BIOL 260) 3 cr  Nutrition (CHEM 205) 3 cr		Chronic Health Alterations of the Adult (NSG 211) 6 cr*  General Psychology (PSY 211) 3 cr
August		YEAR TWO				June	
	<b>FALL TERM – 10 weeks</b>	RECESS	<b>WINTER TERM – 10 weeks</b>	RECESS	<b>SPRING TERM – 10 weeks</b>	RECESS	<b>SUMMER TERM – 10 weeks</b>
	Acute Health Alterations of the Adult (NSG 212) 6 cr*  Developmental Psychology (PSY 260) 3cr		Family Health (NSG 311) 6 cr* OR Community Health (NSG 312) 6 cr*  Pharmacological Aspects of Nursing (NURS 132) 3 cr		Family Health (NSG 311) 6 cr* OR Community Health (NSG 312) 6 cr*  Ethics (PHIL 212) 3 cr		Transitioning to Practice Within Healthcare Systems (NSG 411) 8 cr*
*Note: The credits assigned to the nursing courses do not reflect college credit. They are used in calculating the student's cumulative grade point average.							
Please refer to school catalog or website for course descriptions <a href="https://www.ahn.org/education/west-penn-hospital-school-nursing">https://www.ahn.org/education/west-penn-hospital-school-nursing</a>							

## Section II: Student Life

### Student Civility and Standards of Conduct

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 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.

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.

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:
  1. Accessing any system with another person's credentials
  2. Sharing login or confidential information
  3. Harassment or bullying in an online environment, including threatening and abusive messages.  
(Refer to social media and technology policy)
10. Use, possession, or distribution of controlled substances, synthetic drugs, or drug paraphernalia associated with illegal substances (Refer to substance abuse policy).
11. 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.

## **Student Rights and Responsibilities**

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, sex, national origin, non-job related disability, age, sexual orientation/affection, 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.

## **Family Educational Rights and Privacy Act Annual Notification**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, as follows.

### **Rights to Records:**

1. **The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.** However, specific documents which students have waived their right to inspect (e.g., application reference form) remain confidential. Students should submit to the Director written requests documented on the designated form obtained from the administrative secretary that identify the record(s) they wish to inspect. The Director, or a designated School official, will make arrangements for access and notify the student of the time and place where the records may be inspected. Parents, guardians, and/or spouses must have the student's consent to review any academic records.

2. **The right to request an amendment of the student’s education records that the student believes is inaccurate or misleading.** Students may ask the School to amend a record that they believe is inaccurate or misleading. They should submit a written request to the Director for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the student, the School will notify the student of the decision and advise the student of his or her right to the grievance procedure.
3. **The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.** Certain parties (e.g., federal government) have access to student information without written consent. Another exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. The School will not release student records outside the institution without student consent, unless one of several exceptions applies. Requests from outside the institution for information regarding students will be documented, including from clinical agencies with which the School has contractual agreements.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.**  
The name and address of the Office that administers FERPA is as follows:  
  - Family Policy Compliance Office
  - U.S. Department of Education
  - 400 Maryland Ave, SW
  - Washington, DC 20202-4605
5. **The right to know that School officials within the institution may obtain information from education records without obtaining prior written consent and the criteria for determining who will be considered School officials and what legitimate educational interests will entitle School officials to have access to education records.**

**Definition of Terms:**

***Legitimate Educational Interest*** is defined as the demonstrated “need to know” by those officials of a college/school who act in the student’s legitimate educational interest, including faculty, administration, clerical and professional employees, and other persons who manage student record information. The disclosure to a School official having a legitimate education interest does not constitute institutional authorization to transmit, share, or disclose any or all information received to a third party. An unauthorized disclosure of personally identifiable information from the education record of the student is prohibited.

***School Officials*** are those members of the college/school who act in the student’s educational interest within the limitations of their “need to know.” A School official has a legitimate educational interest if the official has “need to know” information from the education record in order to fulfill his/her official responsibilities. They would have access depending on their official duties and only within the context of those duties. Officials include but are not limited to:

1. A person employed by the School in an administrative, supervisory, academic or research, or support staff position.
2. A person serving on the School governing body.
3. A person employed by or under contract to the School to perform a special task, such as an attorney or an auditor.
4. A person or organization acting as an official agent of the School and performing a business function or service on behalf of the School.

Although a person may be designated a “School official,” he/she does not have inherent rights to any and all education record information. The School official must demonstrate to the Director a legitimate educational interest and such a determination must be made on a case-by-case basis.

Questions concerning the student record and/or FERPA should be referred to the School Recruiter/Counselor.

No directory of student names and addresses is published by the School.

#### **Contents and Retention of Records:**

1. Academic Record
  - a. Application – Retained *ad infinitum*
  - b. Pre-entrance Transcripts – Retained five (5) years
  - c. Acceptance Letter\*
  - d. Clinical Evaluations\*
  - e. Specialized Communication as deemed by School Administration\*
  - f. Final Transcript – Retained *ad infinitum*
2. Health Record and Accident Reports – Retained five (5) years
3. Financial Aid Record – Retained five (5) years, longer if needed for audit resolution
4. Clearance Forms\*

\*Eliminated within a year of the School’s notification of successful results in the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

#### **Location of Records:**

1. All records are confidential and are maintained in locked files under the direction of the Director. (**Note:** Any documented concerns related to clearances are sealed and maintained in locked files in the Records Office.)
2. The Academic Records are located in the Records Office.
3. The Financial Aid Records are located in the Financial Aid Office and Records Office. (These records are accessible to the Financial Aid Officer and School Administration.)
4. Health Records, including Accident Reports and urine drug screening results, are located in the Records Office.
5. Student counseling records are maintained in locked areas in the assigned counselors’ offices.
6. The admission records and forms are located in the Admissions Office.

## **Nondiscrimination Policy**

West Penn Hospital School of Nursing is in compliance with federal, state, and City of Pittsburgh laws, regulations, and ordinances governing equal opportunity and nondiscrimination. The School does not discriminate in the recruitment, admission, or progression of students or in the operation of any of its educational programs and activities. Equal opportunity to applicants and students is provided regardless of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or veteran status, or other classifications that are protected under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other pertinent state and federal laws and regulations. The Administration, Faculty and Staff at West Penn Hospital School of Nursing is responsible for the implementation of equal opportunity for all applicants and students.

## Functional Ability of the Student Nurse

Students accepted into the nursing educational program are required to meet the cognitive, emotional, and physical capabilities and endurance to complete the program and practice professional nursing successfully. When determining suitability for the practice of professional nursing, the nursing student must be able to do the following:

- a. Exercise safe judgment based on assessment data.
- b. Remain visibly calm in emergency situations.
- c. Interact appropriately with others.
- d. Demonstrate the emotional maturity necessary to interact with others in stressful situations, accept feedback appropriately, and to maintain a positive attitude in classroom and clinical situations.

The following is a list of physical and behavioral expectations of nursing students while 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 work day, 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
Walk			X
Stand			X



<b>Strength/Weight Requirements</b>						
	Never	Occasionally	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

## **Accommodation for Student's Special Needs**

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.

