CITIZENS SCHOOL OF NURSING

Student Handbook

2025-2026

Welcome!

Linda Burke, MSN, RN, TCRN
Director of Citizens Schools of Nursing

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

Congratulations on your acceptance to the school of nursing. We are excited to be part of your nursing career path. The 2025-2026 Student Handbook has been prepared for you by the administration and faculty to provide you with thorough information regarding policies and procedures that will guide your academic journey.

The next few years will be challenging. It will not be an easy path, but you can accomplish this goal. At CSON, we require excellence in all aspects of your performance to prepare you for your future nursing career.

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

Wishing you the best,

Linda Burke
Citizens School of Nursing
539 Pittsburgh Mills Circle
Tarentum, PA 15084

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

Table of Contents

Preface

Accreditation and Approval Information. 7

Academic Calendar 8-11

Faculty and Staff Directory 12

Non-Discrimination Statement 13

Section I Program Overview and Curriculum

Mission and Vision. 15

Philosophy and Outcomes 15

Course Progression Plan Example 17-22

Course Descriptions 23-32

Section II Admissions Policies

Program Admissions Policy 34-39

Transfer of Credit Policy 40

Re-Admission and Internal Transfer Policy 42-43

Section III Academic Policies

Family Educational Rights and Privacy Act (FERPA) Policy 45-49

Satisfactory Academic Progression (SAP) Policy 50-54

Academic Honors and Recognition 55

Student Civility and Standards of Conduct 56-57

Examination and Assignment Procedures 58-60

Attendance 61-63

Academic Integrity Policy. 64-65

Standardized Testing 66-67

Academic Advisement Policy 68

Student Clinical Practice 69

Clinical Evaluation Policy 70

Student Grievance Policy and Procedure 71-73

Grievance Form 74

Compliance Policy. 75-77

Academic Accommodations Policy. 78-79
Graduation Policy 80-81
NCLEX-RN Eligibility Policy. 82
Student Educational Record Retention Policy. 83-85
Technology Requirements 86-87

Section IV Student Life

Student Bill of Rights and Responsibilities 89-90

Student Dress Code 91-93
Student Employment Policy… 94
Social Media & Technology Policy. 95-96
Student Health and Wellness Policy. 97-98
Functional Ability of the Student Nurse Guidelines 99
Policy on Drug- and Alcohol-Free Environment 100-102
Student Government 103
National Student Nurse's Association (NSA) 104

Section V Financial Aid

Student Financial Aid Services Department 107
Financial Aid Code of Conduct 108
Student Financial Aid Rights 109
Student Financial Aid Responsibilities 110
Estimated Financial Aid Calendar 111
Eligibility of Financial Aid 112-113
FAFSA Verification Policy and Procedures 114
Types of Financial Aid 115-118
The Master Promissory Note (MPN) 119
Entrance Counseling… 120
Exit Counseling 121
Professional Judgment 122
Awarding and Disbursing of Financial Aid Funds 123-124
Tuition/Fees 125
Tuition Payments 126-127
Refunds /Credit Balances. 128
Withdrawal/Return of Title IV Policy. 129-133
Enrollment Confirmation for Financial Aid Purposes 134

Tax Documentation. 134
Family Educational Rights and Privacy Act (FERPA) 134
Constitution Day 135
Voter Registration. 135
Name/Contact Information Change 135
Electronic Consent 135
Department of Veterans Affairs 137
Gramm Leach Bliley Cybersecurity Policy for Student Information. 141
Section VI Student and Campus Safety
Safety and Security 144
Emergency and Crime Reporting. 144
Fire Safety and Procedures 144-145
Campus Weapons Policy. 146
Active Shooter Guidelines and Lockdown Policy. 147-148
Violence Against Women Act (VAWA) and Title IX Statement and Procedure 149
Section VII General Information
Inclement Weather Guidelines 151
Smoking Regulations. 151
Internet and Intranet Access 152
Allegheny Health Network STAR Center 152
AHN Health Sciences Library. 153
Learning Resource Room 153
Student Parking. 154
Children At School 155
APPENDIX A
Alma Mater and History of the School 157

Accreditation and Approval Information

The diploma nursing program at Citizens School of Nursing, located in Tarentum, Pennsylvania, is accredited by the Accreditation Commission for Education in Nursing (ACEN).

The most recent accreditation decision made by the ACEN Board of Commissioners for the diploma nursing program is Continuing Accreditation.

For more information about ACEN accreditation, or concerns regarding the nursing program please contact:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
(404) 975-5000
Fax: 404-975-5020

View the public information disclosed by the ACEN regarding this program by using the ACEN Program Search at www.acenursing.org

The diploma nursing program at Citizens School of Nursing is approved by the Pennsylvania State Board of Nursing.

For more information about approval of the nursing program please contact:

Pennsylvania State Board of Nursing.

P.O. Box 2649
Harrisburg, PA 17105-2649
(717) 783-7142
ST-NURSE@pa.gov

For concerns regarding the nursing program, please visit: Students Complaints (pa.gov)

Academic Year 2025-2026

Citizens School of Nursing Full Time

Date:	Event:
August 18, 2025	Fall Semester Begins
September 1, 2025	Labor Day Holiday
October 6-12, 2025	Fall Break
November 27-30, 2025	Thanksgiving Break
December 12, 2025	Fall Semester Ends
December 13, 2025 – January 4, 2026	Holiday Break
January 5, 2026	Spring Semester Begins
March 2 –8, 2026	Spring Break
May 1, 2026	Spring Semester Ends
May 6, 2026	Commencement Ceremony
May 26, 2026	Summer Semester Begins
July 4, 2026	Independence Day Holiday
August 7, 2026	Summer Semester Ends

Academic Year 2026-2027

Citizens School of Nursing Full Time

Date:	Event:
August 17, 2026	Fall Semester Begins
September 7, 2026	Labor Day Holiday
October 12 – 16, 2026	Fall Break
November 26 – 27, 2026	Thanksgiving Holiday
December 11, 2026	Fall Semester Ends
December 12. 2026 – January 3, 2027	Holiday Break
January 4, 2027	Spring Semester Begins
March 1 – 5, 2027	Spring Break
April 30, 2027	Spring Semester Ends

Academic Year 2025-2026

Citizens School of Nursing Part-Time 74 Credit Curriculum

Date:	Event:
August 11, 2025	Fall Semester Begins
September 1, 2025	Labor Day Holiday
October 6 – October 12, 2025	Fall Break
November 27 – November 30, 2025	Thanksgiving Break
December 13, 2025	Fall Semester Ends
December 15 – January 4, 2026	Holiday Break
January 5, 2026	Spring Semester Begins
March 2 – 8, 2026	Spring Break
May 9, 2026	Spring Semester Ends

Academic Year 2026-2027

Citizens School of Nursing Part-Time 74 Credit Curriculum

Date:	Event:
August 10, 2026	Fall Semester Begins
September 7, 2026	Labor Day Holiday
October 5 – October 11, 2026	Fall Break
November 26 – November 29, 2026	Thanksgiving Break
December 12, 2026	Fall Semester Ends
TBA	Commencement Ceremony

Academic Year 2025-2026

Citizens School of Nursing Part-Time 65 Credit Curriculum

Date:	Event:
August 25, 2025	Fall Semester Begins
September 1, 2025	Labor Day Holiday
November 27 – November 28, 2025	Thanksgiving Break
December 14, 2025	Fall Semester Ends
December 15 – January 4, 2026	Holiday Break
January 5, 2026	Spring Semester Begins
April 26, 2026	Spring Semester Ends
April 27 – May 3, 2026	Break
May 4, 2026	Summer Semester Begins
May 25, 2026	Memorial Day
July 4, 2026	Independence Day
August 23, 2026	Summer Semester Ends
August 24-August 30, 2026	Break

Academic Year 2026-2027

Citizens School of Nursing Part-Time 65 Credit Curriculum

Date:	Event:
August 31, 2026	Fall Semester Begins
September 7, 2026	Labor Day Holiday
November 26 – November 27, 2026	Thanksgiving Break
December 20, 2026	Fall Semester Ends
December 21-January 3, 2027	Holiday Break
January 4, 2027	Spring Semester Begins
April 25, 2027	Spring Semester Ends
April 26-May 2, 2027	Break
May 3, 2027	Summer Semester Begins
August 22, 2027	Summer Semester Ends
August 23-August 29, 2027	Break

Student Success Staff

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Non-Discrimination Statement

It is the policy of AHN Schools of Nursing to provide equal educational opportunity in accordance with federal, state, and local laws and/or regulations related to nondiscrimination. The AHN Schools of Nursing administration, faculty, and staff are responsible for the implementation of equal opportunity for all applicants and students, and does not discriminate in the recruitment, admission, transfer, education, progression, dismissal, termination, graduation or financial support 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, ancestry, national origin, gender, gender expression, age, disability, marital status, sexual orientation, military status, veteran status, or other legally protected groups. The AHN Schools of Nursing will continue to support and promote equal educational opportunity, human dignity, racial, ethnic, and cultural diversity.

All applicants and enrolled students must be able to complete the essential functions of a student nurse with or without reasonable accommodation. Required clearances include Act 33 PA Child Abuse History Certification, Act 34 PA Criminal Record Check, and Act 73 Fingerprints for program admission and continued enrollment.

Title IX of the Education Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access educational programs and opportunities. *Refer to the Title IX coordinator for additional information and entire Title IX policy.*

Section I

Program Overview and Curriculum

Mission

The Allegheny Health Network (AHN) Schools of Nursing commit to excellence in nursing education by preparing competent, compassionate nurses who provide safe, high-quality healthcare to diverse patients, families, and communities.

Vision

The vision of the AHN Schools of Nursing is to develop competent, safe, and compassionate graduate nurses utilizing effective and current educational strategies. We will contribute to the nursing profession through our commitment to quality improvement, communication, collaboration, and evidence-based practice to meet the unique needs of our students and the changing landscape of healthcare.

Philosophy and Outcomes

We, the faculty, believe that nursing is a dynamic caring profession that facilitates health promotion, disease prevention, advocacy, and healing for patients, families, and communities. We believe in individualized, compassionate care for patients across the lifespan. The focus on diversity, equity, inclusion, and social determinants of health allow the nurse to optimize the well-being of populations.
Utilizing Knowles Adult Learning Theory and constructivism as a foundation, faculty enhance learning environments to foster student success in their journey to becoming a professional nurse. We believe that student success is achieved through self-motivation, an individual's lived experience, and ongoing support.

