# Table of Contents

**About the School** ................................................................. 3  
Philosophy  
School Goal  
Student Learning Outcomes  
Approval and Accreditation  
Non-discrimination Statement  

**Admission** ........................................................................... 6  
Admission Requirements  
Admission Procedure  
Personal Requirements  
Health Requirements  
Acceptance and Enrollment  
Opportunity for Concurrent Award by Clarion University  
Transfer Credit Policy  

**Curriculum** ......................................................................... 9  
Curriculum Plan  
Curriculum Progression  
Course Descriptions  
Nursing Courses  

**Curriculum and Progression Policies** ................................ 14  
Grading/Grades  
Recognitions of Excellence  
Academic Progression Policy  
Academic Probation  
Professional Probation  
Student Attendance  
Course Audit  
Leave of Absence  
Withdrawal and Dismissal Policy  
Readmission Policy  
Academic Dishonesty  

**Progression and Graduation** ............................................. 18  
Academic Criteria  
Clearances  
Health Related Services  
Professional and Personal Liability Insurance  
Graduation  
Professional Organizations  
Bachelor of Science in Nursing Programs  

**Student Services** ............................................................... 20  
CPR Certification  
Orientation  
Guidance Program  
Accommodations for Students with Special Needs  
Harassment  
Parking  
Student Employment  
Student Records  
Campus Security Information  

**Professional Socialization** ............................................... 22  
Student Government  
Professional Conduct  
Personal Electronic Devices  
Substance Abuse Policy  
Professional Development  
Student Nurse Organizations  
Student Activities  

**Facilities** .......................................................................... 24  
Housing  
Classroom Facilities  
Simulation (STAR) Center  
Library Resources  
Learning Center  
Clinical Facilities  

**Financial Aid** .................................................................... 26  
What is Financial Aid?  
Who Can Receive Financial Aid?  
Types of Financial Aid  
Loans  
Steps to Apply for Financial Aid  
Continued Eligibility  
Financial Aid Glossary  
Frequently Asked Questions  
Financial Aid Policies  
Tuition, Fees, and Housing Refund Policies  

**Administration, Faculty, and Support Staff** ..................... 34  

**Application Information** ................................................... 35  
Instructions for Applicants  
Disclosure Statements 2016
About the School

The need for professional nurses became acute near the turn of the twentieth century. In response, West Penn Hospital (WPH) developed a nursing education program.

Fifteen students were chosen and the West Penn Hospital Training School for Nurses opened on September 1, 1892, with a two-year curriculum. Ten students successfully completed the program and graduated on September 20, 1894. Because of its high standards and comprehensive curriculum, the School’s popularity grew quickly. By the end of its first year, the School had received hundreds of applications. Since that time, the School has graduated almost 6,000 students.

Leadership, innovation, and growth have characterized the School’s programs and services. WPH School of Nursing has the distinction of being the first nursing school in the nation to admit male students. West Penn was also one of the nation’s first nursing schools to receive accreditation from the National League for Nursing.

Dedicated to academic excellence, the School updates its curriculum to include advances in nursing and related fields in order to more thoroughly prepare graduates for their careers.

With guidance, students at WPH School of Nursing gain experience in assessing patient needs and in planning and administering patient care. West Penn Hospital of Allegheny Health Network (AHN) is the primary clinical setting for the School of Nursing. Work and study in this dynamic urban hospital environment bring students in contact with professionals from a variety of healthcare disciplines and institutions. Other hospitals within AHN and selected agencies in Allegheny County provide opportunities for student enrichment in certain specialty areas. School of Nursing classrooms, learning center, simulation center, student housing, and the administrative and faculty offices are located in the School of Nursing building on the campus of WPH.

Philosophy

A philosophy is necessary to establish an atmosphere within which faculty and students work toward attainment of common outcomes. WPH 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 mission and professional nursing practice model (based on synergy theory) of West Penn Hospital.

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

Nursing

Nursing is an autonomous healthcare profession based on a holistic philosophy of health. The foundation of nursing is a body of knowledge derived from the biophysical and psychosocial sciences. Nursing is an art and a science that promotes human betterment and is based on theories and evidence-based clinical practice. Nursing utilizes clinical judgment and systems thinking to give direction to nursing actions that promote health, prevent disease, or restore and rehabilitate health. Nursing incorporates principles of critical thinking, communication, teaching, and management in the provision of excellence in 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.

Patient

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

Health

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

Learning

Learning is a continuous, lifelong process by which an individual exhibits a change of behavior resulting from cognitive, affective and/or psychomotor experiences. The School of Nursing faculty believe that the behavioral, cognitive, and humanistic theories of learning apply to education. Learning is based on a hierarchy progressing from simple to complex and general to specific. Specific conditions of learning emphasized in the program relevant to the teaching-learning process include: conditioning, reinforcement, modeling, transference, concept formation, psychomotor skill learning, readiness to learn, repetition, empowerment, and learning to learn. The learner is recognized as an individual with basic human needs, motivation and capacity to learn, and a unique learning style. Integrity is valued and inherent to the learning process. The learner is expected to participate in the teaching-learning process by actively engaging in all aspects of the 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.

School Goal

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.
### Student Learning Outcomes

At the completion of the program, the graduate of WPH School of Nursing:

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

### Approval and Accreditation

The School of Nursing is approved by the State Board of Nursing of the Commonwealth of Pennsylvania. It is accredited by the Accreditation Commission for Education in Nursing (ACEN):

Accreditation Commission for Education in Nursing
3343 Peachtree Road, NE, Suite 850
Atlanta, GA 30326
404.975.5000
www.acenursing.org

The ACEN's goals are as follows:

- Promulgate a common core of standards and criteria for the accreditation of nursing programs found to meet those standards and criteria.
- Strengthen education quality through assistance to associated programs and schools and evaluation processes, functions, publications, and research.
- Advocate self-regulation in nursing education.
- Promote peer review.
- Foster educational equity, access, opportunity, and mobility and preparation for employment based upon type of nursing education.
- Serve as the gatekeeper to Title IV-HEA programs for which the ACEN is the accrediting agency; these include some practical and all hospital diploma programs eligible to participate in programs administered by the U.S. Department of Education or other federal agencies.

Verification for Pennsylvania State Board of Nursing approval and accreditation are on file in the School of Nursing office.

The School of Nursing is a member of the National League for Nursing, the American Hospital Association and the Council of Health Professional Education of the Hospital and Healthsystem Association of Pennsylvania.

West Penn Hospital is approved by The Joint Commission.

On December 7, 2006, West Penn Hospital became the first in western Pennsylvania to achieve Magnet® recognition status from the American Nurses Credentialing Center (ANCC). West Penn Hospital was the first in the region to be redesignated Magnet on Sept. 14, 2012.

The prestigious Magnet® recognition for nursing excellence has been achieved by only about 6% of all healthcare facilities in the nation.

### Non-discrimination Statement

West Penn Hospital School of Nursing is in compliance with federal, state and city 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, sex, national origin, non-job-related disability, age, sexual orientation/affection, 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.

Any student who believes he/she has been discriminated against may file a complaint with the Director, School of Nursing, or:

Office of Civil Rights
Department of Health & Human Services
Office of Civil Rights Region III
Suite 372, Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-9111
Admission

The selection of applicants is based upon each individual's potential to successfully complete the School of Nursing's curriculum. Each applicant is considered based upon the completion of required steps in the application process.

Applicants should be aware that certain felony convictions will make them ineligible for licensure prior to entry or during the course of the educational program. Therefore they may be unable to work as a registered nurse. Please direct any concerns to the Pennsylvania State Board of Nursing before continuing the application process.

Admission Requirements

Academic requirements for admission to the School of Nursing include graduation from an approved high school, including successful completion of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Science (one course must be chemistry; both courses must include a laboratory)</td>
<td>2</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics (one course must be algebra)</td>
<td>2</td>
</tr>
<tr>
<td>Electives (preferably academic courses)</td>
<td>5</td>
</tr>
</tbody>
</table>

- Applicants should preferably rank in the top two-fifths of their high school graduating class with a preferred cumulative GPA of 2.5.
- A General Equivalency Diploma (GED) may be used in lieu of a high school diploma.
- Clarion University requires an SAT/ACT score for applicants who graduated less than three years ago and have not attended a college. For applicants who have attended college, Clarion University requires a cumulative QPA of 2.0 or higher.

Scores from the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board (CEEB) must be sent to the School of Nursing. The West Penn Hospital School of Nursing CEEB Code Number is 2983.

The School prefers **minimum SAT scores** (excluding writing) of:

<table>
<thead>
<tr>
<th>Total</th>
<th>Critical Reading (Verbal) (excluding writing)</th>
<th>Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>920</td>
<td>430</td>
<td>400</td>
</tr>
</tbody>
</table>

Applicants who do not have SAT scores or have SAT scores that are over 5 years old should validate academic ability by completing courses in a school of higher education. The School prefers that the applicant has completed 12 credit hours of post-secondary education with at least one science course with a laboratory component and achieve a QPA of 2.5 or higher.

Admission Procedure

Applicants must be citizens of the United States or have permanent resident status with the United States Citizenship and Immigration Services.

- Applicants for whom English is a second language must take the Test of English as a Foreign Language (TOEFL). This test measures the ability of the individual to use and understand American English.
- Foreign applicants who attended four years of high school in the United States are not required to take the TOEFL. For applicants who have earned a Bachelor or Master degree in Science (BS or MS) in the United States are not required to take the TOEFL. Those with a BA or MA will be required to take the TOEFL.
- A TOEFL iBT minimum total score of 84 with a minimum speaking score of 26 is required.

Personal Requirements

Personal requirements are as follows.