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:

### Guidelines:

1. The student requesting an accommodation for testing and/or skill performance will make an appointment to meet with the Director to discuss the nature of the accommodations.
2. If the student or applicant's education prior to attending or, in the case of an applicant applying to, the 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. An IEP that is more than three years old will not be accepted without additional current supporting documentation from an appropriate professional.
3. If the student or applicant'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. The documentation needs to include a suggested plan of action. If the disability is cognitive in nature, documentation must be from a licensed/certified psychologist or psychiatrist with specialized background in identifying/treating such disabilities. If the disability is physical in nature, documentation must be from a medical doctor.
5. The Director and the Recruiter Counselor will decide the reasonableness of the requested accommodation after the documentation is received. Generally, accommodation will be granted providing that (a) reasonable accommodation is required due to the presence of a protected disability and (b) it is possible to provide that accommodation without undue hardship while still satisfying program requirements.

6. The student will be informed of the decision in writing. The accommodation will be implemented after the process is completed and accepted.
7. 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.

## Academic Integrity

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

### 1. Definitions:

- **Academic work:** includes any paper, exam, essay, evaluation, project, or assignment, whether oral, in writing, in other media, in simulation or in clinical.
- **Academic dishonesty:** the "misrepresentation by deception or by other fraudulent means" of individual/group academic work.
- **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:
  - Direct quotation – commonly identified by indentation, italics, quotation marks, or another standard format.
  - Indirect quotation – involves expressing an idea, concept, or interpretation that was obtained from another source.

### 2. Expectations:

- Students are responsible for being aware of and demonstrating behavior that is honest and ethical in their academic and clinical work.
- Students are to complete assignments/exams individually unless directed otherwise by faculty.
- Students are expected to use standard citation rules to identify any part or section of their assignment that is not original.
- Students are to ask questions of faculty to clarify the collaboration expectations of any group work, if uncertain of guidelines.
- Unauthorized distribution of copyrighted material may result in civil and/or criminal liabilities.

### 3. Examples of Academic Dishonesty (the following list is **not** all-inclusive):

- Plagiarism
- Submitting the same work to more than one course
- Submitting work purchased or acquired from another source, including another student
- Collaborating improperly
- Aiding or abetting another student's academic dishonesty, including sharing work with the intention of misrepresentation of said work as that of another student
- Copying or using unauthorized aids in exams/quizzes/reports, including electronic devices

- Procuring, distributing, or receiving an exam or course materials being prepared or stored
- Altering a grade from faculty
- Stealing, destroying, or tampering with another student's work
- Preventing another student from completing an assignment
- 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.
- Submitting false information
- Forging, altering, or fabricating School documents
- Impersonating another student either in person or electronically
- Providing a false signature for attendance at any class

#### 4. Procedures:

- Incidents of suspected academic dishonesty violations shall be handled initially at the course level with the course instructor.
- 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.
- If a suspected violation did occur, 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:
  - Verbal warning
  - Written warning
  - Re-submission of new/corrected assignment
  - Reduction or forfeiture of assigned grade for assignment or examination
  - Course failure
  - Program dismissal

## Confidentiality

During the program, a student has access to confidential information. This information is the property of the Hospital or agency, and unauthorized use or disclosure of such is prohibited. A student is required to sign confidentiality statements for the Hospital and may be required to sign confidentiality statements for cooperating agencies. A student who violates confidentiality may be subject to course failure and/or program dismissal. "Confidential information" includes any information used in or incident to the conduct of the Hospital's or agency's business, including, but not limited to:

1. Information regarding patients, including, but not limited to, patient identity, prospective patients, aggregated patient data, patient demographics, and referral patterns (according to the Healthcare Insurance Portability and Accountability Act, HIPAA).
2. Information regarding the transactions and relationships maintained between the Hospital and any party, including, but not limited to, physicians, suppliers, insurance companies, employers, the State and Federal Government, and others.
3. Information regarding the financial performance, status, evaluation, and projections of the hospital.
4. Information regarding strategic planning, marketing and business development efforts of the hospital, including, but not limited to, the corporate affairs of the hospital, proposals by the hospital to market its services, development and evaluation of strategic initiatives by the hospital, and information reflecting the relative competitive positions of the hospital and healthcare competitors.

5. Any scientific information within the possession of the hospital.
6. Any trade secrets or other proprietary information of the hospital.
7. Information regarding the methods, operations, policies, and procedures of the hospital.
8. Computer software or other proprietary information licensed or obtained from a third party by the hospital, solely for the hospital's use.
9. Any other information, the disclosure of which may damage the business, proprietary information, competitive position, or reputation of the hospital.

## **Harassment Policy**

West Penn School of Nursing intends to provide a learning environment free from harassment for all students and employees while maintaining compliance with federal, state, and local laws.

### 1. Definition:

- Harassment is unwelcome conduct that has the purpose or effect of interfering unreasonably with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

### 2. Guidelines:

- Harassment based on race, creed, color, ancestry, national origin, religion, gender, sexual orientation, age, or disability is prohibited.
- Harassment from peers, faculty, patients, visitors, guests, and other third parties is not acceptable. Students who are harassed by such individuals should immediately report the behavior according to the procedure outlined in this policy.
- Retaliation against any student that brings forth good-faith charges is prohibited and will be subject to disciplinary action.
- If a student believes that he/she has been subject to harassment while at School by either a student, school of nursing staff member or hospital employee he/she should report the incident immediately to the Director or Recruiter/Counselor.
- All inquiries, complaints, and investigations are treated confidentially. Information will be revealed on a need-to-know basis only. In general, the identity of the accuser may be divulged through the investigative process to the accused individual and relevant witnesses.

## **Social Media and Technology Policy**

The 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.

## Definitions:

- 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).
- 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.
- 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 for Social Media and Technology Use:

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. Casual postings on social media sites about students, faculty, the West Penn School of Nursing or employees of Allegheny Health Network can be interpreted as lateral violence, is considered unprofessional behavior, and can be grounds for dismissal from the program.
11. Do not make disparaging remarks about the health system, school, faculty, staff, employers, or students. Do not post material that is obscene, threatening, harassing, abusive, slanderous, hateful, or embarrassing.

12. 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:

- 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. Examples of penalty may include, but are not limited to:
  - Verbal warning
  - Written warning
  - Course failure
  - Program dismissal
- 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.

## **Substance Abuse Policy**

To comply with the regulations of the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and United States Department of Education requirements, West Penn Hospital School of Nursing has adopted and implemented the following policy to prevent the illicit use of drugs and the abuse of alcohol by students. Chemical dependency is an illness in which continued consumption of alcohol or use of illicit drugs or overuse of prescription drugs impairs judgment and leads to a deterioration in an individual's work or school performance and changes in the individual's behavior, including physical and mental health.

Chemical abuse, which includes possession, distribution, or consumption of alcoholic beverages and/or illegal drugs, is not tolerated at the school. It is not permissible to use recreational drugs, or to use prescription drugs for other than prescription purposes.

Policy Guidelines:

1. If a student voluntarily admits to having a substance abuse problem, she/he is given the opportunity to withdraw from the program and is provided with referral information for counseling/rehabilitation.
2. Determination of student impairment is the observation of physical characteristics or behaviors that indicate:
  - Inability to perform duties and/or responsibilities and/or provide patient care safely and effectively;
  - Inappropriate behavior that may diminish instructor or patient confidence in the student's ability to perform;
  - Uncharacteristic or offensive behavior generally associated with being under the influence of alcohol/drugs;
  - The involvement in an unsafe act.