Faculty integrate Tanner's Clinical Judgment Model across the curriculum to guide a student's ability to "think like a nurse." Clinical reasoning and judgment, utilizing a variety of teaching strategies, are introduced early and progress from simple to complex. Faculty believe that it is important to minimize the gap between academia and clinical practice. The development of clinical reasoning in a student allows for a seamless transition from graduate to professional nurse.

We believe in building a strong educational foundation that improves the quality and safety of healthcare for a diverse patient population. Utilizing the competencies of Quality and Safety Education for Nurses (QSEN), faculty incorporate contemporary and evidence-based nursing practice into learning environments.

End of Program Student Learning Outcomes

At the end of the program, the graduate will be able to:

1. Integrate clinical reasoning and judgment grounded in evidence-based practice to meet the changing needs of patients.
2. Function effectively as an inter-professional team member to achieve continuity of care and safe patient outcomes.
3. Incorporate principles of communication in the role of a professional nurse.
4. Act as an advocate to guide patients toward health promotion, disease prevention, and healthcare decision making.
5. Incorporate socioeconomic, cultural, and spiritual aspects into the care of a diverse patient population.
6. Manage the care of patients within various settings to ensure safe and quality health outcomes

Program of Study

Full Time Progression Plan – Daylight

Fall Semester

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Average Nursing course hours per week	Total Semester Credit
NURS 111	Foundations of Nursing	12	105	Clinical 135 Lab 60	Class hours 7 per week Clinical/lab hours 15 per week	16
* BIOL 251	Anatomy and Physiology I with Lab	4	Online			

Spring Semester

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Average Nursing course hours per week	Total Semester Credit
NURS 211	Nursing Care of the Adult with Medical Surgical Patient	12	105	225	Class hours 9 per week Clinical hours 15 per week	18
NURS 212	Pharmacology for Nursing	2	30			
*BIOL 252	Anatomy and Physiology II with Lab	4	Online			

Summer Semester

**General Education Courses Only*

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Total Semester Credit
*PSYC 140	Developmental (Lifespan) Psychology	3	Online		7
*BIOL 271	Microbiology with Lab	4	Online		

Fall Semester

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Nursing course hours per week	Total Semester Credit
NURS 311	Nursing Care of Patients and Families Across the Lifespan	12	120	180	Class hours 8 per week Clinical hours 12 per week	12

Spring Semester

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Nursing course hours per week	Total Semester Credit
NURS 411 8 week (1)	Nursing Care of the Critically Ill Adult	6	60	90	Class hours 8.5 per week Clinical hours 12 per week	12
NURS 412 8 week (2)	Transition to Professional Nursing Practice	5	30	135	Class hours 5.5 per week Clinical hours 16 per week	
NURS 413 8 week (2)	NCLEX-RN Preparation	1	15			

CREDIT CALCULATIONS

1 Theory Credit = 15 Contact Hours
1 Clinical Credit = 45 Contact Hours
1 Lab Credit = 30 Contact Hours
Total Credits: 65: 50 Nursing: 15 General Education Support
Total Program Length: 20 months

- Total Nursing Theory Hours - 465
- Total Nursing Lab Hours - 60
- Total Nursing Clinical Hours – 765 (includes 56 hours (8%) in-person nursing simulation)

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* *General Education Courses taught by affiliate Geneva College – Portage Learning*
** *Per the Commonwealth of Pennsylvania Department of Education, a credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution decides whether to accept credits for transfer.*

Part Time Progression Plan – Evenings and Weekends

Spring Term

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Average Nursing course hours per week	Total Semester Credit
NURS 111A	Foundations of Nursing A	6	52.5	Clinical 67.5 Lab 30	Class hours 3 per week Clinical/lab hours 7 per week	10
* BIOL 251	Anatomy and Physiology I with Lab	4	Online			

Summer Term

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Average Nursing course hours per week	Total Semester Credit
NURS 111B	Foundations of Nursing B	6	52.5	Clinical 67.5 Lab 30	Class hours 3 per week Clinical/lab hours 7 per week	10
*BIOL 252	Anatomy and Physiology II with Lab	4	Online			

Fall Term

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Average Nursing course hours per week	Total Semester Credit
NURS 211A	Nursing Care of the Adult Medical Surgical Patient A	6	52.5	Clinical 112.5	Class hours 3 per week Clinical/lab hours 7 per week	8
NURS 212	Pharmacology For Nursing	2	30			

Spring Term

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Average Nursing course hours per week	Total Semester Credit
NURS 211B	Nursing Care of the Adult Medical Surgical Patient B	6	52.5	Clinical 112.5	Class hours 3 per week Clinical/lab hours 7 per week	10
*BIOL 271	Microbiology with Lab	4	Online			

Summer Term

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Average Nursing course hours per week	Total Semester Credit
NURS 311A	Nursing Care of Patients and Families Across the Lifespan A	6	60	Clinical 90	Class hours 4 per week Clinical/lab hours 5.5 per week	9
*PSYC 140	Developmental (Lifespan) Psychology	3	Online			

Fall Term

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Average Nursing course hours per week	Total Semester Credit
NURS 311B	Nursing Care of Patients and Families Across the Lifespan B	6	60	Clinical 90	Class hours 4 per week Clinical/lab hours 5.5 per week	6

Spring Term

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Average Nursing course hours per week	Total Semester Credit
NURS 411	Nursing Care of the Critically Ill Adult	6	60	Clinical 90	Class hours 4 per week Clinical hours 5.5 per week	6

Summer Term

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Average Nursing course hours per week	Total Semester Credit
NURS 412	Transition to Professional Practice	5	30	Clinical 135	Class hours 3 per week Clinical hours 8.5 per week	6
NURS 413	NCLEX-RN Preparation	1	15			

CREDIT CALCULATIONS

1 Theory Credit = 15 Contact Hours
1 Clinical Credit = 45 Contact Hours
1 Lab Credit = 30 Contact Hours

Total Credits: 65: 50 Nursing: 15 General Education Support
Total Program Length: Eight 16 week terms (32 months)

- Total Nursing Theory Hours - 465
- Total Nursing Lab Hours - 60
- Total Nursing Clinical Hours – 765

**General Education Courses taught by affiliate Geneva College – Portage Learning*

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

Nursing Course Descriptions
Citizens School of Nursing

NURS 111 Foundations of Nursing (12 credits)

This course serves as the foundation for the practice of professional nursing and focuses on the acquisition of the knowledge and skills required to assess the basic healthcare needs of patients. The key concepts of foundational nursing are used to develop the student's beginning understanding of the patient's physiological and psychological response to health and illness. Nursing skills are introduced in the laboratory and reinforced in the clinical setting.

NURS 211 Nursing Care of the Adult Medical Surgical Patient (12 credits)

This course focuses on the care of the adult patient in the medical-surgical setting. A holistic approach is incorporated to address the health promotion, maintenance, and illness management of patients. Building on skills and knowledge from Foundations of Nursing, clinical reasoning and judgment will be emphasized in the classroom and clinical environment. The clinical component allows the student to implement the nursing process while collaborating with the interdisciplinary healthcare team to assist the patient in achieving optimum health.

NURS 212 Pharmacology for Nursing (2 credits)

This course will cover the basic principles of pharmacology and medication therapy necessary for general nursing practice. Students will be introduced to major drug classifications and their pharmacokinetics, which will be reinforced in the clinical setting to promote health and treat illness across the lifespan. Students will apply the nursing process to ensure safe medication administration and evaluate the therapeutic effect of medications. Drug calculation skills will be reinforced. Genetic variations, patient health beliefs, and cultural influences impacting drug therapy will also be considered.

NURS 311 Nursing Care of Patients and Families Across the Lifespan (12 credits)

This course focuses on the care of patients and families at various stages throughout the lifespan. The management of patients during the reproductive and child-bearing years will be explored, along with the newborn, child, adolescent, and aging adult. Additionally, those patients with alterations in psychosocial integrity will be emphasized. Growth and developmental milestones, family-centered care, health promotion, illness prevention, and strategies to ensure optimal mental health and well- being will be explored. Clinical experiences in various specialized in-patient and out-patient settings will be utilized.

NURS 411 Nursing Care of the Critically Ill Adult (6 credits)

This course focuses on the care of patients with critical illness and advances the students' clinical reasoning and judgment in the management of patients with complex health problems. Collaboration and communication with patients, families and interdisciplinary healthcare according to developmental stage and an overview of women's health. Students are provided with the opportunity to apply the nursing process in a variety of settings

with this population to gain an understanding of the role of the nurse in the three levels of prevention. Primary clinical experiences are provided in a maternity nursing unit, an inpatient pediatric unit, and various community agencies.
team are incorporated to maximize positive patient outcomes. Prioritization, implementation, and evaluation of care in the management of critically ill patients in the acute care setting will be emphasized.

NURS 412 Transition to Professional Nursing Practice (5 credits)
This course focuses on the management of care delivery with an emphasis on bedside leadership, organization, and delegation in an effort to facilitate the student's transition into the professional nursing role. Principles of safe, quality patient care will be the focus. Students will be paired with a professional registered nurse preceptor and are expected to integrate knowledge, skills, and experience to manage the nursing care of multiple patients.

NURS 413 NCLEX-RN Preparation (1 credit)

This course is designed to prepare students to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Utilizing clinical reasoning and judgment, students will integrate knowledge from courses throughout the program and apply test-taking strategies to promote NCLEX- RN success.

College Course Descriptions: Geneva College – Portage Learning

BIOL 251 Anatomy and Physiology I with Lab (4 credits)

This is the first course in a sequence of two covering human anatomy and physiology. Human Anatomy and Physiology I introduces basic concepts of human anatomy and physiology and discusses several major concepts, including various tissue types in the body and the structure and function of the integumentary, skeletal, muscular, nervous, endocrine, and sensory systems. Case studies throughout the course provide experience applying these concepts to real-world scenarios. In addition, the laboratory component of this course is delivered using virtual labs and interactive simulations with detailed instruction and demonstrations from an experienced instructor.

BIOL 252 Anatomy and Physiology II with Lab (4 credits)

This is the second course in a sequence of two covering human anatomy and physiology. Human Anatomy and Physiology II covers the anatomy and physiology of several systems in the body, including the circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems, in addition to discussing homeostatic mechanisms. Case studies throughout the course provide experience applying these concepts to real-world scenarios. In addition, the laboratory component of this course is delivered using virtual labs and interactive simulations with detailed instruction and demonstrations from an experienced instructor.