**Accepted applicants:**
- Must apply for Pennsylvania Child Abuse History Clearance (Act 33) and Pennsylvania State Criminal History Report (Act 34).
- Must obtain Federal Bureau of Investigation (FBI) background check clearance. **Note:** It takes 4 to 6 weeks to get the results of the FBI background check. The School of Nursing participates in an Internet/Web-based service whereby the student can pay the fee for the FBI background check by credit card and make his/her appointment on-line for the fingerprinting process. Clearance is required prior to admission.
• Must obtain professional liability insurance coverage.
• Must show validation of current personal healthcare insurance.
• Must show current cardiopulmonary resuscitation (CPR) certification, including adult, child, infant, and automatic external defibrillator (AED).
• Must know that any involvement in a criminal act may prohibit licensure in Pennsylvania as determined by the Pennsylvania State Board of Nursing.
• Must read, sign, and return a Functional Ability Acknowledgement Form indicating that he/she understands the cognitive, emotional, physical, and endurance requirements needed to complete the program and practice professional nursing successfully.

Health Requirements

Nursing students perform client care activities that require cognitive, sensory, affective, and psychomotor abilities. Therefore, the following health examinations are required prior to enrollment:
• complete physical examination
• hepatitis B titre (immunization required for negative titre)
• varicella titre (vaccination required for negative titre)
• rubella titre (vaccination required for negative titre)
• rubeola titre (vaccination required for negative titre)
• mumps titre (vaccination required for negative titre)
• Tdap vaccination
• Mantoux (PPD) tuberculin test
• chest x-ray, only if Mantoux tuberculin test is positive
• meningococcal vaccination (or documentation of recent receipt) for those living in the dormitory
• additional diagnostic studies as indicated

On each accepted applicant, a urine screening test for illegal drugs will be performed as arranged by the School. A $30 fee is charged for this testing. Any follow-up testing expense for a positive result will be charged to the applicant. Continuation in the program is contingent upon results of the follow-up testing.

After enrollment, students who have a negative hepatitis B titre may receive the hepatitis B vaccine series “at cost” through the hospital’s Employee Health Services department.

Acceptance and Enrollment

Enrollment is contingent upon successfully meeting academic (high school and post-secondary), personal, and health requirements.

To confirm enrollment, a $95 non-refundable fee by check or money order must be sent to the School of Nursing.

Opportunity for a Concurrent Award by Clarion University

It is possible to graduate with a Diploma in Nursing from the WPH School of Nursing (WPH SON) and an Associate of Science Degree in Allied Health from Clarion University.

The following must occur for this opportunity to be realized:
• Graduate with a Diploma from WPH SON.
• Successfully complete a total of 30 college credit hours from Clarion University.

If you are interested or want further information and/or clarification, please contact Clarion University, Pittsburgh site, at 412.578.5239.

Transfer Credit Policy

Transfer of college/general education courses will be considered prior to admission to the nursing program. Students enrolled in West Penn School of Nursing will be required to take courses offered by Clarion University Pittsburgh Campus. Once enrolled, no outside college credits will be accepted to transfer.
• College courses will only be accepted to transfer from an institution that has been accredited by a regional or national accredited association for schools and colleges. Courses must be completed prior to start of the program to be considered for transfer.
• College courses will only be accepted to transfer from an institution that has been accredited by a regional or national accredited association for schools and colleges. Courses must be completed prior to start of the program to be considered for transfer.
• Courses considered for transfer must have a grade of “C” or higher and an official transcript.
• In order for transfer credits to be considered, an applicant must provide the following:
  1. An official transcript, including grade code, from all colleges, universities, or nursing programs previously attended.
  2. A copy of the institution’s catalog with course descriptions, credits, and/or hours indicated.
  3. The course must be comparable in content and credits.
• All science courses including Nutrition must have been completed within five years of prospective admission.
• All physical and biological sciences must have a laboratory component to be considered for transfer credit.
• Anatomy & Physiology I and II must be completed at the same college.
• If any courses being considered for transfer of credit were repeated more than once to achieve a “C” grade, transfer of credit will not be accepted.
• Transfer credit is given for College Level Examination Program (CLEP) English Composition, General Psychology, and Sociology when a passing score is achieved.
• Transfer credit is given for Advanced Placement Examinations for High School English Composition and/or General Psychology with a minimum score of 3.
• Applicants will be enrolled provisionally in the program pending receipt of official transcript(s).
• High school and/or college/university transcripts from a foreign school must be translated and evaluated for U.S. course equivalency by a translation and evaluation service acceptable to the West Penn Hospital School of Nursing. Any cost for this service is the responsibility of the applicant.
• The Recruiter/Counselor is responsible for reviewing the transcripts and course descriptions.
• The applicant/student will be notified of the decision in writing.

Licensed Practical Nursing School Applicants
Applicants with a Practical Nursing (PN) license may apply to West Penn School of Nursing. All LPN applicants must complete the outlined admission procedure.

Advanced placement of courses for an LPN will be considered on an individual basis based upon information provided during the application process.

LPN applicants must submit an application with the required fee. They must authorize the school of practical nursing to send an official transcript that includes clinical grades and must provide evidence of LPN licensure to the WPH School of Nursing. They must also meet the WPH School of Nursing’s academic, personal, and health requirements.

Individuals who have graduated from an approved practical nursing program within the past one (1) calendar year and who have successfully passed the NCLEX-PN may apply to challenge Foundations for Nursing I.

A graduate from an approved practical nursing program who has successfully completed the NCLEX-PN and has recent work experience in an acute or extended care facility in a patient caregiver role other than as an LPN may apply to challenge the Foundations for Nursing I course.

A graduate from an approved practical nursing program who has recent work experience as a licensed practical nurse may apply to challenge Foundations for Nursing I and II. To successfully challenge Foundations for Nursing I or II, a decision score of 65% or higher must be achieved on the NLN Accelerated Challenge Exam (NACE I) PN to RN (Foundations).

In addition, eight hours of supervised clinical experience is given to evaluate clinical proficiency according to objectives and competencies for each challenged course (Foundations for Nursing I and II). A fee of $200 is assessed for each course challenged.

An orientation to the School of Nursing is required.
Curriculum

The West Penn Hospital School of Nursing program is two years (22 calendar months) in length. Students complete eight ten-week terms with intermittent recess periods throughout the program. Normal completion of time for Full-Time enrollment is 22 months. Students may break enrollment one time during the program. All students must complete the program within three years (150 percent program length).

Following successful completion of the program, the student will be awarded a diploma in Nursing. The Curriculum Plan is shown below.

College Courses

The required college courses are offered on the campus of WPH School of Nursing through Clarion University. Transfer of college courses may be accepted prior to admission to the program. Students enrolled at WPH School of Nursing will be required to take courses offered by Clarion University.

Curriculum Plan

<table>
<thead>
<tr>
<th>Year</th>
<th>August</th>
<th>June</th>
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<tbody>
<tr>
<td>ONE</td>
<td>Orientation</td>
<td></td>
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<tr>
<td></td>
<td>Fall Term - 10 Weeks</td>
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<tr>
<td></td>
<td>FN I: The Professional</td>
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<tr>
<td></td>
<td>Nursing Role in</td>
<td></td>
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<tr>
<td></td>
<td>Meeting Healthcare Needs</td>
<td>(NSG 111) 6 cr*</td>
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<tr>
<td></td>
<td>Human Anatomy &amp;</td>
<td></td>
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<tr>
<td></td>
<td>Physiology I (BIOL 251)</td>
<td>3 cr</td>
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<tr>
<td></td>
<td>Human Anatomy &amp;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physiology I Lab (BIOL</td>
<td>1 cr</td>
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<tr>
<td></td>
<td>261) 1 cr</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Writing II (ENG 111)</td>
<td>3 cr</td>
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<tr>
<td></td>
<td>Recess</td>
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<tr>
<td></td>
<td>Winter Term - 10 Weeks</td>
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<td></td>
<td>FN II: Decision-Making</td>
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<td>for Nursing Practice</td>
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<tr>
<td></td>
<td>(NSG 112) 6 cr*</td>
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<td></td>
<td>Human Anatomy and</td>
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<td></td>
<td>Physiology II (BIOL 252)</td>
<td>3 cr</td>
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<tr>
<td></td>
<td>Human Anatomy &amp;</td>
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<td></td>
<td>Physiology II Lab (BIOL</td>
<td>1 cr</td>
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<td></td>
<td>262) 1 cr</td>
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<tr>
<td></td>
<td>Critical Thinking in Nursing</td>
<td>(NUR 160) 3 cr</td>
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<td></td>
<td>Recess</td>
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<td></td>
<td>Spring Term - 10 Weeks</td>
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<td></td>
<td>FN III: Introduction to</td>
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<tr>
<td></td>
<td>Medical-Surgical Nursing</td>
<td>(NSG 113) 6 cr*</td>
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<tr>
<td></td>
<td>Microbiology (BIOL 260)</td>
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<td></td>
<td>Nutrition (CHEM 205) 3 cr</td>
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<td></td>
<td>Recess</td>
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<tr>
<td></td>
<td>Summer Term - 10 Weeks</td>
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<tr>
<td></td>
<td>Acute Health Alterations</td>
<td>of the Adult (NSG 211) 6 cr*</td>
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<td>OR</td>
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<tr>
<td></td>
<td>Chronic Health Alterations</td>
<td>of the Adult (NSG 212) 6 cr*</td>
</tr>
<tr>
<td></td>
<td>General Psychology (PSY</td>
<td>3 cr</td>
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<tr>
<td></td>
<td>211) 3 cr</td>
<td></td>
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<tr>
<td>TWO</td>
<td>Orientation</td>
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<td></td>
<td>Fall Term - 10 Weeks</td>
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<td>Acute Health Alterations</td>
<td>of the Adult (NSG 211) 6 cr*</td>
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<td>OR</td>
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<tr>
<td></td>
<td>Chronic Health Alterations</td>
<td>of the Adult (NSG 212) 6 cr*</td>
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<tr>
<td></td>
<td>Developmental Psychology</td>
<td>(PSY 260) 3 cr</td>
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<td></td>
<td>Recess</td>
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<td></td>
<td>Winter Term - 10 Weeks</td>
<td></td>
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<tr>
<td></td>
<td>Family Health (NSG 311)</td>
<td>6 cr</td>
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<td>OR</td>
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<tr>
<td></td>
<td>Community Health (NSG</td>
<td>6 cr</td>
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<tr>
<td></td>
<td>312) 6 cr*</td>
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<tr>
<td></td>
<td>Pharmacological</td>
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<td></td>
<td>Aspects of Nursing (NUR</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>132) 3 cr</td>
<td></td>
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<tr>
<td></td>
<td>Recess</td>
<td></td>
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<td></td>
<td>Spring Term - 10 Weeks</td>
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<tr>
<td></td>
<td>Family Health (NSG 311)</td>
<td>6 cr</td>
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<td></td>
<td>OR</td>
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<tr>
<td></td>
<td>Community Health (NSG</td>
<td>6 cr</td>
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<tr>
<td></td>
<td>312) 6 cr*</td>
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</tr>
<tr>
<td></td>
<td>Ethics (PHIL 212) 3 cr</td>
<td></td>
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<tr>
<td></td>
<td>Recess</td>
<td></td>
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<tr>
<td></td>
<td>Summer Term - 10 Weeks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transitioning to Practice</td>
<td>Within Healthcare Systems</td>
</tr>
</tbody>
</table>