3. Physical and/or behavioral observations will be reported to the instructor, director, or designee.
4. The observations are discussed with the student in private. The instructor, director, or designee asks the student for an explanation of the behavior.
5. 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 designee, the student will be asked to submit to a drug/alcohol test.
6. Refusal to consent to a test will subject the student to immediate suspension with the intent of dismissal from the nursing program.
7. If the student consents, the director or designee will escort the student to the Employee Health Office for an examination, which will include urinalysis and a blood test.
8. A specimen is obtained in the secured Employee Health room or an observed specimen will be obtained.
9. The director or designee will be notified of the results of specimen testing.
10. A student with positive test(s) results will be immediately withdrawn from the program by the director or designee and given referral information for counseling/rehabilitation.
11. A student may be referred to the Security Department of the Hospital for further disciplinary action including referral for prosecution.
12. A student who has been found to possess, distribute, or consume alcoholic beverages and/or illegal drugs may be eligible to graduate and apply for licensure contingent on rehabilitation counseling, counselor recommendation, and achievement of School goals. However, licensure is at the discretion of the State Board of Nursing.
13. The use or distribution of illicit drugs is a felony, punishable by fines and/or imprisonment as mandated by local, state, and federal laws. In addition, there are sanctions under the Professional Nursing Law which prohibit licensure in Pennsylvania for felonious acts.
14. It is the responsibility of the student to notify the School of any drug-related felonious acts no later than five (5) days after conviction.
15. If a student desires readmission to the nursing program, a contract shall be written by the director or designee outlining criteria for periodic drug/alcohol testing.
16. 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 Health Policy**

The Student Health Policy promotes the continued physical and emotional health of students. The purpose of the Student Health Policy is to promote the maintenance of the student's physical and mental health to meet the demands of the nursing program.

### **Health Insurance**

- All students must demonstrate proof of health insurance. The documentation of the students' proof of health insurance must be uploaded in Castle Branch.

### General Medical Attention

- Any student needing immediate medical attention may be seen in the Emergency Department. Students assume financial responsibility for all emergency room visit charges.

### Health Alterations (Illness and Hospitalization)

- Students are required to immediately report all health alterations that would prevent them from being able to perform the duties outlined in the Functional Ability of the Student Nurse Policy to the Director of the School of Nursing.
- A student who is absent for more than three (3) consecutive days due to illness must submit a signed release from a licensed independent medical provider.
- A student who had surgery for any reason or was hospitalized must submit a signed release from a licensed independent medical provider regardless of the time missed.
- The release form must specifically state that the student may participate in classroom and clinical experiences without restrictions.
- Release forms are to be submitted upon return to school to the Director of the School of Nursing.
- Students are not permitted to wear any type of apparatus while attending any clinical experience. An apparatus is defined as, but not limited to: an ace wrap, an eye patch, a cervical collar, splint, sling, any type of cast, any type of boot, or any type of immobilizer. Students are not permitted to use any assistive device (crutches, cane, walker, etc.) while attending clinical.
- Students are required to immediately report all diagnosed communicable or infectious diseases that would prevent them from being able to safely provide patient care such as but not limited to: conjunctivitis, influenza, shingles, scabies, tuberculosis, or severe respiratory infections.

### Annual PPD TB Skin Test

- Students are required to receive an annual PPD TB Skin Test and documentation of the results must be uploaded in Castle Branch.
- Students who test positive will be required to comply with all follow-up recommended by the student's primary care physician.
- Students not meeting this requirement will not be able to attend the clinical experiences until in full compliance.

### Accidents/ Exposures:

- Students involved in an accident on hospital property must report to the Emergency Department for evaluation and treatment.
- If the accident occurred on the nursing unit, the student must notify the instructor and report to the Emergency Department.
- 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.
- 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.
- Students are financially responsible for all care received due to accidents.



#### Vaccinations/Titers:

- Students are required to provide documentation of immune status or history the disease for the following: mumps, rubella, rubeola and varicella. Titers may be drawn in the absence of documentation/history.
- In the absence of a vaccination history, the Hepatitis B series must be initiated prior to the first day of class.
- All vaccination and titer information must be uploaded to Castle Branch. Failure to complete and upload all health requirements to Castle Branch by the scheduled deadline will result in an automatic revocation of admission.
- Students are strongly recommended to receive the seasonal influenza vaccine. Allegheny Health Network employee health typically provides this vaccine at no charge to the student. Failure to receive the seasonal influenza vaccine may require additional waivers from the student to attend clinical activities.

## Compliance Policy

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

The following items are required for the student to be in compliance upon admission and/or throughout the course of the program:

- Completion of the titer/vaccination, physical examination, and a drug testing process.
- In the event a student experiences a lapse of enrollment, the student must participate in the drug screening process through a designated approved testing site. The drug screening must be completed prior to restarting the program within 30 days.
- Evidence of a yearly Tuberculin PPD Skin Test. If the student has a history of a positive Tuberculin PPD Skin Test, he/she must complete the appropriate documentation annually in lieu of the yearly one-step Tuberculin PPD Skin Test.
- Evidence of current American Heart Association Healthcare Provider CPR certification including adult, infant, and child CPR and AED training. No other form of CPR certification will be accepted.
- Evidence of Child Abuse Clearance and Criminal Clearance must be uploaded to Castle Branch by the assigned deadline for newly admitted students and for all current students. The child abuse and criminal clearances must be renewed every three years. Clearances must not be greater than six (6) months old prior to starting the program.
- In accordance with Act 73 of 2007 which amended the Pennsylvania Child Protective Services Law (CPSL), all students attending any facility that provides care for children must be fingerprinted by the FBI before starting the program. Evidence of fingerprinting

must be uploaded to Castle Branch by the deadline as assigned for newly admitted students and for all current students. Fingerprints must be renewed every three years. Fingerprints must not be greater than six (6) months old prior to starting the program.

- Should a student have any type of criminal record and/or conviction upon admission, the student must formally meet with the Recruitment Counselor prior to the start of the program.
- If a student is convicted of any crime, felony, or misdemeanor while enrolled at the School of Nursing, the student must immediately report the conviction to the Director or Recruitment Counselor. Failure to report a conviction within five (5) business days may result in termination from the program.
- Should a student be admitted to the program with a criminal record or obtain a criminal record while a student, the Pennsylvania State Board of Nursing will need to review the records when the student completes the application process to take NCLEX. Each case is reviewed by the State Board of Nursing on an individual basis. The West Penn Hospital School of Nursing is not responsible for the outcomes/decisions of the State Board of Nursing.
- All students' compliance files are maintained in the administrative offices and/or on Castle Branch.
- Admission to the program is contingent upon receipt of all required compliance documentation by the specified deadline. Failure to submit all required documents will result in an automatic revocation of admission.
- Prior to the first day of class and/or a new semester, current students not meeting compliance will not be permitted to begin their nursing courses and will need to wait until the appropriate nursing course is offered again.
- Should the student begin a course and during the course a compliance is due to expire, the student will not be able to attend his/her current class or clinical rotation until the appropriate documentation is submitted to Castle Branch.
- It is the student's responsibility to monitor expiration dates and maintain current compliance documentation in Castle Branch.
- All students must acknowledge receipt of the Student Handbook as well as all updated/new policies in writing by the posted deadline date. Failure to do so will result in the student being prohibited to attend his/her current clinical site, resulting in clinical absence days until the acknowledgement has been received.

## **Student Dress Code**

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

Classroom:

- 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.
- 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.

- Pajama pants are not to be worn
- Clothing items with inappropriate logos/sayings are not permitted.
- Clothing should be free from the odor of smoke.
- Shoes are worn at all times.
- Extremes in appearance or in attire will result in dismissal from the learning experience at the discretion of the instructor.