BIOL 271 Microbiology with Lab (4 credits)

A systematic examination of the microbial world, with an emphasis on pathogens. Topics covered include morphology, physiology, and genetics as well as the metabolic and enzymatic reactions associated. Strategic techniques for the growth, isolation, and visualization of microbes are included as microscopic and diagnostic methods. The causative agents and treatment strategies for various pathologies are emphasized. Viral composition, replication, and the associated disease states are also covered. The laboratory component of this course is delivered using virtual labs and interactive simulations with detailed instruction and demonstrations from an experienced microbiologist.

PSYC 140 Developmental (Lifespan) Psychology (3 credits)

This course studies human growth and development across the lifespan of a single person. From conception to death, physical, cognitive, and socioemotional development is examined. Key developmental theorists and theories are integrated throughout the course as well as developmental milestones across the lifespan. Research methods in developmental psychology are addressed explicitly and are also addressed alongside each major research study and theory discussed. This course includes discussion on current issues such as child obesity, younger menarche, and adults caring for children and parents. Thus, this course addresses classic developmental theories and research as well as provides an overview of current developmental topics across the lifespan.

End of Program Student Learning Outcomes
Seventy-Four Credit Curriculum

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

Objective 2: Exhibits personal integrity and professional accountability consistent with ethical and legal standards in the practice of nursing.

Objective 3: Utilizes the nursing process to promote health for individuals, families, and the community.

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

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

Part Time Progression Plan – Evenings and Weekends Seventy-Four Credit Curriculum

Year 1

Spring Semester (1) – 18 weeks

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Term Credit
NURS 100 A	Fundamentals of Nursing	6	60	90	10
*BIOD 151	Anatomy & Physiology I with Lab	4			

Summer Semester (2) – 9 weeks

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Term Credit
NURS 100 B	Fundamentals of Nursing	6	45	135	9
*PSYC 101	General Psychology	3			

Fall Semester (3) -18 weeks

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Term Credit
NURS 200 A	Medical-Surgical Nursing	6	60	90	10
*BIOD 152	Anatomy & Physiology II with Lab	4			

Year 2

Spring Semester (4) – 18 weeks (2025)

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Term Credit
NURS 200B	Medical-Surgical Nursing	6	45	135	9
*PSYC 140	Developmental; (Lifespan) Psychology	3			

Summer Semester (5) – 6 weeks

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Term Credit
NURS 201	Community Nursing	3	30	45	6
*NURS 357	Nursing Informatics	3			

Fall Semester (6) – 18 weeks

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Term Credit
NURS 300	Critical Care Nursing of the Adult	8	75	135	12
*BIOD 171	Essential Microbiology w/Labs	4			

Year Three

Spring Semester (7) – 18 weeks

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Term Credit
NURS 301 *OR* *NURS 302*	Maternal Child Nursing *OR* Nursing Care of the Patient and Family in Crisis	5	45	90	8
*HCM 165	Law and Ethics for Healthcare	3			

Fall Semester (9) – 18 weeks

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Term Credit
NURS 301 *or* NURS 302	Maternal Child Nursing *or* Nursing Care of the Patient and Family in Crisis	5	45	90	10
NURS 400	Integration into Professional Practice	5	30	135	

Course Descriptions

Citizens School of Nursing

Nursing 100 – Fundamentals of Nursing (12 credits)

Fundamentals of Nursing is taught to the entire class in the first semester. It is a clinical nursing course that provides the beginning student with introductory concepts and basic procedural skills. This course introduces the nursing process and therapeutic communication. It also introduces the concepts of coordination/collaboration of care, thermoregulation, tissue integrity, oxygenation, health/wellness, comfort, elimination, inflammation/infection, sensory perception, mobility, fluids, and perioperative care. Nursing skills are introduced in a simulated laboratory and reinforced on a medical-surgical clinical unit.

Nursing 200 – Introduction to Medical-Surgical Nursing (12 credits)

Introduction to Medical-Surgical Nursing is taught to the entire class in the second semester. This clinical nursing course focuses on the concepts of fluid/electrolytes, mobility, perfusion, digestion, metabolism, cellular regulation, and immunity in acute and chronic medical-surgical patients. Clinical experience provides students with opportunities to care for patients in the medical-surgical and orthopedic care settings.

Nursing 201 – Community Nursing (3 credits)

Community Nursing is a six-week course taught to the entire class in the summer session. This course introduces the student to practical approaches of supporting patients in the community. The student explores the obstacles experienced by at-risk community patients that hinder compliance with treatment plans. The student also identifies strategies and outcome measurements which reflect the patient's ability to assume a greater responsibility for their health care. Clinical experiences introduce students to health care in the community.

Nursing 300 – Critical Care Nursing of the Adult (8 credits)

Critical Care Nursing of the Adult exposes the student to the care of the acutely ill patient in critical care nursing units. The theoretical portion of the course advances the student's understanding of the concepts of perfusion, acid-base balance, oxygenation, immunity, and metabolism in relation to complex critically ill patients. Concurrent clinical experience is provided in the critical care units and monitored step-down areas of various hospitals. Clinical experiences are planned in other settings to expose the student to the role of the nurse in acute, outpatient and community centered health settings with this population

Nursing 301 – Maternal-Child Health (5 credits)

Maternal-Child Health provides the student with an introduction to the developing family and the acute and chronic stressors that impact system stability. Theory and concurrent clinical experience relate to pregnancy, labor and delivery, post-partum care, care of the neonate, and selected pediatric illnesses according to developmental stage and an overview of women's health. Students are provided with the opportunity to apply the nursing process in a variety of settings with this population to gain an understanding of the role of the nurse

in the three levels of prevention. Primary clinical experiences are provided in a maternity nursing unit, an inpatient pediatric unit, and various community agencies.

Nursing 302 – Nursing Care of the Client and Family in Crisis (5 credits)

Nursing Care of the Client and Family in Crisis focuses on the concepts of intracranial regulation, coordination and collaboration of care, psychosocial, stress, coping, self, and cognition. Major mental illnesses, drug, and alcohol abuse/addiction, neurological, trauma, liver and burns are featured content. Primary clinical experiences are provided in an adult mental health unit and the emergency department. Experiences are provided in various agencies.

Nursing 400 - Integration into Professional Practice (5 credits)

Integration into Professional Practice focuses on the concept of health care delivery and health team collaboration with emphasis on leadership, management, organization and delegation of care. This course includes NCLEX preparation activities designed to identify strengths and remediate weaknesses as the student prepares for the licensure examination. The clinical experiences will be provided in various nursing units of the hospital. Students will have the opportunity to have a multiple patient assignment and to work closely with the registered nurses as part of the health care team.

College Course Descriptions: Geneva College – Portage Learning

BIOD 151 Essential Human Anatomy & Physiology I w/ Lab (4 credits)

A systematic integration of the structure and function of the cells, tissues, organs, and systems of the human body. The systems discussed are the respiratory system, digestive system, skeletal system, axial and appendicular musculature, endocrine system, and the integumentary system. This course also includes an overview of basic anatomical terminology, cell composition, and a discussion of the cellular membrane. Modules include discussions of anatomy and physiology of the individual systems as well as common pathology and treatments associated with each. The laboratory component of this course is delivered using virtual labs and interactive simulations with detailed instruction and demonstrations from an experienced instructor.

BIOD 152 Essential Human Anatomy & Physiology II w/ Lab (4 credits)

A continued systematic discussion of the anatomical and physiological systems within the human body. The systems discussed are the nervous system and the special senses, circulatory system, reproductive system including discussions of mitosis/meiosis and heredity, and the urinary system with a discussion of fluid and electrolyte balance. Modules cover the common pathology and treatments associated with each of the systems outlined above. The laboratory component of this course is delivered using virtual labs and interactive simulations with detailed instruction and demonstrations from an experienced instructor.

BIOD 171 Essential Microbiology w/ Lab (4 credits)

A systematic examination of the microbial world, with an emphasis on pathogens. Topics covered include morphology, physiology, and genetics as well as the metabolic and enzymatic reactions associated. Strategic techniques for the growth, isolation and visualization of microbes are included as are microscopic and diagnostic methods. The causative agents and treatment strategies of various pathogens are emphasized. Viral composition, replication and the associated disease states are also covered in detail. The laboratory component of this course is delivered using virtual labs and interactive simulations with detailed instruction and demonstrations from an experienced microbiologist.

PSYC 101 General Psychology (3 credits)

An introduction to the scientific study of behavior and a systematic presentation of its basic concepts and methods.

PSYC 140 Developmental (Lifespan) Psychology (3 credits)

This course studies human growth and development across the lifespan. From conception to death, physical, cognitive, and socioemotional development is examined. Key developmental theorists and theories are integrated throughout the course as well as developmental milestones across the lifespan. Research methods in developmental psychology are addressed explicitly and are also addressed alongside each major research study and theory discussed. This course includes discussion on current issues such as child obesity, younger menarche, and adults caring for children and parents. Thus, this course addresses classic developmental theories and research as well as provides an overview of current developmental topics across the lifespan.

College Course Description: Penn State University

Introduction to Nursing Informatics (NURS 357) - 3 Credits

NURS 357 is an introduction to nursing informatics focusing on technology applications to the nursing profession. This course provides a broad overview of nursing informatics and the various applications of informatics principles in the healthcare setting. Students will explore the data-information-knowledge-wisdom paradigm of informatics and gain an appreciation of how informatics principles contribute to nursing knowledge and practice. Students will assess personal informatics competencies and set goals for building informatics skills, and explore future trends in healthcare technologies.

College Course Description: Westmoreland County Community College

Law and Ethics for Healthcare (HCM 165) - 3 Credits

This course introduces students to complex legal, moral, and ethical issues. Students use Law & Ethics for Healthcare as a guide to help resolve the many legal and ethical questions that they will be confronted with daily. Upon completion of this course students will have a foundation of Law and Ethics, legal issues for health care professionals and also deal with social and interpersonal health care issues.

Section II

Admissions Policies

Program Admissions Policy

Policy Statement

The Allegheny Health Network (AHN) Schools of Nursing strive to provide an open, inclusive, and supportive academic setting. AHN Schools of Nursing recognize that students come from diverse backgrounds and life experiences. We welcome the benefits that a diverse study body can bring to the program and the nursing profession. Therefore, the AHN Schools of Nursing use a holistic approach to student admission. This holistic approach utilizes both quantitative and qualitative criteria to evaluate an applicant for admission.