* 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.
Curriculum Progression

• All nursing courses must be completed satisfactorily in sequential order (courses numbered 100 before 200, etc.).
• Courses 111, 112, and 113 must be taken in sequence.
• Courses 211 and 212 are inter-rotational.
• Courses 311 and 312 are inter-rotational.
• Course 411 is taken only after completion of all other nursing courses.

Course Descriptions

College Course Descriptions
Course description is quoted from the Clarion University of Pennsylvania Undergraduate Catalogue.

Human Anatomy and Physiology I
(BIOL 251) (3 credits)
First Year: Fall Term
Analyzes the normal structure of the human body and how it functions. Focuses on skeletal, muscular, nervous, sensory, and endocrine systems and their interrelationships.

Human Anatomy and Physiology I Lab
(BIOL 261) (1 credit)
First Year: Fall Term
Laboratory exercises augment and integrate course material emphasized in BIOL 251 and select physiology activities. Focuses on skeletal, muscular, nervous, sensory, and endocrine systems.

Human Anatomy and Physiology II
(BIOL 252) (3 credits)
First Year: Winter Term
Continuation of (BIOL 251). Includes the circulatory, respiratory, digestive, reproductive, and urinary systems and their interrelationships.

Human Anatomy and Physiology II Lab
(BIOL 262) (1 credit)
First Year: Winter Term
Laboratory exercises augment and integrate course material emphasized in BIOL 252 and continuation of BIOL 261. Focuses on circulatory, respiratory, digestive, urinary, and reproductive systems.

Critical Thinking in Nursing
(NUR 160) (3 credits)
First Year: Spring Term

Microbiology
(BIOL 260) (3 credits)
First Year: Spring Term
Examines microorganisms, including viruses, bacteria, fungi and protozoa, emphasizing those associated with human health and disease. Considers immunity and resistance to infectious diseases and to their epidemiological and public health aspects. Laboratory emphasizes pathogenic bacteria and the bacteriological and microscopic techniques. Two lectures and three laboratory hours weekly.

Nutrition
(CHEM 205) (3 credits)
First Year: Spring Term
Introduces the basic principles of human nutrition. Explores the structure of proteins, fats, carbohydrates, vitamins, and minerals and their role in metabolism. Analyzes nutritional needs of various age groups, nutrition and disease, and recent research in nutritional problems.

General Psychology
(PSY 211) (3 credits)
First Year: Summer Term
Introduces the general subject matter of psychology as a science and its major findings. Emphasizes genetics, development, learning and motivation, emotions, sensation and perception, personality and abnormal adjustment, and other social behavior.

Developmental Psychology
(PSY 260) (3 credits)
Second Year: Fall Term
Pharmacological Aspects of Nursing  
(NURS 132) (3 credits)  
Prepresents principles of pharmacology with practical application to the care of clients. Emphasizes major drug classifications, actions/interactions, side effects, and related nursing interventions. Introduces learning strategies to develop student abilities in making critical assessments and decisions about pharmacological interventions.

Ethics  
(PHIL 212) (3 credits)  
Second Year: Spring Term  
Introduces students to theoretical ethics and the consequences these theories have both personally and for public policy. Examines controversial moral issues.

Nursing Courses

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

Foundations for Nursing I: The Professional Nursing Role in Meeting Healthcare Needs  
(NSG 111) (6 credits)  
First Year: Fall Term  
This course is the first in a series of three courses that form a foundation for the practice of professional nursing. The focus of this course is on the acquisition of knowledge and skills needed to assess the basic healthcare needs of the individual patient. Interviewing, communication skills, and physical examination skills are the primary tools used in the collection of data. Health patterns are the basis for assessment of patients in various age groups and developmental levels in a variety of practice settings. Critical thinking skills are utilized in the data collection process. Concepts related to the nurse’s role in disease prevention and health promotion are introduced to achieve the goal of promoting healthy lifestyles of individuals. Holism is introduced and includes the concepts of health, human needs theory (Maslow), culture, spirituality, diversity and developmental theories (Erikson, Piaget, Freud). The concept of accountability is introduced in relation to both personal and professional responsibilities. A basic introduction to various types of healthcare systems as they relate to the three levels of prevention is provided. Clinical experience emphasizes the practice of assessment skills and basic nursing skills in both practice and clinical simulation settings.

Foundations for Nursing II: Decision Making for Nursing Practice  
(NSG 112) (6 credits)  
First Year: Winter Term  
As the second of three foundational courses in nursing, this course focuses on the application of the nursing process and critical thinking skills to solve problems and make decisions related to individual patient healthcare needs. A holistic approach is used to design a therapeutic plan of care for the patient. Emphasis is on the professional nurse’s role in assisting patients to manage common health problems such as fluid and electrolyte imbalance, problems with oxygenation and altered nutritional states. Lifespan considerations are included as skills are taught. Standards of care for professional nursing practice and a model for ethical decision making are introduced. The roles of interdisciplinary team members are examined. Principles of communication are expanded to include recognizing interactions among members of the healthcare team. Communication that reflects empathy and caring is promoted through the analysis of nurse-patient interactions. A health promotion model is used to analyze the extent to which an individual patient engages in healthcare activities. The teaching-learning process is introduced as an intervention to enhance health promotion with the patient. Clinical activities emphasize the development of technical nursing skills as well as application of the nursing process to problems of an individual client in both practice and clinical simulation.
Foundations for Nursing III: Introduction to Medical-Surgical Nursing
(NSG 113) (6 credits)
First Year: Spring Term
The focus of the third nursing course is on common medical-surgical problems encountered by adult patients. Pathophysiology of health problems is introduced in this course. A holistic approach serves as the framework to focus on identification of the patient's health potential. Clinical judgment is used by the student to care for the patient requiring treatment for alterations in health. Levels of prevention are discussed with each specific health problem. The student is expected to utilize communication skills to facilitate health promotion activities such as patient education. Time management principles are introduced as a means of organizing healthcare. The clinical component includes experiences in acute care settings providing an opportunity for the student to assess, diagnose, plan, implement and evaluate care. A perioperative experience is included. Simulations are utilized to enhance student critical thinking, assessment, communication and teaching skills. Communication scenarios are utilized in clinical post conferences to facilitate the development of interpersonal communication skills.

Acute Health Alterations of the Adult
(NSG 211) (Inter-rotational with NSG 212) (6 credits)
First Year: Summer Term or Second Year: Fall Term
The focus of this course is on clinical judgment with the adult patient faced with acute complex medical-surgical and psychiatric health alterations. A holistic approach to patient care is emphasized as crisis theory is applied in clinical situations. All levels of prevention are included with primary and secondary prevention activities receiving emphasis. Communication principles focus on assisting the patient to cope with acute crisis situations. Legal/ethical issues are explored as they relate to managing acute medical-surgical and psychiatric crises. Prioritization skills are further developed as the impact of crisis situations is examined utilizing actual clinical scenarios as well as the simulation center. Clinical experiences reflect the acute complex needs of patients in critical care and psychiatric-mental health units.

Chronic Health Alterations of the Adult
(NSG 212) (Inter-rotational with NSG 211) (6 credits)
First Year: Summer Term or Second Year: Fall Term
This course introduces concepts and principles of rehabilitation. Tertiary prevention measures are stressed throughout the course. The patient’s lifestyle and potential for rehabilitation are analyzed using principles of holistic care. Nursing care decisions relate to promoting health in adult patients who have chronic complex medical-surgical health alterations. These implications of the patient's level of adherence are examined as they relate to health maintenance. Communication within the nurse-client relationship focuses on assisting the patient in coping with lifestyle changes resulting from chronic illness. The concept of the interdisciplinary team approach to healthcare is explored. Legal/ethical issues related to chronic medical-surgical situations and quality-of-life issues are presented. Principles of case management are introduced. The clinical component includes providing care for patients with chronic complex health concerns. Students have experiences in clinical settings, which include medical, surgical, oncology, and Alzheimer units and a rehabilitation Center.