#### Clinical:

- 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.
- Example of business casual attire for the clinical unit include:
  - Slacks
  - Skirts and dresses (length below the knee)
  - Collared shirts
  - Blouses
  - Sweaters
  - Shoes: closed toe
  - Socks, knee highs, or stockings

#### Required School uniform:

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

#### Lab Coats:

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

#### Cosmetics:

- Cosmetics must convey a professional appearance.
- Products with scents that could be offensive to patients and others are not to be worn.
- Length of fingernails must promote client and employee safety and not hinder client care. Nails should not exceed  $\frac{1}{4}$  inch in length.

- 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.
- No artificial, multicolored, or decorated fingernails are to be worn.

#### Jewelry:

- Jewelry is to be kept to a minimum for both client and personal safety and ability to perform assigned tasks.
- One ring per hand may be worn. Wedding and engagement rings are to be considered as one ring.
- 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.
- Watches are to be professional style, non-decorative, and with a second hand. Digital watches are not permitted.
- Only medical alert bracelets may be worn.
- One plain chain necklace may be worn with the uniform. The length should not present a hazard to student or client.
- Decorative or nonfunctional hair accessories are not to be worn.

#### Hair:

- Hair must be neat, well-groomed, and appropriately styled. Extremes in hair color or styles (e.g., spikes, mohawks) are not permitted.
- Hair, if shoulder-length or longer, must be pulled back with a non-decorative clasp. Hair must not come in contact with the client.
- 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.

## Grievance Policy

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.

## 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 recruiter/counselor 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 for following up with administration to ensure that the grievance was received.
4. Upon receipt of the grievance request, the Director and recruiter/counselor 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 Recruiter/Counselor 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 able to apply for re-admission to the program (*Refer to re-admission policy*).

## **Student Government**

- The Student Government consists of student representation from both classes.
- A faculty member volunteers to be the Student Government advisor.
- Student Government organizes student extracurricular activities.
- The students write, revise, and review the "Rules and Regulations of the Student Government of the Western Pennsylvania Hospital School of Nursing."

### **Article I – Name**

The name of this organization shall be the Student Government of The Western Pennsylvania Hospital School of Nursing.

### **Article II – Purpose**

The purpose of the Student Government is to provide for the development of leadership skills and contribute to the overall operation and improvement of the School. The government correlates the interests and activities of the first- and second-year classes by providing means for cooperative action.

### **Article III – Functions**

1. Develop an annual agenda based on assessed interests of the student body.
2. Coordinate implementation of activities and/or projects for the student body.
3. Appoint ad hoc committees for specific activities and projects.
4. Determine procedures for presenting pertinent issues to the student body.
5. Develop methods for discussions of problems as requested by the Student Government, faculty or individual students.

### **Article IV – Membership**

Section 1 – All full-time students are members of Student Government.

Section 2 – Members of the Student Government shall be:

- Second Year class officers
- First Year class Representatives
- Faculty advisor
- Director, School of Nursing (ex-officio)

Section 3 – The officers and representatives of the Student Government shall be required to attend a minimum of three meetings each term and participate in each meeting for at least one hour.

Section 4 – Nominations for Student Government will be facilitated by the Faculty Advisor.

Section 5 – Student Government members from the second-year class shall be selected by vote April of the first year. Student Government members from the first-year class shall be selected by vote at the end of September.

Section 6 – Members from the first and second years shall serve for one academic year. Vacancies on the Student Government shall be filled by nomination and revote by the student body.

#### **Article V – Class Officers and Duties**

Section 1 – The officers of each class shall be a President, Vice President and two class representatives.

Section 2 – The class officers shall be elected to the office for which they campaigned.

Section 3 – Duties of Class Officers

The President shall:

1. Call class meetings as needed,
2. Preside at all class meetings, and
3. Coordinate communication between the Student Government and class.

Section 4 – The Vice President shall assume the duties of the President in the President's absence.

Section 5 – The Class representatives shall attend and participate in Student Government meetings.

#### **Article VI – Quorum and Voting**

Class Meeting:

Section 1 – A quorum for class meetings shall consist of class members present for a called meeting.

Section 2 – All student members shall have the right to vote.

Section 3 – A majority of two-thirds is required to pass a motion.

Student Government Meeting:

Section 1 – A quorum for Student Government meetings shall consists of a minimum of two student members from each class and the advisor.

Section 2 -Student members shall have the right to vote .The advisor shall have a voice but no vote except in the event of a tie. The Director, School of Nursing, shall have a voice but no vote.

Section 3 – A simple majority is required to pass a motion.

#### **Article VII – School Government Officers and Duties**

Section 1 – The officers of the Student Government shall be a Chairman, Vice Chairman, Secretary and Treasurer.

Section 2 – The Student Government officers shall be determined as follows:

Chairman: The Chairman shall be the President of the second-year class.

Vice Chairman: The Vice Chairman shall be the Vice President of the second-year class.

Secretary: The Secretary shall be elected from the members of the Student Government at the October meeting or serve on a rotational basis.

Treasurer: The Treasurer shall be elected from the members of the Student Government at the October meeting.

Section 3 –

Duties of the Student Government officers:

The Chairman shall:

1. Preside at all meetings
2. Prepare an agenda for each Student Government meeting after consulting with the Advisor.
3. Send notices of each meeting to Student Government members one week prior to the date of the meeting.
4. Appoint ad hoc committees.
5. Arrange to meet with entering students to explain the selection process for Student Government members.
6. Serve as official spokesperson of the Government and/or student body.
7. Refer pertinent information to the advisor or other School personnel.
8. Notify the Vice Chairman of responsibilities in case of absence of the Chairman.
9. Complete an annual Student Government report.

Section 4 – The Vice Chairman shall assume the duties of the Chairman in his/her absence.

Section 5 – The Secretary shall:

1. Record the minutes of meetings utilizing the standardized format.
2. Distribute minutes to Student Government members and the advisor.
3. Complete correspondence as directed by the Student Government.

Section 6 – The Treasurer shall:

1. Manage Student Government funds in an orderly, ethical, and legal manner,
2. Collect money from fund raiser sales and submit to Director.
3. Establish a receipt book with sequential numbers on the receipts.
4. Give a written Treasurer’s report at all Government meetings.

The Treasurer and Director shall:

1. Balance receipt book each month and verify the balance on the monthly statement provided by the bank.
2. Type monthly Treasurer’s report.

The Director shall:

1. Maintain a checking account in the name of “WPHSON Student Fund.” Director and Administrative Assistant Secretary are the authorized signatures.

**Article VIII – Meetings**

Section 1 – Regular meetings shall be held every month from September through June, with the June meeting held prior to graduation.

Section 2 – Special meetings may be called by a Student Government member, the Advisor, or the xxxxDirector, School of Nursing.

**Article IX – Advisor**

Section 1 – The Advisor shall be a member of the faculty.

Section 2 – The Advisor shall:

1. Attend all meetings of the Student Government.
2. Plan the agenda with the Chairman of the Student Government prior to each meeting.
3. Serve as ex-officio member of ad hoc committees.
4. Act as parliamentarian for the Student Government.
5. Assist the Chairman in compiling the Student Government’s annual report.



6. Approve any contracts made by the Student Government representatives.
7. Assist Student Government members in performing their duties.

Section 3 – The Advisor shall be replaced on an emergency basis by the Director of the School of Nursing or designee.