Applicants to the School of Nursing must meet established criteria for acceptance and program enrollment. Current admission criteria and procedures are published on the school website. All applicants must be able to perform the essential functions of a nursing student with or without reasonable accommodation. Criminal background and record clearance, child abuse clearance and fingerprinting, urine drug screen and immunizations are required as a condition of enrollment. Applicants must be citizens of the United States or have Permanent Resident status with the United States Immigration and Naturalization Service.

Policy Purpose

The purpose of this policy is to provide guidelines for prospective applicants regarding the application, acceptance and enrollment process. It is the policy of the AHN Schools of Nursing to provide equal educational opportunity according to academic qualifications without discrimination on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military/veteran status or any other legally protected group status.

Criteria for Admission

1. **Academic**

In accordance with the Commonwealth of Pennsylvania Professional and Vocational Standards- State Board of Nursing Section 21.01, applicants shall have completed work equal to a standard high school course with a minimum of 16 units:

- English – 4 units
- Social Studies – 3 units
- Mathematics – 2 units (1 unit of Algebra required)
- Science – 2 units with a related laboratory (Biology and Chemistry preferred)

If the applicant does not meet the standard high school science requirements, they will be required to complete two science courses with related laboratories before being considered for admission.

In lieu of a High School diploma, a certificate of completion of a general educational development (GED) will be accepted. An original copy of the GED certificate is required.

2. **Standardized Testing**

Applicants to the AHN Schools of Nursing are required to submit standardized testing scores as part of the application process. Applicants may choose to submit SAT/ACT scores OR an Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) composite score for consideration of admission.

Certain applicants are exempt from standardized testing requirements. Those exempt include:

- Applicants with a Bachelors Degree or above.
- Applicants with a current active LPN license

SAT/ACT Examination Scores

- Applicants who receive the following SAT or ACT scores will be considered for expedited acceptance.
- An SAT score of 1020 OR
- An ACT composite score of 20
- SAT or ACT scores must be within five years of application date.

Applicants who achieve either an SAT or ACT score that is below the minimum recommended score will be considered for admission based upon additional information provided to the School of Nursing Admissions Committee. Applicants may be advised to take the ATI-TEAS.

ATI TEAS Test

- The ATI-TEAS is a national standardized test that assesses an individuals' overall academic preparedness for a health science program.
- There are four sections to the test including reading, math, science and English and language usage. Each section must be completed to obtain a total adjusted individual score.
- TEAS Scores within five years of application will be accepted.

ATI TEAS Scores

- Applicants who achieve a composite score of 62% or above will be considered for expedited acceptance.
- Applicants who achieve a composite score between 58.7% and 61.9% will be considered for admission based upon additional information provided to the School of Nursing Admissions Committee.

Test of English as a Foreign Language (TOEFL)

A foreign educated student for whom English is a second language must submit an official score report from TOEFL®, Test of English as a Foreign Language, (https://www.ets.org/toefl.html. Applicants must score a minimum overall of 65 on the internet-based test (TOEFL iBT®), and each category must demonstrate at least low intermedia level of proficiency.

Application Procedure

1. **Complete the application for admission**.

- The application is located online on the AHN Schools of Nursing official website.
- Complete all elements of the application.
- All applications require a $50 non-refundable fee. Applications will not be processed until the required fee has been submitted.
- The application fee will be waived for individuals who attend an AHN School of Nursing Information Session or for those who provide an approved fee waiver.

2. **Submit SAT/ACT or ATI TEAS scores.**

- SAT or ACT scores should be sent directly from the College Board/ACT Inc. to the admissions office.
- ATI TEAS testing is offered on the campus of AHN Schools of Nursing. Applicants may register by contacting the admissions office.
- Testing may also be completed at an alternative testing center. Scores from alternative testing centers should be sent from ATI to the admissions office.

3. **Submit Required Transcripts and Proof of Eligibility to Study at the Post- Secondary Level.**

- Submit an official copy of High School Transcript including required course work and date of graduation.
- Official transcript must be sent directly to the admissions office from the secondary school.
- Secondary school must be recognized as an approved provider in the state in which the secondary school is located.
- In lieu of a High School diploma, submit an original copy of the GED certificate with test scores.
- Post-secondary education transcripts
- Official transcripts must be submitted for all prior post-secondary education that was completed. This includes any college, university, nursing, technical and/or vocational program.
- Transcripts must be sent directly to the admissions office from the institution.

Foreign educated students are required to submit an official foreign transcript evaluation (General Evaluation with GPA) from a National Association of Credential Evaluation Services (NACES®) approved provider. (https://www.naces.org/members)

- Evaluations should be sent to the AHN Schools of Nursing Admissions Office by the provider.
- Evaluations should include all international documents (transcripts, marksheets, certificates, examination results, etc.)

- Foreign university, college, and/or high school transcripts that have not been evaluated by an approved NACES® provider will not be accepted for use in the admissions process.

4. Submit additional requirements as requested by admissions office.

- Reference: One reference addressing prompts regarding the applicants' abilities. Format provided by the admissions office.
- Personal Statement/Essay: Completion of specific essay prompts. Format provided by the admissions office.

LPN Advanced Standing

LPN applicants who seek an advanced standing option should complete the following in addition to the above admission requirements to be considered:

1. Current practical nursing license number for verification.
2. One professional reference completed by their direct supervisor or manager.
3. Resume highlighting current professional nursing experience.
4. A minimum score of level 2 on the ATI Nursing Fundamentals Proctored examination.

Admission Process

The admissions office will complete an initial review of the applicant's file after the receipt of a completed application and application fee. Following the initial application, an official correspondence will be sent to guide the applicant toward final completion of the application process.

Following submission of all required documents, a review of the applicants file will be completed by the admissions coordinator. Applicants may be offered expedited admission OR receive a request for additional information to be reviewed by the admissions committee.

Application Deadline

All required documents must be received prior to the posted application deadline to be considered for the semester start.

Offer of Admission

An applicant who meets all admission criteria will be notified with an official acceptance letter/correspondence from the admissions office.

An applicant who does not meet all the established admission criteria and is not accepted into the program will be notified with an official rejection correspondence from the admissions office.

Deferment

Any applicant who has accepted admission and chooses to defer may do so for one additional start date. Any applicant deferring for a second time will require a new application.

Post Admission/Enrollment Requirements

To confirm enrollment, the accepted applicant must pay the required non-refundable $100.00 fee prior to the stated deadline.

Enrollment is contingent upon successful completion of the required financial aid, academic, health, and compliance policy requirements. Failure to complete by the appropriate deadline will result in forfeiture of enrollment.

Enrollment is contingent upon successful completion of the following:

1. Completion of Criminal History clearances

- Child Abuse History Clearance from Department of Human Services
- Pennsylvania State Police Criminal Record Check (PATCH)
- FBI Fingerprint clearance

· Clearances must be current, within 6 months of program start and/or re-start.

· Any prospective student with has any type of criminal record and/or conviction will have their records reviewed by school administration.

·**Students should be aware that certain felony convictions may make them ineligible for enrollment and/or subsequent licensure and eligibly as a registered nurse**. The Pennsylvania State Board of Nursing reserves the right to deny licensure based upon an individual's criminal history, even if that individual has completed the nursing program.

2. Completion of all health required health screenings and immunization requirements (refer to Compliance Policy):

- Physical examination
- Immunizations and/or Titer requirements: (MMR, Varicella, Tdap, Hepatitis B and Tuberculin skin test)
- COVID-19 series, booster and seasonal Influenza vaccinations are highly recommended, but not required. Documentation of current vaccinations or declination may be required.

3. Completion of urine drug screening:

- Urine drug screen must be completed within 4 weeks prior to program start:
  - Cocaine
  - Amphetamines
  - Methamphetamine
  - Barbiturates
  - Benzodiazepines
  - Opiates
  - Phencyclidine

- Oxycodone
- Methadone
- Marijuana/THC

4. Completion of Basic Life Support (BLS) healthcare provider training:

• Certification in CPR which include adult, child and infant resuscitation and automatic external defibrillator (AED) training.

5. Obtain professional liability insurance.

6. Attend mandatory pre-enrollment and orientation sessions.

Transfer of Credit Policy

It is the policy of the AHN Schools of Nursing to accept transfer credit for newly admitted students. Transfer of college/general education credits will only be considered prior to admission to the nursing program. Students admitted and currently enrolled in courses at the AHN Schools of Nursing are required to take general education courses offered by the schools' specific academic college and university partnerships.

Policy Purpose
To provide students with guidelines for transfer of credit at the time of admission and for periods of disenrollment from the AHN Schools of Nursing

Policy Guidelines

1. To be eligible for transfer, students must provide an official transcript with evidence of course completion and grades from college and/or university for consideration. A course must be comparable in content, credit(s) and/or contact hours. Course descriptions and syllabi may be required to determine whether courses are acceptable for transfer. Acceptable substitutes for required courses are determined by academic partners.
2. Courses for transfer must meet the following criteria:
   - Courses must be completed at an institution accredited by a regional or national accrediting association for colleges and universities.
   - A Grade of "C" or better attained in the course.
   - Anatomy and Physiology I & II and Microbiology must have been completed within five years of prospective admission.
   - Anatomy and Physiology I & II and Microbiology must have a laboratory component to be considered for transfer.
   - Nursing courses from other schools of nursing will **NOT** be accepted for transfer.
3. Those who have previously completed a certification/licensure program, bachelors, or master's degree in a science or medical field may petition for transfer of general education courses if the course falls outside of the established acceptance time-period. Students should complete the "*Transfer Credit Exemption form*" which can be requested from the School of Nursing registrar office.
4. LPN students who meet the minimum qualifications will be eligible to transfer 12 nursing credits from prior learning for advanced standing placement.
5. High school and college and/or university transcripts from a foreign country must be translated and evaluated for U.S. course equivalency by a translation and evaluation service acceptable to the AHN Schools of Nursing. Cost for this service is the responsibility of the applicant.
6. Any transfer of credit granted to the student will be considered attempted and earned prior to admission. The transfer of credit will not apply to the student's overall grade point average (GPA). The student will be notified of acceptance of credits prior to the start of the program.
7. During enrollment students are required to take general education courses from the following academic partnerships:
   - Students attending the Citizens School of Nursing campus may take courses offered by Westmoreland Community College, Geneva College-Portage Learning Division, and Pennsylvania State University.
   - Students attending the Western Pennsylvania Hospital School of Nursing campus will take courses offered by Pennsylvania Western University Clarion.
8. The AHN Schools of Nursing provide no guarantee that credits earned while enrolled will transfer to another educational institution.