Family Health
(NSG 311) (Inter-rotational with NSG 312) (6 credits)
Second Year: Winter Term or Second Year: Spring Term
The focus of this course is on health and the developing family. The concepts of family, growth and development, and reproduction are introduced and applied to this population. The roles of family members are analyzed in relation to structure and function of various types of families. Clinical judgment related to implementing the nursing process for the childbearing family and includes all phases of perinatal care and care of the developing child from infancy to adolescence. Professionalism is highlighted with respect to the role of the nurse when responding to legal/ethical/moral issues related to the family. Communication skills are developed as the student interacts with the individual and family members in various stages of development. Patient-centered care reflects the impact of the developing child on the family while giving consideration for levels of prevention and holism. Through the spirit of inquiry, students will engage this population and challenge the status quo to improve patient outcomes. The labor and deliver unit, family-centered care (postpartum) unit, neonatal intensive care unit, antepartum unit, and pediatric units serve as the clinical sites for providing student exposure to healthcare needs of developing families. Clinical simulation and case studies are used to enhance the student's understanding of obstetric and pediatric principles.
Community Health
(NSG 312) (inter-rotational with NSG 311) (6 credits)
**Second Year: Winter Term or Second Year: Spring Term**
The focus of this course is on health promotion of various aggregates within the community. Shared decision-making is emphasized in promoting health of specific groups, particularly children, adolescents, young adults, and the elderly in the community. Some specific aggregates whose healthcare needs are discussed include school children, the homeless, and a wide variety of cultural and socioeconomic groups. The concept of holism is applied through the study of concepts related to community health, health of specific aggregates and ultimately the individual. All levels of prevention are discussed with emphasis on primary prevention. Communication skills emphasize group dynamics and group process. The course emphasizes the professional accountability and responsibility for community health. The role of the community health nurse in meeting healthcare needs of aggregates is introduced. Management concepts relate to the issues of access and availability of healthcare resources and the economics of healthcare. The clinical experiences in this course provide the student exposure to multiple and varied agencies that address the needs of specific aggregates within the community.

Transitioning to Practice Within Healthcare Systems
(NSG 411) (8 credits)
**Second Year: Summer Term**
The focus of this course is on the transition of the student to the role of the graduate nurse in meeting healthcare needs of patients. The concepts of healthcare delivery, politics, and management are introduced, while concepts of professionalism and communication are enriched. Clinical judgment skills relate to prioritizing, delegating, and organizing care for groups of patients. Professional accountability is expanded to reflect the increase in independence. The role of the professional nurse as a care manager is emphasized. Communication skills emphasize the collaborative nature of working with healthcare team members. Patient-centered care will be a synthesis of major concepts taught throughout the curriculum. The student’s spirit of inquiry is challenged through analyzing core measures in order to improve patient outcomes. The impact of the nurse’s politics is discussed. Critical thinking and decision-making is enhanced through clinical simulation. Clinical experience centers on an individualized preceptorship in an acute or chronic setting.
Curriculum and Progression Policies

Grading/Grades

The Grading System for the college courses is determined by the college or university.

The Grading System for the nursing courses is based on the student’s achievement of course objectives. The School of Nursing’s Grading Scale is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Scale</th>
<th>GPE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = Outstanding</td>
<td>92 - 100%</td>
<td>4.00</td>
</tr>
<tr>
<td>B = Above Average</td>
<td>84 - 91%</td>
<td>3.00</td>
</tr>
<tr>
<td>C = Average</td>
<td>78 - 83%</td>
<td>2.00</td>
</tr>
<tr>
<td>D = Below Average</td>
<td>70 - 77%</td>
<td>1.00</td>
</tr>
<tr>
<td>F = Unacceptable</td>
<td>69% or below</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Clinical: S = Satisfactory
U = Unsatisfactory
I = Incomplete
W = Withdrawal

* GPE = grade point equivalent

Grade Point Average

A grade point average is computed each term and cumulatively. The grade point average is computed by (1) multiplying each grade point equivalent by the corresponding number of credits for each course, (2) adding the products and (3) dividing by the sum of credits.

Calculations include the required college courses from Clarion University of Pennsylvania and nursing courses from the WPH School of Nursing.

College course grades accepted for transfer credit/advanced standing from schools other than Clarion University are not included in calculations.

If a student repeats a course, the most recent course grade is used.

Grade Reports

College grades are mailed to the student’s home address according to the policy of the college or university. Grade reports for nursing courses are addressed and delivered in the student’s name after the end of each term.

Recognitions of Excellence

The School of Nursing recognizes excellence in academic and clinical performance.

Honor Roll

Students with high scholastic standing are recognized at the completion of each term (term grade point average) and at graduation (cumulative grade point average):

- Highest Honor: 3.5 - 4.0
- High Honor: 3.25 - 3.49
- Honor: 3.0 - 3.24

Clinical Performance Award

The Clinical Performance Award recognizes excellence in clinical performance. Annually it is awarded to a student who has successfully completed the first year of the program and to a student who is graduating.

Academic Progression Policy

Each student must satisfactorily meet specified criteria to progress through the program and graduate. A nursing course grade is comprised of both a theory grade and a clinical grade. Both components must be satisfactorily completed in order to pass the course.

- Nursing 111, 112, and 113, must be completed satisfactorily in sequence before enrollment in either Nursing 211 (201) or 212 (202).
- Nursing 211 (201), 212 (202), 311 (301), and 312 (302) are not sequential. Nursing 211 (201) and 212 (202) are inter-rotational. Nursing 311 (301) and 312 (302) are inter-rotational.
- Nursing 211 (201) and 212 (202) must be completed satisfactorily before enrollment in either Nursing 311 (301) or 312 (302).
- All previous courses must be completed satisfactorily before enrollment in Nursing 411 (401).
- A student may progress to the next term when all of the following are achieved:
  - A grade of “C” (2.0 GPE) or better in a nursing course.
  - A satisfactory clinical grade in a nursing course.
  - A 2.0 grade point average (GPA) at the completion of each term and at graduation.
  - A grade of “C” or better in a college course.
- One failed grade with West Penn School of Nursing (including Clarion courses) will result in dismissal from the program with permissible reentry within one year of the last date of attendance.
Course Audit

Course audit is an option for a student who has challenged course(s) successfully or completed a course satisfactorily. No grade or credit is awarded. Prevailing tuition is charged. Arrangements are made prior to the course. Audit includes only the theory portion of nursing courses. Students have the option to complete assignments and/or take the examinations. Students who wish to audit college courses follow the policy of the college.

Withdrawal and Dismissal Policy

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 a request to 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.

The following definitions serve as a reference for student progression:

Withdrawn:
- A student who wishes to withdraw and is passing nursing theory and/or clinical.
- A withdrawn student will be permitted to reenter the program within one year of the last date of attendance.

Dismissed:
- A student who wishes to withdraw and is failing nursing theory and/or clinical.
- 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.

- For students who interrupt their program of study, the maximum time permitted to complete the program is (3) years.
- A second failed grade during the program will result in permanent termination from the program with no permissible reentry.
Termination:
A student who has failed two classes will result in permanent termination from West Penn School of Nursing with no permissible reentry.

Failure of the same nursing course twice or failure of a second, subsequent, nursing course results in permanent dismissal from the program.

A student may be dismissed permanently from the School for a serious breach of conduct as decided by the director or designee.

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 Recruitment Counselor.

- A student may only be readmitted to the program one time.
- In order to complete the program in the required time frame, program absence may not exceed 12 months.
- Students repeating a nursing course must complete both theory and clinical components.
- Terminated students are ineligible to return.
- 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.
- The current tuition per nursing course is charged.
- A student may not be eligible for readmission if an outstanding tuition balance is due to West Penn Hospital School of Nursing or Clarion University of Pennsylvania.

Academic Dishonesty
Academic dishonesty is the “misrepresentation by deception or by other fraudulent means” of an individual’s work, which includes any paper, exam, essay, evaluation, project, or assignment, whether oral, in writing, in other media, in simulation, or in clinical. There may be serious outcomes if academic dishonesty is demonstrated, including dismissal from the program and/or civil and/or criminal liability damages up to $150,000.

Grievance Procedure
Any student who feels that they have not received the standard fair treatment under the existing school policies and procedure 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 a 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 additional 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).
Progression and Graduation

To progress through the School of Nursing program, students must meet academic and other criteria.

**Academic Criteria**

Academic criteria for progression are listed in the section Academic Policies.

**Clearances**

Any situation that may warrant a change in the current clearance (such as a misdemeanor and/or felony conviction) must be brought immediately to the attention of the Director, School of Nursing. Failure to report could result in dismissal from the program.

**Health Related Services**

Students must arrange for their own healthcare and are required to have health insurance. The School of Nursing is not responsible for any student’s hospitalization or medical expenses, eye examinations, corrective lenses, dental care, or psychiatric services.

If a student is absent from class and/or clinical activity due to illness, a physician’s statement indicating that the student can resume class and clinical activity may be required.

Emergency healthcare is available to students through the West Penn Hospital Employee Health Department (if in the hospital) or the City of Pittsburgh Emergency Medical Services (if in the school’s building). The student is responsible for payment of fees.

An annual TB skin test (PPD) is required and offered by the hospital at no cost to the student. Students are strongly recommended to receive the seasonal influenza vaccine made available to them at no cost to the student.

**Professional and Personal Liability Insurance**

All students enrolled in the clinical nursing courses are required annually to purchase professional and personal liability insurance to protect themselves against any claims brought against them. A student will not be permitted to participate in any clinical experience without validation of personal liability insurance.

The limitations of insurance coverage are $1 million per occurrence and $6 million as an aggregate. Dates of coverage are to include the entire length of the program. Validation of liability insurance coverage must be provided by the first day of each Fall Term.