#### **Article X – Ad Hoc Committees**

Section 1 – Ad hoc committees may be established by Student Government members for specific events or projects. An ad hoc committee will function until its purpose is met.

Section 2 – Members shall be selected from the first- or second-year classes with one student appointed as chairman. At least one member of the Student Government shall serve on each ad hoc committee.

Section 3 – A secretary shall be elected from among the ad hoc committee members.

Section 4 – The chairman shall:

1. Set dates and times of meetings.
2. Notify members of meeting times.
3. Implement committee responsibilities.

Section 5 – The secretary shall:

1. Record accurate minutes of each meeting utilizing standardized format.
2. Distribute minutes to committee members and the Advisor.
3. Complete correspondence as directed by the ad hoc committee.

#### **Article XI – Order of Business**

The order of business shall be:

1. Call to order
2. Minutes of the previous meeting
3. Faculty committee reports
4. Ad Hoc committee reports
5. Unfinished business
6. New business
7. Announcements
8. Adjournment

#### **Article XII – Parliamentary Authority**

All meetings shall be conducted according to parliamentary law as set forth in Roberts Rules of Order - Revised.

#### **Article XII – Amendments**

Section 1 – The Rules and Regulations of the Student Government may be amended by two-thirds vote of the members present at a called meeting of each class, providing that copies of the proposed amendments have been presented in writing to the class members at least one week prior to the called meeting.

Section 2 – Any amendment to these Rules and Regulations shall become effective immediately upon approval by the two classes unless otherwise specified.

## **SECTION III – Financial Aid**

WPHSON 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 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 submitting 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 the school
  - 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.
- July
  - Student account summary and account card for your first term of your second academic year will be mailed to your home address.
  - 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 can get 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 an 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 U.S. 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 FAFSA 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) to 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 checked 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 assist a student in paying for their educational cost. Most scholarships do not have to be repaid. (Check with the scholarship organization for details). Scholarships are awarded to a student based on 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:

#### **Allied Health Clinical Ladder Award**

Given to one student who graduates from the Allied Health Academy as a certified nursing assistant and goes on to pursue education as a professional nurse at the West Penn Hospital School of Nursing. The applicant with the highest GPA receives the award if more than one applies.

#### **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 M. Jane Beckel Scholarship:

- The student must have a high rating in clinical.
- Financial need must be demonstrated.

#### **Bigley Memorial Scholarship**

Second-year nursing students may be eligible for the Donna Bigley Memorial Scholarship.

- The student must be in the top 20% of the first-year class based on cumulative GPA.
- Application requires completion of an essay regarding the student's philosophy of nursing and why the student chose the nursing profession.

### **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.

### **Eden Hall Foundation Scholarships**

First-year and second-year students who are not participating in a tuition forgiveness program may be eligible. Scholarships of \$500 each are awarded at the end of the first year Winter and Summer terms and at the end of each term in the second year:

- Grades of "C" or better must be achieved.
- The scholarships are based on financial need.
- Students must not be eligible for federal or state grants.
- Students may not have defaulted on previous loans.

### **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.

### **Kathryn Dinardo Scholarship for Excellence in Clinical Performance**

Awarded after the first year and the second year of the program. Students must consistently demonstrate professionalism, accountability, caring, compassion, positive interpersonal skills, and the ability to manage a client's care completely.

## **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 recipient's attendance status changes. Exit counseling requirements will be provided to the student once the student is officially withdrawn, dismissed, or drops below half-time enrollment.

# Financial Awareness Counseling

Financial Awareness Counseling provides borrowers the basics of financial management, shows borrowers their current federal student loan debt (and their current student loan debt if they enter information about their private student loans), and provides borrowers an estimate of what their student loan debt is likely to be at the time they leave school.

**IMPORTANT:** While Financial Awareness Counseling contains some of the same information in Entrance and Exit Counseling, it does not meet the regulatory requirements for Entrance or Exit Counseling.

# 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 applicant 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 printout 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 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	30 days after the term start date
First Time Borrowers/2 <sup>nd</sup> -8 <sup>th</sup> terms	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 receive 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).

State grants 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 student’s 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 at that time the student will choose either the 1<sup>st</sup> or the 15<sup>th</sup> of each month as their due date.

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

Students will be assessed a \$35 late fee each term for any past due balances.

## Re-Entry Students

The student account balance for a re-entry student must be paid in full before the student is allowed to return. Payment for any balance must be paid before the beginning of the new term. A withdrawn 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 student's 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 the 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 for Withdrawal Form and meet with the West Penn Hospital School of Nursing Recruitment Counselor, as well as the Financial Aid Officer.

Once the Financial Aid Officer receives notification that a student has withdrawn or failed out of the program, it is the Financial Aid Officer's 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 U.S. 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 for credit 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 submits the Eligible colleges or other post-secondary institutions have two options on how to report a student's qualified expenses on their 1098-T:



- 1) How much the student actually paid during the tax year (Box 1)
- 2) How much the school billed the student during the tax year (Box 2)

WPHSON reports what was billed to the student in box 2.

## **Family Educational Rights and Privacy Act**

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 IV: Curriculum and Progression**

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

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.

#### **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 courses, 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	Percent Equivalent	Grade Point Equivalent
A – Outstanding	92 – 100%	4.0
B – Above Average	84 - 91%	3.0
C – Average	78 - 83%	2.0
D – Below Average (Fail)	70 - 77%	1.0
F – Unacceptable (Fail)	69 or below	0
Clinical Failure	GPE attempted but not earned – affects GPA	0
WF (Withdraw Failure) Nursing Courses Only	GPE attempted but not earned – affects GPA	0
WP (Withdraw Pass) Nursing Courses Only	No GPE earned – does not affect GPA	
Withdraw (College Courses)	No effect on GPA	
Course Transfer Credit	No effect on GPA – earned for graduation purposes only	

### 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 the *Request for Withdrawal Form* and meet with the West Penn Hospital School of Nursing Recruitment Counselor, as well as the Financial Aid Officer. 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

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

#### Dismissed:

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

#### Termination:

1. A student who has failed two nursing and/or college 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 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 School of Nursing student. College courses taken during this time will be considered as transfer credit 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 Recruiter Counselor 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 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 School of Nursing and Clarion University.
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.**

## **Readmission Policy**

Students who wish to be readmitted into West Penn School of Nursing after a withdrawal or dismissal related to course failure must complete an application for readmission form and submit the form to the Admissions Department.

1. 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 12 months.
3. Students repeating a nursing course must complete both theory and clinical components.
4. Dismissed students are ineligible to re-enter the program.
5. 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.
6. The current tuition per nursing course is charged.
7. A student will not be eligible for readmission if an outstanding tuition balance is due to West Penn Hospital School of Nursing or Clarion University of Pennsylvania.

## Attendance and Make-Up Policy

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 activities and assignments. Course faculty are responsible for monitoring class and clinical attendance.

### A. Classroom

1. Class absence is defined as missing more than 50% of the class.
2. Class tardy is defined as arriving greater than 15 (fifteen) minutes after the scheduled start time.
3. The attendance records are to be submitted to the Recruiter/Counselor.
4. Three (3), class absences and/or tardiness will result in a referral to the Recruiter/Counselor.