Re-Admission and Internal Transfer Policy

Policy Statement:

The AHN Schools of Nursing provide an opportunity for students to apply for readmission or internal transfer. Former students who have violated AHN Schools of Nursing policies including but not limited to, the Student Civility and Standards of Conduct policy, Drug-Free Environment Policy, Academic Integrity policy or other relevant Allegheny Health Network policies may not be eligible for readmission or internal transfer. Students who have been academically terminated from one AHN School of Nursing will not be eligible for re-admission to another.

It is at the discretion of the AHN Schools of Nursing Director to deny readmission or transfer to any former student who has violated such policies, a student who was involuntarily withdrawn or a student who demonstrated overall poor academic attendance and/or performance.

Students in good academic standing may also apply for internal transfer from school to school and/or program option.

Policy Purpose:

To provide guidelines that the disenrolled student is expected to follow to successfully apply for readmission, the process of readmission that students are expected to follow, or to apply for internal transfer to another AHN School of Nursing program.

Policy Guidelines

Readmission Procedure:

To be considered for readmission, students must be meet the following:

1. Satisfaction of all financial obligations from previous enrollments, with a balance of $0.00 at the time of readmission. Students who receive the Nursing Student Loan must be current in all payments.
2. Completion of the readmission application located in the student portal.
3. Along with the readmission application, the applicant must submit a personal reflection statement to program administration outlining personal development, as well as strategies to improve their academic success.
4. Students readmitted to the program must meet with the Assistant Director or Student Success Nursing Coordinator prior to the start date of the returning term/semester.
5. Mandatory completion of the compliance requirements including health screening, drug screening, and criminal background clearances.
6. The student is eligible for readmission within one year from start of the last semester enrolled. If the student fails to return within one year, they will be required to start the program it is entirety.
7. Should a student be required to repeat a course:

a. Repeating a course is defined as full participation in all class, clinical and lab activities as outlined in the class/clinical attendance policies.
b. All course specific evaluative methods will be required to be repeated.
c. A repeat course grade is the prevailing grade for the progression decisions.
d. Payment of full tuition and related fees is required for all repeated nursing courses.
e. Federal regulations regarding repeating courses may impact financial aid.

Internal Transfer Procedure:

To be considered for transfer, the student must meet the following:

- Students in good academic standing:
  1. Completion of the transfer application at least 30 days prior to the end of the semester (last day of class) in which they are enrolled.
  2. Satisfaction of all financial obligations from previous school enrollment with a balance of $0.00 on the time of transfer.
  3. Students may only apply for internal transfer between schools and program options one time.

- Students seeking transfer following withdrawal or academic dismissal:
  1. Students who wish to transfer following a withdrawal or academic dismissal should follow the readmission procedures outlined above.
  2. Upon approval of transfer:
     - Required general education courses may be transferred between schools and will be identified as transfer credit.
     - Earned nursing credits MAY be eligible for transfer based upon the students' individual curriculum/program start and course completion.

Section III

Academic Policies

Family Educational Rights and Privacy Act (FERPA) Policy

POLICY STATEMENT
The Family Educational Rights and Privacy Act of 1974 (commonly referred to as FERPA or the Buckley Amendment) is designed to protect the confidentiality and maintenance of educational records as well as permit student access to their records to assure the accuracy of their contents. FERPA allows students certain rights with respect to their educational records.

As a recipient of Title IV funding from the U.S. Department of Education, the School of Nursing is subject to the Family Rights and Privacy Act (FERPA). The Citizens School of Nursing maintains student records in accordance with FERPA. Under the act, directory information and the educational record are addressed. Directory information is addressed in this policy but is not protected information. The educational record, recognized as the student financial aid record and the student academic record are protected student information.

Policy Purpose
To provide information and guidelines regarding access, maintenance and rights to student educational records.

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

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

a. Sole possession notes or private advising notes created by faculty
b. Law enforcement records
c. Medical/psychological treatment records
d. Alumni records
e. Directory information

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

Directory Information WILL NOT include the following:

a. Race
b. Gender
c. Social Security Number
d. Grades
e. GPA
f. Country of citizenship

g. Religion

3. Legitimate Educational Interest:

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

a. The Director and Assistant Director at the Citizens School of Nursing may have access to student records

b. Financial aid records may be accessed by the Director, Assistant Director, Financial Aid Director, Financial Aid Officer, Student Accounts and Registration Coordinator, and those individuals with written administrative approval to carry out a specific purpose or project for the school

c. Academic records may be accessed by the Director, Assistant Director, Admissions Coordinator, Administrative Coordinator, Student Accounts and Registration Coordinator, and those individuals with written administrative approval to carry out a specific purpose or project for the school

Policy Guidelines

1. Student academic records are maintained by the Admissions Coordinator, Student Accounts and Registration Coordinator and Administrative Coordinator in locked files, in a locked office. The Admissions Coordinator, Student Accounts and Registration Coordinator and Administrative Coordinator maintain security and access of all admission, and educational records of Citizens School of Nursing students. The student's financial aid record is maintained by the Financial Aid Director, Financial Aid Officer and Student Accounts and Registration Coordinator in locked files, in a locked office. Additionally, student admission, academic and financial aid documents are access secured on the School of Nursing shared drive and password protected in the student document portal, Campus Cafe.
2. Students at the Citizens School of Nursing are notified of their rights under FERPA when confirming enrollment to the program. At this time, students are asked to sign a FERPA waiver (refer to FERPA waiver attachment). The signed waiver from each student is scanned to the student document portal.
3. Students at the School of Nursing are notified of their rights under FERPA during new student orientation day and via the Student Handbook.

4. Students at the Citizens School of Nursing have basic rights under FERPA. Students have the right to:
   a. Inspect and review their educational records
   b. Right to limit disclosure of "personally identifiable information" known as directory information
   c. Request to amend their educational record
   d. File a complaint with the Department of Education concerning an alleged failure by the Citizens School of Nursing to comply with FERPA. FERPA concerns can be communicated to:

      Family Compliance Office
      U.S. Department of Education
      400 Maryland Ave, SW
      Washington, DC 20202-4605

5. No one outside the Citizens School of Nursing may have access to student records nor will the School of Nursing disclose any information to outside agencies without obtaining written consent from the student.
6. EXCEPTIONS to the above limitations of student record access permitted by the FERPA Act include the following: officials of other institutions in which the student seeks to enroll, persons or organizations providing student financial aid, accreditation agencies carrying out their accreditation function, persons carrying out a judicial order or subpoena, and persons in an emergency to protect the health or safety of students or other persons.
7. Students may review their personal record by making a written request to the Director or Assistant Director of the School of Nursing. Access to their record will take place within five (5) business days of their request. If a student believes that their academic or clinical record contains information that is inaccurate or misleading, they can discuss the matter with the administration.
8. Under FERPA, a school may disclose the following categories of public or "directory" information for any purpose at its discretion: student name, addresses, telephone numbers, dates of attendance, class, date and place of birth, major field of study, awards from previous institutions, honors, diploma conferred, photograph, past and present participation in committees and student organizations. However, it is the practice at Citizens School of Nursing to release only the name, dates of attendance and diploma awarded as directory information in most circumstances.
9. In the event that a student has requested a meeting with a school administrator, and he/she wants to bring a parent or a designee to the meeting, the school administrator must be notified of the parent or designee attending the meeting at least 24 hours in advance. The parent or designee must provide a valid form of identification which must be presented for verification. In addition, the student will complete an update in the FERPA waiver form for the parent or designee in attendance.
10. In the event a student is represented by counsel, no school administrator/representative shall meet with that student unless Allegheny Health Network/AVH Hospital counsel is also present during the meeting.

FERPA POLICY ACKNOWLEDGEMENT DISCLOSURE

To grant consent to Citizens School of Nursing permissions to discuss and/or release your educational records protected by FERPA you must complete the requested information. Indicate each individual and type of records that can be released on this FERPA Policy Acknowledgments form. You may revoke and/or cancel these permissions at any time. Contact the Admissions Office to make any corrections to your FERPA Policy Acknowledgment.

STUDENT FERPA FORM

I hereby give Citizens School of Nursing permission to release the selected information to the individual(s) and/or organization(s) listed on this form. I understand that this release authorizes representatives of Citizens School of Nursing to release the selected information to the said individual(s) and/or organization(s) upon request.

CSON students are dually enrolled at Geneva Portage Learning and/or Westmoreland County Community College and there may be times where it is necessary to discuss academic and/or financial aid information between the two institutions.

Student Signature: Date:

- ***Admissions*** *–date of acceptance, enrollment date, admission documentation, contact information, etc.*
- ***Financial Aid/Student Accounts*** *- Financial aid documents, financial aid eligibility, student account statement, payment plans, etc.*
- ***Academic*** *– enrollment status, transcripts, grades, schedule, etc.*
- ***Emergency Contact*** *– only used in case of an emergency. FERPA information will not be released unless otherwise indicated by the student.*

Student Signature: _____ **Date:** _____

- ***Admissions*** *–date of acceptance, enrollment date, admission documentation, contact information, etc.*
- ***Financial Aid/Student Accounts*** *- Financial aid documents, financial aid eligibility, student account statement, payment plans, etc.*
- ***Academic*** *– enrollment status, transcripts, grades, schedule, etc.*
- ***Emergency Contact*** *– only used in case of an emergency. FERPA information will not be released unless otherwise indicated by the student.*

	Individual/Organization's Contact Information
Name:	
Address:	
Phone:	
Email:	
Relations:	

(Place an "X" next to those that apply)

Admissions	Academic	Fin. Aid/ Stud. Acts.	Emergency Contact

	Individual/Organization's Contact Information
Name:	
Address:	
Phone:	
Email:	
Relations:	

(Place an "X" next to those that apply)

Admissions	Academic	Fin. Aid/ Stud. Acts.	Emergency Contact

	Individual/Organization's Contact Information
Name:	
Address:	
Phone:	
Email:	
Relations:	

(Place an "X" next to those that apply)

Admissions	Academic	Fin. Aid/ Stud. Acts.	Emergency Contact

Satisfactory Academic Progression (SAP) Policy

Policy Statement:
The AHN Schools of Nursing (Citizens and Western Pennsylvania Hospital School of Nursing) monitor satisfactory academic progress in accordance with federal guidelines to ensure that all students are meeting the necessary requirements for progression to completion and eligibility for federal financial aid. Each student must satisfactorily meet specified criteria to progress through the nursing program.