**Graduation**

In order to successfully graduate from the program the student must meet all academic and financial completion requirements.

A student must fulfill the following to be considered for graduation:

- Successfully meet all course objectives as evidenced by a:
  - Minimum theory grade equivalent to a “C” in each nursing course.
  - Passing “Satisfactory” clinical grade in all nursing courses.
  - Minimum grade of “C” in all college courses.
  - Completion of required eight (8) community volunteer service hours.
  - Successfully meet all financial responsibilities to West Penn School of Nursing and Clarion University.
  - Successfully complete exit interview counseling for financial aid.
  - Submission of student identification badge and access key.

**Graduation Ceremony**

Students who have completed the graduation requirements may participate in the graduation ceremony. Prior to graduation the School of Nursing will provide students with specific information regarding the following:

1. Ceremony details
2. Required uniform/dress
3. Graduation pictures
4. School pin
5. Graduation fee
6. Graduation invitations/announcements
7. Graduation speakers

Graduates will be provided one official transcript free of charge. Each additional transcript will require the completion of an official transcript request form and appropriate payment.
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 pass the NCLEX-RN examination and meet the state requirements for which they are applying for licensure in. 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.
   - The students are required to complete two applications in order to take the NCLEX-RN:
     - Pennsylvania Application for Exam/Initial Licensure ($35 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 other 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.

Professional Organizations

Graduates enjoy free membership privileges in the Alumni Association of School of Nursing during the year following graduation.

Upon receiving licensure as a registered nurse, the graduate is eligible for membership in local, state and national professional organizations.

Bachelor of Science in Nursing Programs

Graduates may apply to the Bachelor of Science in Nursing Program of Clarion University of Pennsylvania at the completion of their diploma education. Acceptance is based on availability of class space and meeting admission criteria established by Clarion University of Pennsylvania faculty. The articulated programs are equivalent to four years of full-time study.

An articulation agreement also exists with the California University of Pennsylvania, LaRoche College and Robert Morris University Bachelor of Science in Nursing (BSN) completion programs.
Student Services

This section describes Student Services at WPH School of Nursing.

CPR Certification

Accepted applicants to the School will be notified of a half-day opportunity for cardiopulmonary resuscitation (CPR) training. A registration fee is required. The applicant must present proof of current CPR certification before the beginning of nursing classes.

Orientation

Orientation is essential for the student's professional and personal growth and adjustment. Informative sessions are scheduled prior to the beginning of formal classes to facilitate the student's adjustment to college and nursing responsibilities.

The School’s orientation program informs individuals about their rights and responsibilities within the School. A mentor program introduces new students to the social network of the School through student-to-student interaction.

Guidance Program

The guidance program, based on the philosophy and goal for the School, provides the structure for personal and professional growth.

Academic and career counseling are interwoven throughout the School's curriculum and extracurricular activities. Students become involved in the School's counseling program when they first contact the School. On-site counseling is also provided by Clarion University faculty.

Accommodations for Students with 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 school's programs, activities and services. A student's request for 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 American with Disabilities Act, Section 504 of the Rehabilitation Act, the Pennsylvania Human Relations Act or other laws applicable to the School 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 by contacting the recruiter/counselor. Additional guidance regarding policy and procedure will be provided at that time.

Harassment

To provide a safe learning environment, all harassment based on race, creed, color, ancestry, national origin, religion, gender, sexual orientation, age, or disability is prohibited and will not be tolerated.

Parking

Campus parking and shuttle service are available to students at various hospital-owned lots and garages.

Student Employment

Students may be employed while enrolled in the School of Nursing, but must adhere to the following policies:

- The School of Nursing assumes no responsibility for employment.
- The employer assumes complete responsibility for the student during work hours.
- Working hours must not conflict with scheduled classes or clinical experiences.
- Students employed by a healthcare agency cannot work as professional nurses.
- The student insignia must be removed or covered if the School of Nursing uniform is worn during work hours.

Student Records

Maintenance and retention of student records are in accordance with the Family Educational Rights and Privacy Act of 1974, as amended, Pennsylvania Code of the Pennsylvania State Board of Nursing; and state and federal financial aid regulations.

All records are confidential and maintained in locked files under the control of the School’s director.
Communication to Students
An orientation program on security, crime prevention and safety is presented yearly at the beginning of each school year for all new students registered in the School of Nursing program. The objective is to acquaint all students with the Security Department and the services provided, including guidelines for maintaining a secure environment and personal safety.

Policies and procedures involving security issues, including law enforcement, School of Nursing Residence restrictions and parking are located in the Student Handbook and Residence Handbook.

Annual Security Report
A security report containing crime statistics for the West Penn Hospital campus is prepared annually. It is included in the School’s annual Disclosure Statements.

Campus Security Information

Reporting Criminal Actions and Emergencies
It is the responsibility of all West Penn Hospital School of Nursing students to report any criminal or suspicious activity and emergencies occurring on campus. This is necessary to help maintain the efficiency and effectiveness of the Security Department in responding to all calls for assistance. To report any occurrences, call the Security Office at 412.578.1800. The Security Office is open 24-hours a day and is located on the Ground Floor of the Hospital, Room 405.

In addition, there are sanctions under the Pennsylvania Professional Nursing Law. Substance abuse may be considered cause for termination from the School of Nursing program. Details of the school’s compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) are included in the Student Handbook. Counseling and referral information will be given to students.

Access to Campus Facilities
All students upon admission to the School of Nursing receive a West Penn Hospital photo identification badge to gain access to the School of Nursing and Learning Center. Access to the School of Nursing can be gained via the Main Entrance on Friendship Avenue 24-hours a day by access key (provided).

The identification badge must be worn at all times while on hospital premises. If the badge is lost, the student should obtain a new badge by notifying Human Resources. The identification badge and access key must be returned upon graduation or withdrawal from the program.

Residence Security
For student safety, the Security Department is staffed 24-hours a day and the campus is under exterior surveillance via closed circuit television cameras, located at various external points, which are monitored 24-hours per day by Security personnel. A receptionist is positioned at the main entrance. All students are provided a residence access key. Only students who reside in the dorm are provided access keys for residence floors.
Professional Socialization

This section describes professional expectations and opportunities for students of West Penn Hospital School of Nursing.

Student Government

The School’s student government coordinates the interests and activities of the first- and second-year classes and provides a means for developing leadership skills, self directedness and cooperative action.

Faculty Organization Committee Representatives

Students are encouraged to serve as active members with voting privileges on the Admissions and Progression, Curriculum and Program Evaluation committees of the Faculty Organization.

Professional Conduct

The American Nurses Association Code of Ethics, Pennsylvania Professional Nursing Law, and the Allegheny Health Network Code of Ethics define professional conduct. Infractions are handled by administration and faculty on an individual basis and may result in professional probation or termination from the program. In addition, the Code of Academic and Clinical Professional Conduct of the National Student Nurses Association, Inc., has been adopted by the Student Council and faculty as a guideline for student conduct.

Personal Electronic Devices

The Student Handbook details the guidelines for use of personal electronic devices in the classroom and clinical areas.

Substance Abuse Policy

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

If illicit drugs are used, there are criminal penalties under local, state, and federal laws. Student financial aid eligibility may be suspended; refer to the Student Handbook for details.

In addition, there are sanctions under the Pennsylvania Professional Nursing Law. Substance abuse may be considered cause for termination from the School of Nursing program. Details of the School’s compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) are included in the Student Handbook. Counseling and referral information will be given to students.

Professional Development

Students are encouraged to attend Hospital-sponsored inservice education sessions as scheduling and space permit.

Professional Image

In order to give a professional appearance there are limitations from the Hospital and School that must be followed while in the Hospital. Some examples of these limitations are:

- Body tattoos are covered by clothing or appropriate makeup.
- Exposed body jewelry is not permitted (e.g., pierced nose, eyebrows, and/or tongue). There may be two (2) earrings per ear that are single studs or no larger than one inch in diameter.
- No artificial, multicolored, or decorated fingernails are permitted.

The entire Dress Code policy is found in the Student Handbook.
Student Nurse Organizations

Professional nursing students are eligible for membership in the National Student Nurses Association (NSNA) and the Student Nurses Association of Pennsylvania (SNAP). The application fee for SNAP is included in the School fees that are paid each Fall Term. Each student will complete the application during orientation.

Student Activities

The student government’s Student Council, with a faculty advisor, plans school-sponsored activities. The School is located minutes from downtown Pittsburgh, which is the cultural hub of the tri-state area. There are numerous opportunities for sports, entertainment, and leisure activities.
Facilities

This section describes the facilities of School of Nursing. If there should be an emergent situation in the School of Nursing building, directions will be given via the paging system.

Housing

Students choose their housing arrangements. They may commute or elect to live in the completely renovated and upgraded School of Nursing, where dormitory space is available for a limited number of women and men. Each dormitory floor of the School of Nursing building has a kitchen and lounge. Several other lounges are also available for student leisure activities. Students can buy meals in West Penn Hospital’s cafeteria.

Students make housing arrangements through the Admissions Office. Private, air-conditioned rooms are available on a first-come, first-served basis.

All dorm students will be given the option to provide a confidential contact person in case of an emergency.

Classroom Facilities

Classrooms and science laboratories are located in the completely renovated and upgraded School of Nursing building.
Simulation (STAR) Center

The STAR (Simulation, Teaching, and Academic Research) Center allows nursing, medical and allied health students and practitioners to practice a wide range of patient care techniques and to test their proficiency in managing a variety of critical clinical situations.

This unique learning facility features sophisticated, computer-based patient mannequins in a number of simulated hospital and field emergency (ambulance) settings. School of Nursing faculty incorporate this “virtual hospital” resource into their courses in a variety of innovative and exciting ways.