### B. Clinical

1. Any scheduled assigned clinical experience missed by the student will be considered a clinical absence, including simulation, clinical conference, and/or competency.
2. Students missing more than 2 scheduled clinical experiences will result in a course failure.
3. Students should notify the clinical faculty of any expected lateness or absence one-half hour prior to the start of the scheduled experience.
4. Arriving greater than 15 (fifteen) minutes after the start of clinical is considered tardy.
  - a. The following will result due to being tardy:
    - i. First occurrence-verbal warning
    - ii. Second and third occurrence — written warning and an unsatisfactory on the evaluation. (Learning outcome II, Accountability. Clinical behavior: Prompt for clinical experience)
    - iii. Fourth occurrence — clinical failure.
5. If the student is late (more than 30 minutes), this will be considered a clinical absence. The student will not be permitted to participate in the clinical experience.
6. Students must be present for the entire clinical experience to receive credit for the day, otherwise they will be considered absent.
7. All clinical make up will be completed within the time frame of the course.
8. Students are strongly encouraged to use absent days for illness and extenuating circumstances only.

### C. Jury duty, bereavement, and military service

1. In the event a student has received a subpoena to appear in court, is selected for jury duty, is on leave due to bereavement, or has required military service, the student will need to meet with the Director or designee to discuss the situation at hand on an individual basis. 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. Time off for bereavement is up to three scheduled workdays (class or clinical days.) Class/clinical absences due to bereavement do not count against the total absences.
2. Bereavement

Time off from class or clinical is granted in the event of the death of a student's immediate family member.

Immediate family is defined as mother, father, child, daughter-in-law, son-in-law, stepmother, stepfather, stepchild, spouse, sister, sister-in-law, brother, brother-in-law, grandchild, grandparent, grandparent-in-law, guardian, parents-in-law, or certified domestic partner.

## **Examination Procedures and Non-Examination Grading Policy**

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

### A. Examinations

1. All examinations (regularly scheduled, make-up, special needs) will be proctored in a classroom, conference room, or office settings with a faculty member(s) present.
2. 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.
3. 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.
4. Repeat examinations are not permitted. Quizzes are not made up.
5. Exam grades are placed in each student mailbox within 5 (five) days of the course.

### B. Exam Attendance

1. 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:
  - a. The student may complete the exam in the remaining time allotted. No additional time or extensions will be granted to complete the exam.
  - b. If there is insufficient time to complete the exam, the exam will be rescheduled.
  - c. If a student opts out of taking the exam and reschedules, a 7% reduction in the exam grade will occur.

2. For all exam absences, the student should notify the course faculty one-half hour before the scheduled examination.
3. A 7% reduction in the grade will be made for examinations not taken at the designated scheduled time (early or late).
4. 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.
5. 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.
6. If an exam absence occurs because of approved jury duty, military duty, or bereavement, no reduction in exam grade will occur.

#### C. Exam make-up

1. An alternate test may be used for test make-up.
2. Test items may include multiple choice, short answer, and fill in the blank.

#### D. Non-examination scoring

1. All non-exam projects, papers, presentations, etc. that receive a score will be graded by a faculty member.
2. Each course will develop a specific grading Rubric for each graded non-examination assignment to maintain objective scoring along with project guidelines.
  - a. The grading Rubric will contain categories that are being scored.
  - b. The categories will contain a point value (assigned per course and per project).
  - c. The point value will have description/criteria of what the student must do to receive the particular point value.

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.

## **ATI Testing Scores**

The School uses the results of the ATI standardized achievement tests to make decisions about important aspects of the curriculum. The results must be reliable and a true reflection of student achievement.

1. The following standards will be used for determining bonus points for achievement tests (content mastery series):
  - 1.1 Students who attain "proficiency level 2" will receive 1% of the course points based on exams only (does not include projects).
  - 1.2 Students who attain "proficiency level 3" will receive 2% of the course points based on exams only (does not include projects).



2. Students can earn bonus points based on results of an ATI standardized exam. Bonus points are added to the final course points after all course requirements have been met. In calculating course grades using bonus points, the denominator stays the same for all students; i.e., if there are 300 points in the course based on exam grades only, bonus points are added to the numerator with no change in the denominator.
3. To earn bonus points for the Comprehensive Predictor, students must attain a predicted probability of passing the NCLEX-RN at greater than 90%. Students achieving 0.91 to 0.94 = 1% bonus; students achieving 0.95 to 0.99 = 2% bonus.
4. ATI tests will be scheduled **before** the final week of the course so that test scores can be received and calculated in the final course grade. It is important that **all** students make an effort to attend tests as scheduled so that results can be received in a timely manner.
5. ATI bonus points will be awarded **only** to students who are passing the nursing course. In other words, a student cannot pass a course using ATI bonus points.
6. Any student receiving below Proficiency Level I will be required to complete a faculty-assigned remediation (see Progression Criteria).

## Clinical Evaluation Policy

Faculty use the Clinical Evaluation tool to provide feedback and grade student performance during clinical experiences.

### Guidelines

- A. All clinical behaviors for each learning outcome must be rated by placing the grade given to that student during the corresponding week of the evaluation period (see grading key below). Students earn “S” (satisfactory) or “U” (unsatisfactory) grades for each clinical behavior during the evaluation period. When a student is absent during an evaluation period an “A” is given for all clinical behaviors. Upon the completion of the clinical make-up, the student will receive a clinical grade (S/U) for the clinical behaviors. When a clinical behavior is not observed during an evaluation period, then N/O (not observed) should be given for that clinical behavior.

### Grading Key

S	Satisfactory
U	Unsatisfactory
A	Absent
N/O	Not Observed

- B. All anecdotal notes are completed under the “Faculty Comments” section for the corresponding evaluation.

1. A satisfactory grade does not require an anecdotal note but may be provided to guide student development.
  2. An unsatisfactory grade requires an anecdotal note and a detailed Plan for Improvement (PFI). The PFI must include a detailed description of the performance and strategies to guide the student's development and expectations for demonstration of improvement.
  3. An absent grade requires an anecdotal note.
- C. An area for weekly comments by the student will be provided on the signature sheet (comment by the student is optional). The instructor and student must initial and date the signature sheet at each evaluation period. Student's initials indicate that the student read/reviewed the evaluation and was provided with feedback from the instructor. The student's signature and/or initials do not indicate agreement with the evaluation.
- D. Students assume responsibility to contact the clinical instructor to review and sign the evaluation for each evaluation period.
- E. Clinical evaluations must be reviewed and signed by the student prior to the start of the next clinical experience.
- F. Greater than three "U" (unsatisfactory) grades in any individual clinical behavior during a term will result in a clinical failure.
- G. Faculty will complete a written mid-term evaluation that will be a composite of the first five weeks of the term. A final clinical grade is a composite of all clinical evaluation weeks. All final grades for each course clinical behavior must be satisfactory for the student to progress. A summative evaluation outlining strengths and areas for improvement will be provided to the student.
- H. **Student Responsibilities:**
1. For each nursing course, students will complete a narrative self-evaluation at two time points: 1) mid-term and 2) term end (final).
  2. The student will be provided with a copy of the course learning outcomes and the clinical behaviors. Therefore, the student's self-evaluation should address the learning outcomes and the clinical behaviors relevant for that course.
  3. The student will submit the self-evaluation to their respective clinical instructor prior to receiving the faculty's clinical evaluation. The mid-term evaluation submission date will be determined within each course, and the final self-evaluation will be submitted at the end of the course.
  4. The student is expected to grade themselves with an "S" (satisfactory) or "U" (unsatisfactory) for the mid-term and final self-evaluation. Each self-evaluation should include a "Plan for Improvement" that is relevant to the clinical experience.