Policy Purpose:
To serve as a guide for students regarding the academic standards required to progress in the nursing program, remain eligible for federal financial aid, and complete program requirements.

Policy Guidelines:

Credit Hours

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

- One (1) credit hour is equivalent to 15 hours of didactic instruction.
- One (1) credit hour is equivalent to 30 hours of laboratory instruction.
- One (1) credit hour is equivalent to 45 hours of clinical instruction.

Qualitative Aspects of Academic Standing

1. The AHN Schools of Nursing define an acceptable grade point average (GPA) standard of satisfactory academic progression as a minimum GPA of 2.0 (C or better) and a satisfactory clinical performance evaluation. All passing grades will be considered credits attempted and earned toward the overall GPA. All failing grades will be considered attempted credits toward the overall GPA.
2. One failed grade during enrollment in the AHN Schools of Nursing will result in an academic dismissal from the program with possible return (*refer to School of Nursing Readmission and internal transfer policy*). If a clinical failure occurs within the semester, the student will not be permitted to remain in the failed course. The student has the option of completing their non-nursing college courses if enrolled during the semester.
3. Students will receive an official grade report at the end of each semester. Students failing to meet standards of satisfactory academic progression will be notified in writing of their program progress status.

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

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

3. A student receiving a failure in theory may still earn quality points for the failing grade according to the Grade Point Equivalent (GPE) scale.
4. A student receiving an overall unsatisfactory in clinical performance will result in a clinical failure and will not earn quality points toward the GPA. If the clinical failure occurs prior to the term/semester end, the student will not be permitted to continue in the nursing course and will be dismissed from the program.
5. Should a student repeat a course due to withdrawal or failure, the most current achieved grade and quality points will factor into the GPA. The prior course attempt and grade will remain on the student's transcript but will not factor into the overall GPA.
6. During enrollment, general education courses taken with current AHN Schools of Nursing college/university affiliates will be calculated in the term and overall GPA. The grading system from the affiliated college/university will be followed. All students must attain a "C-" or above in all non-nursing courses to progress in the program.
7. Transfer credit hours accepted from another institution will be counted as attempted and earned credit for program completion. Transfer credit will not be calculated into the GPA.
8. A grade point average (GPA) is computed each term and cumulatively. The grade point average is computed by:

    - Multiplying each grade point equivalent by the number of credits for the corresponding course.
    - Adding the products and dividing by the sum of credits.

Grade	Quality Points	Percentage	Grading Scale
A	4.0	93-100%	Excellent
B	3.0	85-92%	Very Good
C	2.0	78-84%	Good
D	1.0	71-77%	Fail
F	0.0	Below or equal to 70%	Fail
I		Quality Points attempted. No credits earned until successful completion.	Incomplete
Clinical Failure	0.0	Quality Points attempted but none earned – affects GPA	
W (Withdraw) WP (Withdraw Pass)		No Quality Points attempted or earned. Does not affect GPA. Affects pace to program completion time.	

WM (Withdraw Medical) Nursing Courses			
WF (Withdraw Fail) Nursing Courses	0.0	Quality Points attempted. No credits earned until successful completion. Affects pace to program completion time.	
W (Withdraw) College Courses		No Quality Points attempted. Does not effect on GPA. Affects pace to program completion time.	
TC (Transfer Credit)		Quality Points attempted and completed for graduation purposes only. Does not affect GPA. Does not affect pace to program completion time.	

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

Definitions of Progression

1. **Incomplete**

- A student has the option to apply for a course "Incomplete" if there are extenuating circumstances, beyond the control of the student, that legitimately prevent completion of the required course work by the end of a term in which the student is enrolled.
- Authorization for a course "Incomplete" may only be approved by the Director or Assistant Director.
- Students must complete all relevant course work by the beginning of the next scheduled term, or the end of the academic year for the summer term.
- Should a student fail to complete course work by a designated deadline, the incomplete grade will be converted to a "Fail" on the transcript.
- Incomplete courses that convert to a "Fail" will affect pace to program completion time.

2. **Withdrawal**

A student who wishes to voluntarily withdraw after the stated add/drop period.

a. **Procedure**
   - Students who choose to withdraw from a course and/or the program must complete a Withdrawal Request Form and submit it to the Director or Assistant Director.
   - Students who withdraw from a course(s) are subject to financial obligations to the school. Students should consult with the Director of Financial Aid, the Financial Aid Officer and/or Coordinator of Student Accounts and Registration regarding their student account.
   - Grades are calculated on the date of the withdrawal. A grade of WP (withdraw pass) or WF (withdraw failure) will be assigned by the course chairperson.

- At the time of withdrawal, students will be evaluated on an individual basis to determine an appropriate progression plan.
- A student may only withdraw one time during the program.
- A student who has withdrawn may be eligible for readmission to the program (*Refer to Readmission and internal transfer policy)*.

3. Medical Withdrawal

A student who has a medical condition that prevents them from regularly attending class or clinical may request a medical leave withdrawal.

a. Procedure

- Students must submit documentation to the Director or Assistant Director from a physician outlining an estimated length of medical absence and expected date of return.
- A medical withdrawal (WM) will be noted on the transcript regardless of the grade earned at the time of medical leave.
- A student may only have one medical withdrawal during the program.
- A student who has a medical withdrawal will be eligible for readmission to the program (*Refer to Readmission and internal transfer policy*).

4. Involuntary Withdrawal

A student who has failed to participate in any academic activity for a period of fourteen days will be involuntary withdrawn from the program.

a. Procedure

- Students will receive an email from the Director or Assistant Director that the student has not attended for the previous fourteen-day period.
- The student will be provided with the opportunity to attend activities within the next seven days. Should the student fail to attend, they will be involuntarily withdrawn from the program.
- Grades are calculated on the date of the withdrawal. A grade of WP (withdraw pass) or WF (withdraw failure) will be assigned by the course chairperson.
- Students who withdraw from a course(s) are subject to financial obligations to the school. Students should consult with the Director of Financial Aid, Financial Aid Officer, and/or Coordinator of Student Accounts and Registration regarding their student account.
- Readmission to the program for those who had an involuntary withdrawal is at the discretion of the Director (*Refer to Readmission and internal transfer policy*).

Student Academic Status:

1. Dismissed

The following will result in an academic dismissal from the program:

- A student who has failed to achieve the minimum passing nursing theory grade of a "C" or above.
- A student who has failed to achieve a clinical or laboratory rating of Satisfactory.
- A student who has failed to achieve the minimum passing grade of "C-" in non-nursing course.

a. Procedure

- At the time of academic dismissal, students will be evaluated on an individual basis to determine an appropriate progression plan.
- A student who has an academic dismissal may be eligible for readmission to the program (*Refer to Readmission and internal transfer policy*).

2. **Terminated:**
   The following will result in an academic termination from the program:
   - A student who has failed to progress twice during the program due to academic dismissal or withdrawal.

   A Student who has been terminated is not eligible for readmission and/or transfer to the AHN Schools of Nursing

Program Enrollment and Pace

1. While withdrawn or dismissed from the AHN Schools of Nursing students may continue to enroll in non-nursing college courses. During the time of withdrawal or dismissal, students are not considered enrolled as an AHN School of Nursing student.
2. Non-nursing courses taken during this time will be considered as transfer credit and will not factor into the overall GPA or pace to program completion.
3. All students must complete the nursing program within 150% (allotted time and one half) of normal program length time from the enrollment in their first nursing course. This allows only one stop in progression throughout the program.

Academic Probation

Any student not meeting the required aspects of satisfactory academic progression will be placed on academic probation. Academic probation is a formal notification for the student to correct academic issues related to GPA to meet graduation criteria and remain eligible for federal financial aid. All students placed on academic probation will be required to meet with the AHN Student Success Nursing Coordinator or designee for academic advisement.

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

Academic Honors and Recognition

Policy Statement

The AHN Schools of Nursing recognizes the value of scholarship and excellence in academics and encourages students to reach high levels of achievement.

Policy Purpose

To recognize the academic achievement of students and promote the value of scholarship and excellence throughout the duration of the nursing program.

Policy Guidelines:

A. End of Term/Semester Recognition

At the completion of each term/semester, students will be recognized for academic achievement based upon the GPA. Eligible students will receive a certificate of recognition for the following:

- High Honors - GPA of 3.5 to 4.0
- Honors - GPA of 3.0 to 3.49

B. Graduation with Honors

At the end of term/semester, second year students may be eligible for graduation with honors. Criteria required for graduation with honors include:

- A cumulative GPA of 3.0
- No more than five (5) total program clinical demerits

Those students eligible to graduate with honors will be provided with an official letter, certificate of achievement, and honor cords to be worn at the commencement ceremony.

Student Civility and Standards of Conduct

Policy Statement:

The Allegheny Health Network (AHN) Schools of Nursing (SON) expect all students to conduct themselves in a manner that is supportive of the mission, goals, principles, and objectives of the organization and nursing program. Through voluntary entrance into the nursing program, students assume responsibility of performance and behavior set forth by the AHN SON governing organization of Allegheny Health Network.

The goal of the AHN SON is to create a learning environment that is safe, respectful, productive, and inclusive for all individuals in which a quality teaching and learning experience can be provided. Students are accountable for abiding by classroom rules set forth in the course syllabus for learning opportunities, including conduct, participation, and communication in a respectful manner.

Policy Purpose:

To provide guidelines regarding civility and standards of conduct while enrolled as a student at an AHN SON.

Policy Definitions:

Civility - the demonstration of caring, courteous, considerate, and respectful behaviors toward others (Baker, Comer & Martinak, 2008). An authentic respect for others when expressing disagreement, disparity, or controversy (Clark, 2009).