Library Resources

West Penn Hospital’s Richard M. Johnston Health Science Library provides students and faculty access to the Internet, audiovisual materials, and books and journals on nursing and related health topics. New students attend an orientation to the library and its bibliographic tools. A librarian can provide additional help on an individual basis.

Students can borrow materials from Carnegie Library of Pittsburgh by presenting verification of a Pittsburgh address. Library buildings near the School include those in Oakland, East Liberty, Lawrenceville and Squirrel Hill.

Learning Center

The Helene Fuld Learning Center contains a Nursing Arts Laboratory for demonstration and practice of specific nursing skills, and also a computer lab that is equipped with computers (with Internet access), software, and a networked printer.

Clinical Facilities

West Penn Hospital, Allegheny General Hospital and Forbes Hospital are the School’s primary clinical facilities. Students have planned experiences in assessing patient needs and for planning and providing nursing care for clients in the medical, surgical, and obstetric clinical areas.

Student clinical experience in mental health nursing is at Forbes Hospital.

Children’s Hospital of Pittsburgh of UPMC and The Children’s Home provide clinical experiences in pediatric nursing. Selected community resources provide students with a variety of special experiences and activities.

Travel and traveling expenses to and from all clinical facilities, cooperating agencies, and community resources are the responsibility of the student. Transportation to several clinical sites requires the use of a car.
Financial Aid

The WPH School of Nursing financial aid office is here to assist our students in the tedious process of applying for and completing all required documentation for their financial aid. WPH School of Nursing’s financial aid web page will provide students with financial aid resources, tips, and step-by-step guide on how to apply for their financial aid. Do not hesitate to email or call WPH School of Nursing’s financial aid office with any questions, comments or concerns.

Office of Financial Aid
Hours: Monday through Friday, 9 a.m. to 5 p.m.
Phone: 412.578.5537
Fax: 412.578.1837
Email: glenda.everson@ahn.org

Office of Student Accounts
Hours: Monday through Friday, 8 a.m. to 4:30 p.m.
Phone: 412.578.5530
Fax: 412.578.1837
Email: sarah.loomis@ahn.org

What is Financial Aid?
Financial Aid is funding that helps students and their families afford the cost affiliated with attending a post-secondary institution. This financial assistance covers educational expenses including, but not limited to, tuition, fees, room, board, books, supplies, transportation, etc. There are several types of financial aid, including grants, scholarships, work-study, and student/parent educational loans.

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.

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

External
Fastweb.com - http://www.fastweb.com/
Pittsburgh Promise - http://www.pittsburghpromise.org/
Pittsburgh Foundation - https://pittsburghfoundation.org/scholarship search

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.

School of Nursing Scholarships
Students of WPH School of Nursing 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 WPH 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 percent 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. 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. The following link will provide you with the guidelines and interest rates of the different types of loans available: https://studentaid.ed.gov/sa/types/loans

Type of Loans:
- Federal Direct Loans
- Federal Parent PLUS Loan
- Private Alternative Educational Loan

**Steps to Apply for Financial Aid**
1. Apply for a Federal Student Aid ID (FSAID) - https://fsaid.ed.gov/npas/index.htm

The FSAID is your legal electronic signature for all online federal financial aid applications. A student (and parent if the student is considered dependent) must have a FSAID. It takes approximately 48-hours for the FSAID to be validated therefore it is imperative you apply as soon as possible. (You cannot create an FSAID on behalf of someone else. Do not give out your FSAID to anyone.)

The FAFSA is the main application that determines a student’s financial aid eligibility. You will need your completed tax return and W-2’s accessible to help guide you through the FAFSA. If the student is dependent, you will need to have both the student’s and parent’s 2015 federal tax returns nearby.
  • It is preferred that the student and/or parent use the data retrieval tool to import all tax information.
  • WPH School of Nursing’s Federal School Code is 006583.
  • If you stop in the middle of the application, remember to SAVE your work.

3. Review your Student Aid Report (SAR) and Expected Family Contribution (EFC)

Once you submit your FAFSA it will take approximately 2-3 business days to process the application. The student will then receive a Student Aid Report (SAR). The SAR is a confirmation of the information the student entered on the FAFSA.

The information provided on the FAFSA was used to calculate an EFC. The EFC determines what type and how much financial aid a student is eligible to receive. To make sure your EFC is correct you will want to review all of the information on your SAR carefully. If you need to make a correction you can do so online via the FAFSA web page at www.fafsa.ed.gov.


PHEAA is a grant (funds do not need to be repaid) offered to all Pennsylvania residents with a financial need. To be eligible for the PHEAA grant the student must complete their FAFSA by May 1 of the current year. Once the student’s FAFSA is completed the student has two options to complete their PHEAA grant application. The student can either transfer their FAFSA information to their PHEAA application by clicking the link on the FAFSA confirmation page or apply online thru PHEAA’s web page. (The student and/or parent will need to make sure the student and/or parent print, sign and mail in the last page of the PHEAA application.)

5. Complete a Master Promissory Note (MPN) – www.studentloans.gov

If the student is planning to borrow student loans to help cover the cost of their program they will need to complete a Master Promissory Note. The Master Promissory Note (MPN) is a legal document the student signs promising to repay the student loan(s) and any accrued interest and fees to the U.S. Department of Education. In addition, it explains the terms and conditions of borrowing a student loan(s).
  • It will take approximately 30-minutes to complete the MPN
  • Students must log in using their own FSAID
  • You will need the name and address for at least two references.


To ensure that the student understand the responsibilities and obligations of borrowing a federal student loan the Department of Education requires you to complete entrance counseling. To complete an entrance counseling the student will need:
  • It will take approximately 30-minutes to complete and must be completed in a single session.
  • Students must log in using their FSAID
  • The student will need the name(s) of the school(s) they wish to notify of counseling completion

Continued Eligibility

Continuation or renewal of state or federal aid is contingent upon satisfactory academic progress. (Refer to the Academic Policies section for more detailed information on academic progress.)

If enrollment is interrupted or terminated for any reason, financial aid refunds and repayments will be calculated according to federal and state guidelines and School policy. Title IV Federal Financial Aid eligibility will be suspended for any conviction of a drug-related offense. Eligibility will be reinstated upon satisfactory completion of a mandatory sentence and proof of rehabilitation if applicable.

Costs for repeat courses in the same school year are at the student’s expense. Students are eligible to reapply for aid as detailed in the School’s Financial Aid Policy/Procedure Manual, which is available from the School’s Financial Aid Office.
Financial Aid Glossary

Academic Year Definitions
The Department of Education defines an academic year as “at least 30 weeks of instructional time. The number of weeks of instructional time is based on the period that begins on the first day of classes in the academic year and ends on the last day of classes or examinations. For all FSA programs, a week of instructional time is any period of seven consecutive days in which at least one day of regularly scheduled instruction, examination, or (after the last day of classes) at least one scheduled day of study for examinations occurs.” The WPH School of Nursing program consists of four 10-week terms (40 weeks) per academic year.

Cost of Attendance
The cost of attendance (COA) is used to calculate a student’s financial need. The estimated cost of attendance for an institution usually includes tuition, fees, room and board, transportation, books and supplies, liability insurance, uniforms/shoes, personal and miscellaneous expenses.

Expected Family Contribution (EFC)
The expected family contribution is the amount the student and/or the student’s family are expected to contribute to the student’s education from income and assets. The contribution amount is based on a federal government formula adopted by Congress. The expected family contribution will be the same for any school to which the student applies.

Dependent Student
A dependent student is one who must report their parent’s income in addition to their own. A dependent student is one who does not fall into one of the categories given under the definition of “Independent Student” (see below).

Independent Student
An independent student is one who reports only his/her income (and spouse’s, if married) when completing the FAFSA. A student is automatically considered independent if they:
• Are at least 24 years old as of January 1, 1993
• Married or legally separated as of the date he/she complete the FAFSA
• Will be a graduate or professional student when the award year starts
• Are serving on active duty for purposes other than training
• Is a veteran of the U.S. Armed Forces
• Have dependents, other than a spouse, who receive more than half their support from the student
• Is an orphan, foster child or ward of the court at any time since the age of 13
• Is an emancipated minor or in legal guardianship
• Was determined at any time since July 1, 2014, to be an unaccompanied or homeless youth

Satisfactory Academic Progress
Satisfactory academic progress is the requirement of a financial aid recipient to fulfill a specified educational objective within a specific time frame as defined by the institution and/or the aid agency.

Student Aid Report (SAR)/Institutional Student Information Record (ISIR)
The SAR is a confirmation or receipt of the information the student entered on their FAFSA. You should receive the SAR in approximately 2-3 days after the FAFSA is submitted.

Frequently Asked Questions

Q. What forms do I need to apply?
A. Initially, you need to complete the Free Application for Federal Student Aid (FAFSA). You can complete the FAFSA online. https://fafsa.ed.gov/

Q. What is WPHSON’s Federal School code for the FAFSA?
A. 006583.

Q. In order to receive financial aid do I have to apply every year?
A. Yes. In order to receive consideration for as many programs as possible all students should file a Free Application for Federal Student Aid (FAFSA).
Q. What are my chances of receiving financial aid?
A. The only way to determine your eligibility for financial aid is to submit a Free Application for Federal Student Aid (FAFSA).

Q. What are the factors that determine need?
A. Many variables are considered such as: family size, number of family members in college, age of older parent, savings, investments, income, and assets.

Q. If my parents are separated or divorced, whose income is reported on the Free Application for Federal Student Aid (FAFSA)?
A. The parent you live with should complete the FAFSA. If the parent you live with has remarried, the information of that parent and their new spouse (stepparent) must be used.