The student and faculty member are required to sign the evaluation. The signed mid-term and final self-evaluations are components of each student's academic record and will be placed in their respective student file.

## NCLEX-RN Eligibility

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.

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 passing the NCLEX-RN examination, and meeting the state requirements for which they are applying for licensure. 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 and have no convictions of felonious acts.
  - The application process for Pennsylvania State Board of Nursing licensure may be located on their website [www.dos.state.pa.us/nurse](http://www.dos.state.pa.us/nurse)
  - The students are required to complete two applications in order to take the NCLEX-RN:
    - Pennsylvania Application for Exam/ Initial Licensure (\$35 fee).
    - National Council Licensure Exam through Pearson Testing services (\$200 fee).
2. The Director of the School of Nursing determines which students are eligible for graduation after receiving the following:
  - Communication from the Financial Department confirming that the student has met all financial responsibilities, including the financial aid exit counseling.
3. 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.
4. Students applying for initial licensure outside of Pennsylvania
  - 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 V: General Information

## Cooperating Agencies and Community Experiences

To fully meet the School objectives, a student participates in learning experiences at cooperating institutions and agencies. West Penn Hospital School of Nursing and cooperating institutions and agencies have defined the responsibility and the authority of each in relation to the educational resources contracted for the students in the School of Nursing.

1. A student participating in experiences at cooperating or community agencies is responsible for following the regulations of those agencies.
2. The student is responsible for discussing concerns with faculty regarding learning experiences.
3. Travel expenses to and from agencies are the responsibility of the student.

## Inclement Weather

It is the student's responsibility to make an effort to report to class/clinical during inclement weather. When traveling during inclement weather and/or emergent conditions, one should consider their own personal safety first. Should a student elect not to attend clinical or class, it will be considered an absence. Every effort will be made to announce School closing by 5:00 a.m. School closings/delays will be announced on the following stations:

1. **Television:** WTAE-TV, Channel 4; KDKA, Channel 2; WPXI, Channel 11
2. **Radio:** WTAE 1250 AM; KDKA 1020 AM
3. **Web:** [www.wtae.com](http://www.wtae.com), [www.kdka.com](http://www.kdka.com) and [www.wpxi.com](http://www.wpxi.com)

## Mail Room

Each student is assigned a mailbox in the mail room, located in back of the reception area. Mailboxes are used as a means of communications by faculty, staff, and School administration and are to be checked regularly. Students who experience difficulty should ask for assistance from the Receptionist.

## 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.

## **Parking**

Parking is available to students at hospital-owned lots. Registration of vehicles and parking services with the West Penn Hospital Safety, Security and Parking Department is required. Students are strongly encouraged to park in a hospital lot rather than on the street.

## **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.

## **Student Employment**

A student may be employed while enrolled in the School but must adhere to the following policies:

- The School has no responsibility for the actions of the student at the place of employment.
- Working hours are not to conflict with scheduled class or clinical experiences.
- The student is prohibited from wearing the designated School of Nursing uniform during individual work hours.

## **Extracurricular Activities**

The Student Council is responsible for planning extracurricular activities. Students are encouraged to take an active part in the opportunities that are provided. It is the responsibility of students to make suggestions for extracurricular activities to their Student Government representatives.

Clarion University offers opportunities for involvement in college recreational activities, sports clubs, and community events through the Venango College campus.

Go to [www.clarion.edu/locations/venango-college](http://www.clarion.edu/locations/venango-college) and select Student Life at Venango.

Select Intramurals and Recreation and then Recreational Activities.

There will be a schedule of activities which may offer reduced cost for attendance/participation.

Go to the onsite Clarion University office on the third floor of the School of Nursing for further information.

## **Housing**

Student housing is available at West Penn School of Nursing. The Nurses' Residence, operated by West Penn Hospital, is available for a limited number of students. This includes both men and women.

- Applications for housing are made through the Admissions Office.
- All students and guests in the residence must adhere to policies in the *Residence Handbook*.
- All Residence policies are under the jurisdiction of the Director.

## Internet and Intranet Access

Students have access to the Internet and Allegheny Health Network intranet (with access to intranets serving West Penn Hospital and four other Allegheny Health Network hospitals) through the Computer Lab. All students must sign and follow the guidelines written in the West Penn Hospital “Confidentiality Agreement.” These records are maintained with School records. A personal account will be created.

*Students must adhere to the Allegheny Health Network information technology guidelines.*

Nursing students on the dorm floors have wireless access with some limitations.

## Library

The Richard M. Johnston Health Sciences Library is available for use by all staff, students, and visitors of West Penn Hospital. The Library’s Patient and Family Education Center offers computers with Internet access and a quiet reading room with books and pamphlets. An orientation to the library is offered during the Program Orientation. It provides adequate space for student studying.

**Hours:** The Library is open from 8 a.m. to 6 p.m., Monday through Friday.

Hospital staff and students may arrange to access the Library beyond these hours by contacting school personnel to request a code from security to enter on the keypad outside of the Library.

**Staffing:** Library staff is available from 8 a.m. to 5:30 p.m., Monday through Friday, and can be contacted by email or telephone.

**Email:** [aghlibrary@wpahs.org](mailto:aghlibrary@wpahs.org) or [docdel@wpahs.org](mailto:docdel@wpahs.org)

**Telephone:** 412-359-3040

## Library Resources

1. Electronic databases, books, and journals may be accessed from the West Penn Hospital Library page of the intranet.
2. Periodicals – Journal articles are available through the librarian.
3. Reserve materials
  - All readings and videos required for a course are placed on reserve in the Library.
  - Reserve materials may not be removed from the Library.
4. Technology available
  - Eighteen personal computers (PCs) with Microsoft Office software
  - TV/VCR
  - Two printers
  - WiFi

## **Library Conduct**

1. Library users are expected to maintain an atmosphere that reflects consideration of others.
2. Food, beverages, and smoking are not permitted.
3. Dress is to comply with standards stipulated in the *Student Handbook* as being appropriate for the classroom area.
4. An alarm will sound if Library books or journals are removed from the Library.

## **Learning Center (Room 119)**

### **Computer Lab**

1. Clarion University-owned computers are available for use by West Penn students. These computers have access to the Internet. An ‘Acknowledgement and Authorization’ form must be signed before the Internet can be accessed.
2. Only School-owned programs may be used.
3. A student provides his/her own data-storage devices.

### **Conference Area**

1. The area is designed for small group meetings. Check for availability.
2. The area is scheduled by School Administration.

### **Learning Center Access**

Access to the Learning Center is available 24 hours a day, 7 days a week, by using the building access key.

### **Guidelines for Use of the Learning Center**

1. Malfunction or other problems with AV/computer equipment should be reported immediately to the Receptionist.
2. Audiovisual/computer programs are for Learning Center room use only.
3. Food, beverages, and smoking are not permitted in the Computer Lab. VIOLATORS WILL BE DENIED ACCESS TO USE THE COMPUTER LAB.
4. All equipment and air conditioners must be turned off after use of the room.
5. Students must provide their own paper for the printer and copier.

## **Simulation (STAR) Center**

The Simulation, Teaching, and Academic Research (STAR) Center is located on the first and second floors of West Penn Hospital School of Nursing. In many nursing courses, students have scheduled learning experiences in the STAR Center. This unique learning facility features sophisticated, computer-based patient mannequins in a number of simulated hospital and field emergency (ambulance) settings, as well as partial body trainers and a host of other advanced-technology equipment to facilitate teaching and practicing clinical skills and patient care management.