Policy Guidelines:

The AHN SON considers the following behavior, or attempts thereof, by any student or student group, whether acting alone or with any other persons to be considered a violation of civility and appropriate standards of conduct:

1. Violation of Allegheny Health Network published policies, rules, and regulations (*Refer to AHN Standards of Conduct Policy*).
2. Disruption or obstruction of teaching in the classroom and/or clinical learning environment. This includes but is not limited to: excessive talking and laughing, persistent tardiness, leaving and returning to classes while in session, verbal outbursts, arguments, and the use of language that is vulgar or profane.
3. Interruption of administrative discussions, disciplinary proceedings, or school activities including public service and community functions
4. Physical abuse, verbal abuse, threats, intimidation, coercion, bullying, or conduct which threatens and endangers the health and safety of any person, and/or acts which are contrary to the civility and respect for others
5. Sexual misconduct, sexual contact without consent, sexual harassment or recording of sexual activityor sharing sexual content without consent of all parties involved
6. Conduct that is disorderly or disruptive on campus property that includes public intoxication, arguments in public areas, and language that is vulgar or profane

7. Harassment or bullying in an on-line or virtual environment including threatening and abusive messages. (*Refer to social media and technology policy*)
8. Attempted or actual theft of another individuals' personal items and/or damage to or vandalism of property
9. Unauthorized entry, use, or occupation of program facilities that are locked, closed, or restricted for use
10. Misuse of technology, including but not limited to: Accessing any system with another person's credentials; sharing login or confidential information
11. Possession of a weapon or other dangerous items that could lead to harm

A student who fails to observe or is in violation of the standards of conduct as described shall be subject to disciplinary action, up to and including dismissal from the nursing program. Disciplinary action will be based on the seriousness of the infraction or policy violation.

It is the policy of the nursing program to:

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

References:

Baker, S.D, Comer, D. R., Martinak, M.L. (2008). All I'm asking is for a little respect: how can we promote civility in our classrooms? *Organizational Management Journal*, (5) 65-80.

Clark, C.M. (2009). Faculty field guide for promoting student civility in the classroom. *Nurse Educator*, *34*(5):194-197.

RELATED POLICIES: *AHN Policies - Standards of Conduct*

Examination and Assignment Procedures

POLICY STATEMENT
The Allegheny Health Network (AHN) Schools of Nursing (SON) utilize examinations, quizzes, and assignments to evaluate student achievement of course outcomes and end-of-program student learning outcomes.

POLICY PURPOSE
1. To standardize a method for the administration of exams, quizzes, and assignments across the curriculum.
2. To provide expectations regarding exam and quiz attendance, scoring, and make-up procedures.

POLICY GUIDELINES

1. **Examination/Quiz Attendance**
   a. Students must take the exam or quiz on the scheduled date located on the course calendar:
      1. A student will receive a reduction of 7 percentage points of their total percentage earned for examinations or quizzes <u>not taken at the designated scheduled date and time.</u> This includes requests for early exams.
         Example: If a student achieves 40/50 resulting in an 80% on the exam, after the 7% deduction, the new percentage will be 73% or 36.5/50.

   b. For any anticipated exam or quiz absence, it is the responsibility of the student to notify the Course Chairperson within 24 hours before the scheduled date and time.

   c. It is the responsibility of the student to contact the Course Chairperson within 24 hours of the original examination or quiz date and time in order to reschedule. If the Course Chairperson is not contacted within 24 hours:
      1. The student will receive an additional 7% reduction of their total percentage earned (total 14%).
      2. The student will receive a score of zero for a quiz.

   d. A make-up examination or quiz must be taken within three (3) business days from the originally scheduled date and time. The Course Chairperson will determine the date and time of the make-up exam or quiz.

   e. If a student is absent from an exam or quiz due to approved medical excuse, jury duty, military duty, or bereavement, no reduction in the exam or quiz score will occur.

   f. If a student is late, the student will be given the following options:
      1. The student may complete the exam or quiz in the remaining time allotted. No additional time or extensions will be granted.
      2. If there is insufficient time to complete an exam or quiz, it will be rescheduled. The student will receive a 7% reduction of their total exam or quiz score.

2. **Prior to an Examination/Quiz**
   a. Students should download the exam/quiz from Examplify® prior to the designated start time.
      1. Students who do not download the exam/quiz prior to the designated start time will not receive additional time to complete it and will not be granted extended testing time.

   b. Students must ensure that laptop or tablet is appropriately charged for an exam/quiz.

   c. Students are expected to arrive at least 10 minutes prior to a scheduled exam/quiz.

   d. All students must wear their AHN employee or student School of Nursing (SON) identification (ID) badge to test.
      1. Any student not wearing their AHN ID badge will need to schedule a make-up examination or quiz. (*Refer to Exam & Quiz Make-up in Section A).*
      2. If a student does not have their ID badge and must re-schedule to take an exam or quiz, the student will incur a 7% deduction in the total score achieved.

   e. Students are <u>not permitted to have the following items</u> during an examination:
      1. Cell phones or smart watches are not permitted for use during an exam/quiz. This list of electronic devices is not all inclusive.
      2. Personal items including food and beverages.
      3. Hats, jackets, and clothing with hoods. These articles of clothing must be removed prior to an exam/quiz.

3. **During an Examination/Quiz**
   a. All exams/quizzes (regularly scheduled, make-up, and those with accommodations) will be proctored with a faculty member(s) present.

   b. If a student has a question or experiences a technology issue during the examination/quiz, it is the responsibility of the student to bring any technical issues <u>immediately</u> to the proctor's attention.

   c. Cell phones and smart watches must be turned off and placed facing up, on the desk/table in front of the student's laptop/tablet. If the phone or watch makes a sound or illuminates during the exam/quiz, the exam/quiz must be submitted immediately with the student earning the resulting exam/quiz score.

   d. Students may have the following items during the examination/quiz:
      1. The laptop or tablet utilized for Examplify® access and testing.
      2. A blank sheet of paper provided by the faculty.
      3. A pen or pencil.
      4. Calculators will be available upon request.

   e. After completing the exam/quiz:
      1. The student will upload their examination/quiz.
      2. The student should remain seated and raise their hand.
      3. Faculty will verify that upload of the exam/quiz was completed on the Examplify® platform.
      4. Students will quietly remain seated or be permitted to leave the classroom per the faculty proctor's discretion. Students will not be permitted to retrieve belongings

including the device used for testing (laptop/tablet) or return to the classroom until after the exam/quiz time has ended.

4. **After an Examination/Quiz:**
    a. Exam/quiz review will take place according to each course schedule once all students have taken the exam/quiz.
    b. Exam and quiz scores will be entered into D2L within three (3) business days of the scheduled exam or quiz.
    c. Exams and quizzes may not be repeated in a course for any reason.
    d. New examinations and quizzes will not be offered in a course to improve an exam or quiz score.

5. **Assignment Scoring**
    a. All non-exam assignments such as Active Learning Templates (ALTs), projects, papers, and presentations (list is not all-inclusive) will be evaluated and graded based upon the associated rubric.
    b. Rubrics will be provided to the students that outline required assignment elements and allotted points.

Attendance

Policy Statement

The administration and faculty of the Allegheny Health Network (AHN) Schools of Nursing (SON) believe that punctuality, attendance, and engagement in the learning process are essential determinants for students' success in class and clinical experiences. Therefore, student's class and clinical experience attendance will be monitored by the faculty.

Policy Purpose

To delineate student expectations for classroom and clinical attendance, the appropriate procedure for reporting absences and to provide guidelines for excused absences related to medical illness, jury duty, military/active duty and bereavement.

Policy Guidelines

The AHN SON are entities governed by Federal Student Financial Aid Regulations (law) and are required to monitor students for satisfactory academic progression in classroom and clinical experiences. Therefore, the course faculty will be responsible for monitoring class and clinical experience attendance. Clinical attendance is considered mandatory, excessive absenteeism from clinical experiences may result in course failure.

A. Classroom

1. Class attendance will be documented for every class session.
2. Attendance records will be reviewed by the Student Success Nursing Coordinator (SSNC) and Administration.
3. Should a student choose not to attend class, the student is responsible for obtaining notes from a classmate.
   - □ **NOTE:** Faculty will not provide one-to-one class sessions on content that a student missed.
4. Four (4) class absences will result in a referral to the SSNC and Administration for follow-up.

B. Clinical

1. Proper notification: Students should notify the clinical instructor of any expected absence or tardiness prior to the designated start time of the scheduled clinical experience. Notification must be to the instructor's office phone, email, or Remind message.
2. Students must be present for the entire clinical experience to receive credit for the day, otherwise they will be considered absent.
3. Any scheduled activity that is designated as a clinical experience and is missed by a student will be a clinical absence. Examples include clinical learning experience, simulation, laboratory, and/or competency (list is not all-inclusive).
4. Two (2) missed Clinical Connections will count as one clinical experience absence and the student will earn a clinical demerit.
5. A clinical conference make-up assignment will be determined by the clinical instructor. The Course Chairperson will collaborate with the clinical instructor and Administration as needed regarding the assignment.
6. Students with four (4) clinical absences within a course will result in failure of the course.
7. All clinical experience absences must be made up within the timeframe of the course. The date of make-up will be determined by the clinical instructor in collaboration with the student.
   a. Failure to attend clinical make-up equates to an absence and a clinical demerit.

C. Tardy

1. Arriving up to 15 minutes after the designated start time of a clinical experience is considered tardy. The following will result due to tardiness.
   a. All incidents of tardiness will be documented on the clinical evaluation form.
   b. Students who are tardy will receive verbal counseling.
   c. If a student is tardy greater than 15 minutes after the designated start time, the student will be dismissed from the clinical experience. This equates to a clinical experience absence.
   d. Four (4) tardy occurrences will result in a clinical failure of the course.

D. Clinical Demerit

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

Clinical Occurrence	Definition	Demerit(s) Earned
Clinical Absence	• Failure to attend clinical experience (clinical, laboratory, simulation) with proper notification to clinical instructor. • Two missed C*linical Connections* in the same course will count as one clinical absence.	1
No Call/ No Show (NC/NS)	• Failure to attend the clinical experience (clinical, laboratory, simulation) **AND** notify clinical instructor within the scheduled clinical experience.	2

3. Clinical demerits will be cumulative throughout the nursing program. The following actions will occur with student accrual of demerits.
   a. A notification letter from administration will be sent to any student who accrues six (6) clinical demerits, cumulative.
   b. Eight (8) demerits will result in dismissal or termination from the full-time nursing program option. Ten (10) demerits will result in dismissal or termination from the part-time nursing program option
   c. The course in which the final allotted demerit is earned will result in failure of the clinical component of that course.
4. Any clinical experience make-up does not eliminate accumulated demerits.
5. Students are responsible for tracking the accumulation of demerits.
6. Demerits will not be carried over if there is a dismissal from the nursing program. Upon return to the program, a student will begin with zero (0) demerits.