Q. What should I do if my family’s financial circumstances change after I apply for financial aid?
A. If your family’s financial circumstances have changed due to death of a parent, divorce or separation, or loss of employment, contact the Financial Aid Office to discuss your situation.

Financial Aid Policies

Payment of Tuition/Housing/Fees
1. Each student is required to pay tuition for the required college and nursing courses. A student who lives in West Penn Hospital Nurses’ Residence is required to pay rent and a security deposit.
2. Tuition, fees, and housing fee (if applicable) is paid on or by the first day of each 10-week term. Invoices are issued prior to the beginning of the term.
3. Checks for payment of tuition, rent, and fees are to be made payable to “West Penn Hospital School of Nursing” with a notation in the “memo” line with student name and graduating year. NO CREDIT CARD PAYMENTS can be accepted. Payments must be made in the Financial Aid or Student Account Associate office.

Payments may be mailed to:
Office of Student Accounts
West Penn Hospital School of Nursing
4900 Friendship Avenue
Pittsburgh, PA 15224

4. A fee of $35 will be assessed if the payment for tuition, fees, or housing is late and if no arrangements have been made with the Student Accounts/Financial Aid Office. Failure to make arrangements in a timely manner may result in student dismissal from residence/housing and impact progression in the nursing program.
5. A student’s delinquent account will be given to an outside collection agency if collection efforts of the Financial Aid Office are unsuccessful.
6. Tuition for college courses is paid directly by the student to Clarion University of Pennsylvania. Checks are payable to “Clarion University of Pennsylvania”. Fees will be assessed if payment is late.
7. A student who repeats nursing courses for any reason will be charged the current tuition and applicable fees.
8. A residence/housing security deposit of $150 is due upon checking into the school. Checks are made payable to West Penn Hospital School of Nursing.

Tuition, Fees and Housing Refund Policies
1. In order to receive a refund, the student must follow the withdrawal procedure in the Student Handbook.
2. A student without financial aid who withdraws from the School of Nursing or moves out of the residence while the term (10-week) is in session will receive a refund proportional to the percent of calendar days remaining of the uncompleted term (i.e., if 10 percent of the calendar days have been completed in the designated term, 90 percent of the tuition is refunded). After 60 percent completion of the 10-week term, no refund will be given.
3. A student with federal financial aid who withdraws is subject to the federally mandated “Return of Title IV Funds” policy as outlined in the Financial Aid Office’s Policy and Procedure Manual and the current year’s School of Nursing Catalog.
4. Refunds for college or university tuition are determined by that institution.
5. All fees are non-refundable, with the exception of the graduation fee and NCLEX-RN Review Course fee, which will be considered on an individual basis.
### West Penn Hospital School of Nursing 2016-2017
#### Class of 2018 Estimated Tuition and Fees

<table>
<thead>
<tr>
<th>Terms</th>
<th>Courses and Credits</th>
<th>Tuition and Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>NSG 111- FN I: Professional Nurse Role (6 credits)</td>
<td>Tuition $1,800</td>
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<tr>
<td></td>
<td></td>
<td>Fees $1,178</td>
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<tr>
<td></td>
<td>Clarion BIOL 251/261- Anatomy &amp; Physiology I (3 credits) &amp; Lab (1 credit)</td>
<td>Tuition $1,208</td>
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<tr>
<td></td>
<td></td>
<td>Fees $405</td>
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<tr>
<td></td>
<td>Clarion ENG 111 - Writing II (3 credits)</td>
<td>Tuition $906</td>
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<tr>
<td></td>
<td></td>
<td>Fees $280</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>Total $5,777</strong></td>
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<tr>
<td>Winter</td>
<td>NSG 112 FN II: Decision-Making for Nursing Practice (6 credits)</td>
<td>Tuition $1,800</td>
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<tr>
<td></td>
<td></td>
<td>Fees $0</td>
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<tr>
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<td>Clarion BIOL 252/262- Anatomy &amp; Physiology II (3 credits) &amp; Lab (1 credit)</td>
<td>Tuition $1,208</td>
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<tr>
<td></td>
<td></td>
<td>Fees $405</td>
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<tr>
<td></td>
<td>Clarion NUR 160 – Critical Thinking in Nursing (3 credits)</td>
<td>Tuition $906</td>
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<td></td>
<td></td>
<td>Fees $379</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>Total $4,698</strong></td>
</tr>
<tr>
<td>Spring</td>
<td>NSG 113 FN III: Intro to Medical-Surgical Nursing (6 credits)</td>
<td>Tuition $1,800</td>
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<td></td>
<td></td>
<td>Fees $562</td>
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<td></td>
<td>Clarion BIOL 260 – Microbiology (3 credits)</td>
<td>Tuition $906</td>
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<td>Fees $379</td>
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<tr>
<td></td>
<td>Clarion CHEM 205 – Nutrition (3 credits)</td>
<td>Tuition $906</td>
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<td>Fees $280</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>Total $4,833</strong></td>
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<tr>
<td>Summer</td>
<td>NSG 211 Acute Health Alterations or</td>
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<tr>
<td></td>
<td>NSG 212 Chronic Health Alterations (6 credits)</td>
<td>Fees $0</td>
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<tr>
<td></td>
<td>Clarion PSY 211 – General Psychology (3 credits)</td>
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<td></td>
<td></td>
<td>Fees $280</td>
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<tr>
<td></td>
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<td><strong>Total $2,986</strong></td>
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</tbody>
</table>

*Fees subject to change

* Clarion costs quoted for PA residents

**Total Tuition and Fees:** $18,294

**Total Room ($800 per term):** $3,200

**Total Tuition/Fees/Room:** $21,494
West Penn Hospital School of Nursing 2016-2017
Class of 2017 (2nd Year) Estimated Tuition and Fees

<table>
<thead>
<tr>
<th>Terms</th>
<th>Courses and Credits</th>
<th>Tuition and Fees</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
<td>NSG 201 Acute Health Alterations or NSG 202 Chronic Health Alterations (9 credits)</td>
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<tr>
<td></td>
<td>Clarion (SOC 211) Principles of Sociology (3 credits)</td>
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<td>$280</td>
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<td></td>
<td></td>
<td><strong>Total $3,896</strong></td>
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<tr>
<td>Winter</td>
<td>NSG 301 Health and Childbearing Family or NSG 302 Health of Aggregates in Community (9 credits)</td>
<td>$2,205</td>
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<tr>
<td></td>
<td>Clarion NURS 132 Pharmacological Aspects of Nursing (3 credits)</td>
<td>$0</td>
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<td>$906</td>
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<td>$379</td>
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<td></td>
<td><strong>Total $3,490</strong></td>
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<tr>
<td>Spring</td>
<td>NSG 301 Health and Childbearing Family or NSG 302 Health of Aggregates in Community (9 credits)</td>
<td>$2,205</td>
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<tr>
<td></td>
<td>Clarion PHIL 212 Ethics (3 credits)</td>
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<td>$906</td>
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<td>$280</td>
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<td><strong>Total $3,391</strong></td>
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<tr>
<td>Summer</td>
<td>NSG 401 Health Care Management (7 credits)</td>
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<td><strong>Total $2,315</strong></td>
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</table>

*Fees subject to change
* Clarion costs quoted for PA residents

Total Tuition and Fees: $13,092
Total Room ($800 per term): $3,200
Total Tuition/Fees/Room: $16,292

West Penn Hospital School of Nursing 2016-2017
Explanation of Fees 2016-2017
(Fees are subject to change)

Access/Key Fee – access card to School of Nursing Building ($30 first year only – Fall)

Activity Fee – student activities which include but are not limited to: holiday parties, food and class snacks, decorations, and student government activities. ($40 per year – Fall)

National Student Nurses Association Fee – membership in NSNA and the Student Nurses Association of Pennsylvania (SNAP). ($45 per year – Fall)

Administrative Fee – record keeping and assessment, student handbooks, orientation materials, transcripts. ($100 per year – Fall)

Laboratory Fee – student lab supplies (gloves, gowns, IV catheters, IV tubing etc.) for clinical learning lab activities. ($150 first year – Fall)

STAR Fee – simulation activities in the STAR center including use of lab space, mannequins, and supplies. ($250 per year – Fall)

ATI Course Support and Testing Fee – includes standardized testing across the curriculum, online study and review modules, remediation activities, and correspondence associated with testing packages. (Total ATI charges may vary between First and Second-Year students; First-Year estimated $563 – Fall; $562 – Spring)

Graduation Fee – cost of graduation pin and engraving, diplomas, covers and graduation festivities. ($200 second year – Summer)

NCLEX Review Fee – mandatory review program incorporated into the final semester to prepare students for RN licensure examination. ($400 second year *subject to change – Summer).

*All fees are considered non-refundable.
**Due Dates**

Students pay rent (if applicable) and nursing course tuition and fees on or by the first day of each term.
- A late fee of $25 is assessed if any payment is not received on the due date.
- Students may not continue in a nursing course until all required payments are made.
- Students who repeat nursing courses for any reason will pay the current tuition rate. Applicable fees will be prorated.
- An outside collection agency will pursue a student’s delinquent account if the collection efforts of the Financial Aid Office are unsuccessful.

**Tuition/Rent/Fees Refund Policy**

A student without financial aid who withdraws from the School of Nursing or moves out of the School’s dormitory while the term is in session will receive a refund proportional to the percent of calendar days remaining of the term (i.e., if 10 percent of the calendar days are completed, 90 percent of the charges are refundable). After 60 percent completion, no refund will be given.

The Financial Aid Office at the School of Nursing is responsible for administering the U.S. Department of Education’s “Federal Return of Title IV Funds” policy for students withdrawing from the School who have received Federal Student Aid. The School uses the same policy for all other students. The outline of the policy is as follows:

- For up to 60 percent of the calendar days of the payment period, less any scheduled breaks of five days or longer, all refunds are based on the percentage earned or used by the student of financial aid, tuition, fees, and rent.
- After 60 percent of the payment period, 100 percent of financial aid, tuition, fees and rent are considered earned or used.