## 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.

- 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.

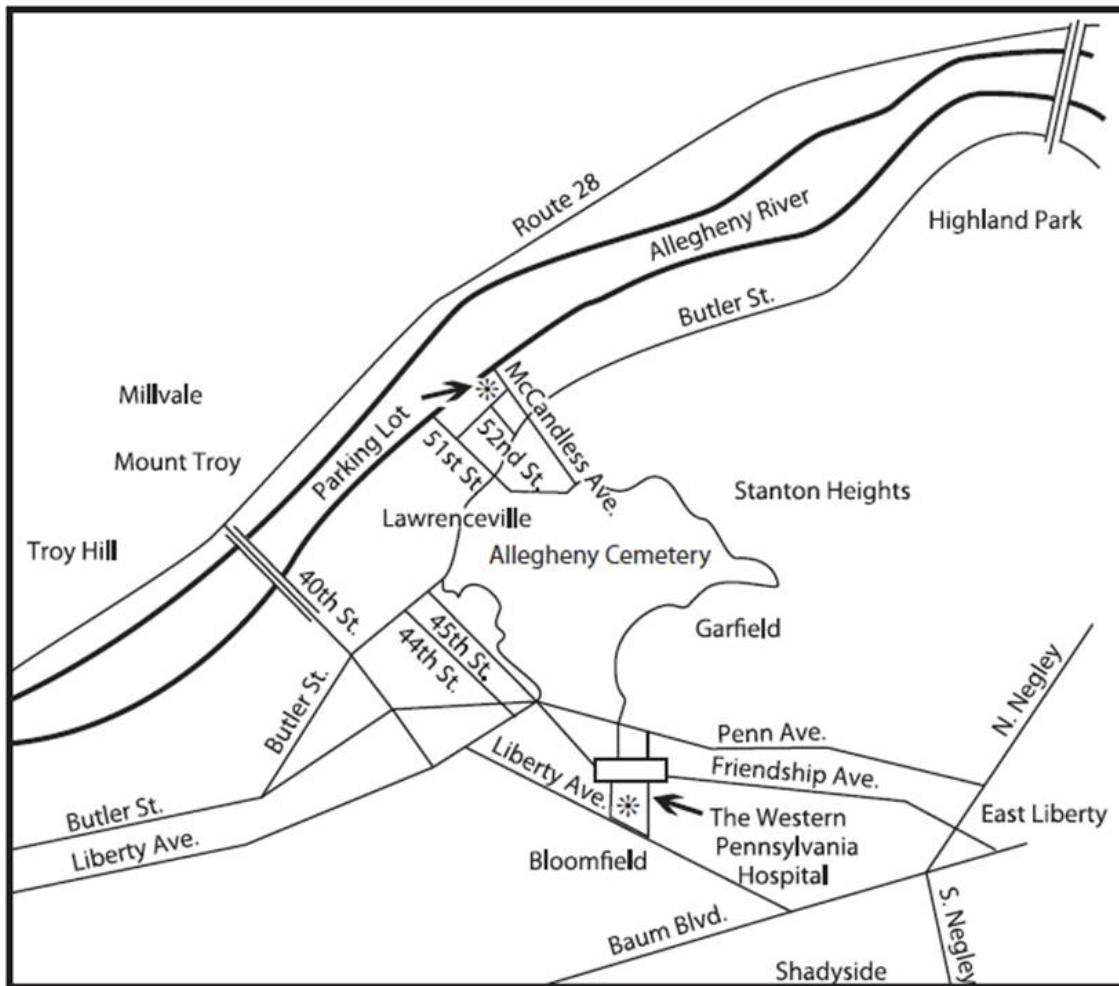
### FROM the EAST/Northeast:

- 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 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.

### FROM the SOUTH:





<b>West Penn Hospital</b>			
<b>Employee and Visitor Shuttle Bus Schedule – Lawrenceville Parking Lot</b>			
<b>DEPART LAWRENCEVILLE</b>	<b>DEPART HOSPITAL</b>	<b>DEPART LAWRENCEVILLE</b>	<b>DEPART HOSPITAL</b>
5 a.m.	5:15 a.m.	2 p.m.	2:15 p.m.
5:15 a.m.	5:30 a.m.	2:15 p.m.	2:30 p.m.
5:30 a.m.	5:45 a.m.	2:30 p.m.	2:45 p.m.
5:45 a.m.	6 a.m.	2:45 p.m.	3 p.m.
6 a.m.	6:15 a.m.	3 p.m.	3:10 p.m.
6:10 a.m.	6:25 a.m.	3:05 p.m.	3:20 p.m.
6:20 a.m.	6:35 a.m.	3:15 p.m.	3:30 p.m.
6:25 a.m.	6:40 a.m.	3:25 p.m.	3:40 p.m.
6:30 p.m.	6:45 a.m.	3:35 p.m.	3:50 p.m.
6:40 a.m.	6:55 a.m.	3:45 p.m.	4 p.m.
6:50 a.m.	7:05 a.m.	3:55 p.m.	4:10 p.m.
6:55 a.m.	7:10 a.m.	4:05 p.m.	4:20 p.m.
7 a.m.	7:15 a.m.	4:15 p.m.	4:30 p.m.
7:10 a.m.	7:25 a.m.	4:25 p.m.	4:40 p.m.
7:20 a.m.	7:35 a.m.	4:35 p.m.	4:50 p.m.
7:25 a.m.	7:40 a.m.	4:45 p.m.	5 p.m.
7:30 a.m.	7:45 a.m.	4:55 p.m.	5:10 p.m.
7:40 a.m.	7:55 a.m.	5:05 p.m.	5:20 p.m.
7:50 a.m.	8:05 a.m.	5:15 p.m.	5:30 p.m.
7:55 a.m.	8:10 a.m.	5:25 p.m.	5:40 p.m.
8 a.m.	8:15 a.m.	5:35 p.m.	5:50 p.m.
8:10 a.m.	8:25 a.m.	5:45 p.m.	6 p.m.
8:20 a.m.	8:35 a.m.	6 p.m.	6:15 p.m.
8:30 a.m.	8:45 a.m.	6:15 p.m.	6:30 p.m.
8:40 a.m.	8:55 a.m.	6:30 p.m.	6:45 p.m.
8:50 a.m.	9:05 a.m.	7 p.m.	7:15 p.m.
9 a.m.	9:15 a.m.	7:30 p.m.	7:45 p.m.
9:30 a.m.	9:45 a.m.	8 p.m.	8:15 p.m.
10 a.m.	10:15 a.m.	8:30 p.m.	8:45 p.m.
10:30 a.m.	10:45 a.m.		
11 a.m.	11:15 a.m.		
11:30 a.m.	11:45 a.m.		
12 p.m.	12:15 p.m.		
12:30 p.m.	12:45 p.m.		
1 p.m.	1:15 p.m.		
1:30 p.m.	1:45 p.m.		

**\*Note:** Ride time to or from the Lawrenceville lot is about 15 minutes. Allow extra time in inclement weather.

## **Handbook and Policy References**

American Nurses Associations

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses>

State of Pennsylvania Nurse Practice Act

<http://www.pacode.com/secure/data/049/chapter21/chap21toc.html>



Allegheny Health Network



**West Penn  
Hospital**

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