**Calculation of percentage:** The number of calendar days completed in the payment period divided by the total number of calendar days in the payment period equals the percentage of Title IV aid earned, as well as tuition, fees, and rent.

**Please note:**

For students without federal financial aid, fees are nonrefundable unless indicated or deemed refundable by the Director of the School of Nursing.

The withdrawal date is determined by the date the student notifies the Director of the School of Nursing or in the event of no notification, the last date of attendance at the School.

Once the amount of federal funds to be returned has been calculated using the U.S. Department of Education’s “Return of Title IV Funds” worksheet for credit-hour programs, returns by the School and the student are made in the following order:
- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- Other federal, state, private, or institutional sources of aid

Students may view and obtain copies of the “Federal Return of Title IV Funds” worksheet and a copy of the federal government’s publication “DCLGEN-06-05” on file in the School’s Financial Aid Office.

Refunds for college or university tuition are determined by that institution. If the student has financial aid, the refund is determined by the Financial Aid Office of the School of Nursing.

The test, student activity, SNAP, key, simulation (STAR) center, clinical lab, ACLS, and NCLEX-RN (National Council Licensure Examination for Registered Nurses) review course fees are non-refundable.
Administration, Faculty, and Support Staff

Administration, faculty and support staff for West Penn Hospital School of Nursing are as follows.

**West Penn Hospital**

**Ronald J. Andro,** President and Chief Executive Officer

**West Penn Hospital School of Nursing**

**Amy Stoker,** PhD(c), MSN, RN  
Director, West Penn School of Nursing

**Torrie Snyder,** MSN, RN  
Recruiter/Counselor; Student Services

**Cheryl Cappurccini,** MSN, RN, RNC-LRN  
Instructor

**Serene Chamberlain,** MSN, RN  
Instructor

**Dennis Collins,** MSN-Ed, MBA, RN, CFN  
Instructor

**Jack Dean,** MSN, RN  
Instructor

**Heather Geyer,** MSN-Ed, RN  
Instructor

**Mary Ann Harbay,** MSN, RN, CNE  
Instructor

**Cheryl R. Jacobson,** MSN, BS (Biology), RN, CRNP  
Instructor

**Diane Jones,** MSN, RN, RN-BC  
Instructor

**Margaret Leicht,** MSN, MEd, RN  
Instructor

**Lauren Miller-Dilts,** MSN, RN  
Instructor

**Janis Sikora,** MSN, RN  
Instructor

**Support Services**

**Jean Brieck**  
Administrative Secretary

**Lorena Romero-Prato**  
Department Secretary

**Jeanette Welsh**  
Department Secretary

**Glenda Everson**  
Financial Aid Officer

**Sarah Loomis**  
Student Accounts Associate

**Phyllis Ward**  
Receptionist

**Dianna Wright**  
Receptionist
Application Information

To apply to WPH School of Nursing, follow these Instructions for Applicants, including reading the Disclosure Statements.

Instructions for Applicants

Follow these steps to apply to the WPH School of Nursing:

1. Complete the Application for Admissions to the WPH School of Nursing and Clarion University of PA. The Application for Admissions is available from the School (4900 Friendship Avenue, Pittsburgh, Pa. 15224), by emailing sonadmissions@ahn.org, or from the School’s website (www.ahn.org/education).

2. Read the Disclosure Statements in the next section regarding:
   • Retention and cohort completion rates
   • Achievement on standardized tests
   • Number of graduates
   • NCLEX-RN pass rates
   • Graduate employment rate
   • Criminal acts and licensure in Pennsylvania
   • Higher Education Opportunity Act data
   • Campus crime security data

3. Sign and date the Application for Admissions.

4. Enclose the non-refundable fee of $50 in the form of a check or money order made payable to “West Penn Hospital”. This fee is for application to both the West Penn Hospital School of Nursing and Clarion University.

5. Send the completed and signed Application for Admissions with the fee to:
   Admissions Office
   West Penn Hospital School of Nursing
   4900 Friendship Avenue
   Pittsburgh, Pennsylvania 15224

6. Request that the following materials be sent directly to the School of Nursing:
   A. Official high school transcript or G.E.D. scores, as applicable.
      Request the school to include:
      1. cumulative GPA and
      2. graduation class rank.
   B. Official transcripts from all post-secondary educational institutions.
   C. SAT scores (if not printed on high school transcript).
   D. A minimum of two (2) completed School of Nursing Reference for Admission forms. The Reference for Admission form may be obtained by visiting or mailing West Penn Hospital School of Nursing (4900 Friendship Avenue, Pittsburgh, Pa. 15224), by emailing sonadmissions@ahn.org, or from the School’s web site (www.ahn.org/education):
      • The reference forms should be completed by individuals such as teachers, counselors, employers, nurses, or clergy. References should not be from relatives, friends or acquaintances.
      • Ask those to whom you give the Reference for Admission forms to complete the form as soon as possible to facilitate the application process.
      • The completed forms must be returned directly to the School of Nursing.
Disclosure Statements 2016

The following statistical information is provided to all prospective students of the School of Nursing. Information is current as of August 2016, and include for completed cohorts in compliance with accreditation standards. Please read this information before signing your Application for Admissions to the WPH School of Nursing.

Retention and Cohort Completion Rates

<table>
<thead>
<tr>
<th>Class</th>
<th>Normal Time (22 months)</th>
<th>Allotted Time (3 years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class of 2015 (Start 2013)</td>
<td>71%</td>
<td>89%</td>
</tr>
<tr>
<td>Class of 2014 (Start 2012)</td>
<td>68%</td>
<td>86%</td>
</tr>
<tr>
<td>Class of 2013 (Start 2011)</td>
<td>68%</td>
<td>72%</td>
</tr>
</tbody>
</table>

Achievement on Standardized Tests

The results of achievement on standardized tests administered during the program are on file and are available upon request.

NCLEX-RN Pass Rates

Pass rates on the National Council Licensure Examination for Registered Nurses (NCLEX-RN) for graduates of the West Penn Hospital School of Nursing (SON) are shown in the table that follows:

<table>
<thead>
<tr>
<th>Class</th>
<th>SON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Year 2014-2015</td>
<td>92.7%</td>
</tr>
<tr>
<td>Class Year 2013-2014</td>
<td>86.8%</td>
</tr>
<tr>
<td>Class Year 2012-2013</td>
<td>86.2%</td>
</tr>
</tbody>
</table>

Graduate Employment Rate

(Six-months to one-year post-graduation)

<table>
<thead>
<tr>
<th>Class</th>
<th>SON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class of 2015</td>
<td>80%</td>
</tr>
<tr>
<td>Class of 2014</td>
<td>88%</td>
</tr>
<tr>
<td>Class of 2013</td>
<td>96%</td>
</tr>
</tbody>
</table>

Criminal Acts and Licensure in Pennsylvania

Involvement in criminal acts may prohibit licensure in Pennsylvania as determined by the Pennsylvania State Board of Nursing. As stated in the Professional Nursing Law Act of 1951, P.L. 317, No. 69 as amended:

“The Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64), known as ‘The Controlled Substance, Drug, Device and Cosmetic Act,’ or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:

• at least ten (10) years have elapsed from the date of conviction;
• the applicant satisfactorily demonstrates to the Board that he has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violations; and
• the applicant otherwise satisfies the qualifications contained in or authorized by this Act.

As used in this subsection the term ‘convicted’ shall include a judgment, an admission of guilt or a plea of nolo contendere...(6 amended Dec. 15, 1986, P.L. 1607, No. 179).”

Higher Education Opportunity Act Data

As required by the Higher Education Opportunity Act section 488(a), West Penn Hospital School of Nursing discloses the following information for the 2013-2014 school year:

Number of students who completed the program = 38
Number of students who completed the program with a Pell Grant = 12
Number of students who completed the program with any student loan debt = 25
  Median Federal student loan debt = $12,000
  Median Private student loan debt = $18,000
  Median Institutional loan debt = $0
Normal program completion time = 22-months
Number/percentage of students who completed the program in the normal time = 34 or 89%
Total number of students who received a Federal Pell Grant = 32
  % of total students who were male = 16%
  % of total students who were female = 84%
Ethnicity (Class of 2016):
• White = 85%
• African-American = 4%
• Hispanic/Latino = 0%
• Asian = 1%
• American Indian/Alaskan Native = 0%
• Two or more races = 10%

Fire Safety Data
Listed below are the reasons for activation of the fire alarms in the School of Nursing building in 2014:
• Cooking incidents = 3
• Smoke detector malfunction = 1
• Other = 2

There were no actual fires.

Campus Crime Security Data
The Campus Crime Security Data for the most recent year (2014) are as follows for the campus of West Penn Hospital, Pittsburgh, Pa. (“Hospital Campus”) and for the School of Nursing building (“Residence”):

<table>
<thead>
<tr>
<th>Criminal Offense</th>
<th>Hospital Campus</th>
<th>Residence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex offenses - Forcible</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex offenses - Non-forcible</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Theft from vehicles</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Any other crime involving bodily injury</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate crimes, any type</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal weapons possession</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug law violations</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor law violations</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
“Nursing is an art:
and if it is to be made an art,
It requires an exclusive devotion,
as hard a preparation,
as any painter’s or sculptor’s work;
for what is the having to do with
dead canvas or dead marble,
compared with having to do
with the living body,
the temple of God’s spirit?
It is one of the Fine Arts:
I had almost said,
the finest of Fine Arts.”
– Florence Nightingale