Excused Absences

The program recognizes certain absences for classroom, clinical and examinations as excused. Approved excused absences will not result in clinical demerits.

Vacations and social events **are not considered** excused absences. Students are advised not to make any personal or travel plans, including job interviews and training during clinical days.

1. **Medical**
    a. Students who experience a significant illness, medical emergency or hospitalization may be granted one (1) excused absence per semester for a medical occurrence.
    b. A medical excuse must be provided. Excuses for communicable disease must be documented with a positive test result from a medical provider. Home tests will not be accepted.
    c. Students may be required to do clinical make-up.

2. **Jury Duty/Court Subpoena and Military Service**
    1. In the event a student receives a subpoena to appear in court, is selected for jury duty or requires a leave for required military service, the student must meet with Administration to discuss the situation.
    2. The student must be able to provide a copy of the subpoena, court document or military orders prior to court appearance or military leave.
    3. Time off that is approved for military service or jury duty will not be counted toward a student's class and clinical experience absences. The student may be required to attend clinical learning make-up if deemed necessary by the clinical instructor.
    4. Voluntary traffic court appearance **does not** fall under the excused time-off.

3. **Bereavement**
    a. Time off from class or clinical experience will be granted for the death of a student's immediate or extended family member. Approved bereavement will not be counted toward a student's class and clinical experience absences. The student may be required to attend clinical learning make-up if deemed necessary by the clinical instructor.
    b. Immediate family is defined as a student's: mother, father, child, spouse, eligible domestic partner, stepmother, stepfather, and stepchild.
    c. Time off for bereavement must be taken within five (5) days for an immediate family member beginning from the date of death and ends with the service for the deceased.
    d. Extended family is defined as a student's: brother, stepbrother, sister, stepsister, grandparents (any generation), step-grandparent (any generation), parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, grandparent-in-law, or guardian.
    e. Time off for bereavement must be taken within three (3) days for an extended family member, beginning from the date of death and ends with the service for the deceased.
    f. Extenuating circumstances must be discussed with Administration.
    g. The School of Nursing Administration may request a copy of the death notice.

RELATED POLICIES: *Allegheny Health Network – Bereavement POL-6624141*

Academic Integrity Policy

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

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

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

1. **Definitions**
   a. Academic work: includes any paper, exam, essay, evaluation, project, or assignment, whether oral, in writing, in other media, in simulation, or in clinical
   b. Academic dishonesty: the "misrepresentation by deception or by other fraudulent means" of individual/group academic work
   c. Artificial Intelligence (AI): is technology that enables computers and machines to simulate human intelligence and problem-solving capabilities
   d. Plagiarism: the submission of material that has been, entirely or in part, copied from or written by another person, without proper acknowledgement. All material, including information from the Internet, anonymous material, copyrighted material, published and unpublished material, and material used with permission, must be properly acknowledged. Both of the following require recognition with a reference/footnote or some other standard format for recognition:
   a. Direct quotation – commonly identified by indentation, italics, quotation marks, or another standard format
   b. Indirect quotation – involves expressing an idea, concept, or interpretation that was obtained from another source

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

2. **Examples of Academic Dishonesty** (the following list is **not** all-inclusive):
   a. Plagiarism
   b. Submitting work purchased or acquired from another source, including another student.
   c. Aiding another student's academic dishonesty or collusion to allow work to be copied or shared.
   d. Copying or using unauthorized aids during exams or quizzes, including electronic devices
   e. Altering a grade or feedback from faculty
   f. Submitting false information regarding clinical experiences
   g. Forging, altering, or fabricating official school documents
   h. Impersonating another student either in person or electronically

i. Providing a false signature for attendance at any class

3. **Procedures**
   a. Incidents of suspected academic dishonesty violations shall be handled initially at the course level with the course instructor
   b. Course instructors are free to discuss the alleged violation informally with the student(s) thought to be involved. This should occur in a private manner.
   c. If a suspected violation occurs, this may result in penalty to the student(s) within the course The appropriateness of the penalty will be decided upon by the course faculty and administration relative to the violation committed. Examples of penalty may include, but are not limited to:
      - Verbal warning
      - Written warning
      - Re-submission of new/corrected assignment
      - Reduction or forfeiture of assigned grade for assignment or examination
      - Course failure
      - Program dismissal

Standardized Testing

Policy Statement
Standardized testing is mandatory and required for program progression. A specific proficiency level is not needed for program progression. Practice assessments as well as proctored standardized tests will be scheduled during selected courses. The practice assessments and standardized tests will help the student to identify what content they know as well as areas that require remediation. Remediation will be course dependent.

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

Policy Guidelines
1. Students will be assigned practice assessments in preparation for taking the standardized proctored tests. The practice assessments must be completed by assigned due dates.
2. Students are required to take assigned standardized proctored tests at scheduled times.
3. Students who do not take the scheduled proctored standardized test on the scheduled day and time will not be eligible to receive points (Refer to Examination Procedures and Non-Examination Grading Policy).

    a. Students who do not take the scheduled proctored standardized test within a course will not progress to the next or successive course.
    b. If absence from a proctored standardized test is anticipated, the student must notify the course chairperson 30 minutes prior to the scheduled examination.
    c. If an excused absence occurs due to approved jury duty, military duty or bereavement, points will be awarded upon completion of the proctored standardized test and remediation. (Refer to Examination Procedures and Non-Examination Grading Policy).

4. **Remediation**
    a. Students may be assigned mandatory remediation which will be course dependent.
    b. Remediation will be submitted to a designated course faculty member by an appointed due date and time.
    c. Students who do not complete the assigned remediation by the appointed due date will not earn points.
    d. The remediation must be completed to meet course requirements and for progression to the next or successive course. The remediation must be completed on or before the last day of the term.
5. It is the responsibility of the student to report any technical issues with the ATI platform at the time of the occurrence directly to:
    a. ATI (contact ATI first)
    b. Course Chairperson and Director via email (include specific detail and any screenshots).

    ATI Technical Support Hours: 8:00 AM – 8:00 PM (EST) Monday through Friday

    For technical support (student and faculty), please call 1-800-667-7531 or chat live at www.atitesting.com/contact

6. Points are earned based on completion of practice assessments by an assigned due date, time and within a defined maximum timeframe, proficiency levels on proctored standardized tests, and completion of remediation. Refer to guidelines and rubric provided for each specific course.

7. Points for the Comprehensive Predictor are based on a predicted probability of passing the National Council Licensure Examination-Registered Nurse (NCLEX-RN) on the initial attempt.

Academic Advisement Policy

Policy Statement

The availability of student support and academic advisement is an essential component of the AHN Schools of Nursing. Student support and advisement is aimed at assisting nursing students with the academic demands of the program. Additionally, support and advisement are integrated with the intent to enhance student retention, progression, and program success.

Policy Purpose

To outline the procedure for students who seek academic support and advisement as well as those who receive a referral for the Student Success Nursing Coordinator (SSNC).

Policy Guidelines

1. All students will be assigned a designated faculty advisor.
2. Students seeking additional academic support and advisement should discuss their needs with their designated faculty advisor. This may also include the content expert or course chairperson.
3. Referrals may be made to the Student Success Nursing Coordinator (SSNC) for additional support and advisement. Faculty should initiate communication with the SSNC via the AHN Schools of Nursing, SSNC referral form.
4. The SSNC may be consulted after the faculty has attempted advisement. Appropriate reasons for a referral include but are not limited to: advanced study skills, advanced test taking strategies, test anxiety, time management, poor attendance or a significant increase in absenteeism, consistent poor academic performance, multiple faculty advisement attempts, and/or newly discovered information that may impact student success.
5. Once a referral is received, the SSNC will contact the student to schedule an advisement session.
6. Students may also request a referral and/or meeting with the SSNC for additional support directly.
7. In the event the SSNC is not available, referrals will be directed to the respective Director.

Student Clinical Practice

Policy Purpose
To guide student nurses, as well as faculty and nursing staff working with students in clinical settings to maintain patient safety.

Guidelines/Procedures

1. Direct supervision by the faculty member or the RN preceptor is required for the activities listed below; direct supervision means observation of the **entire** process.
    a. All medication administration
    b. TPN (Total Parenteral Nutrition)
    c. Tracheostomy care
    d. IV infusion pump
    e. Small bore feeding tube insertion
    f. Indwelling urinary catheter insertion
    g. NG tube insertion

2. During a clinical experience, the student nurse is **NOT** permitted to do the following:
    a. Administer blood or blood products
    b. Administer tissue plasminogen activator (tPa)
    c. Administer chemotherapeutic or cytotoxic drugs
    d. Administer epidural analgesics
    e. Perform phlebotomy
    f. Insert an intravenous(IV) line
    g. Withdraw blood from a central line
    h. Titrate medications
    i. Perform dialysis
    j. Interpret and document cardiac rhythms
    k. Capillary blood glucose testing
    l. Administer patient controlled analgesia (PCA)
    m. Transcribe written physician orders
    n. Take verbal or telephone physician orders
    o. Independently initiate protocols that change care
3. Nursing Students may not witness any patient consent nor serve as the validating nurse witness for medication or any procedure that requires validation by two RNs. (refer to high alert medication policy)
4. Nursing Students may not perform any procedures that require specialized hospital-based education/competency assessment.
5. Nursing students may not perform a procedure for which the hospital/unit has a specialized team.
6. Unless serving as a student preceptor, RNs are not permitted to supervise Student Nurse medication administration.

Clinical Evaluation Policy

Policy Statement
Clinical evaluation is utilized throughout the program to assess students' clinical performance. A formative mid-term evaluation informs students of their progress to assist them with plans for improvement toward successful achievement of clinical outcomes. A summative term-end evaluation addresses achievement of clinical behaviors and recommendations for continued growth and improvement.

Policy Purpose
To delineate procedures for clinical evaluation.

Policy Guidelines
1. Formative feedback regarding progress toward meeting clinical behaviors will be provided to students regarding their clinical performance throughout every course.

2. Students will receive feedback based on clinical performance behaviors as appropriate per evaluation tool. Students must meet passing criteria as outlined in the clinical evaluation tool to progress.

3. Performance Improvement Plan (PIP)
    a. A PIP will outline details of the performance, strategies to guide student development and expectations for demonstration of improvement.
    b. When a PIP is initiated, the student will be provided with a signed copy. The original form will become part of the student's clinical evaluation. The clinical faculty will inform the course chairperson of the PIP.
    c. The student and faculty will meet each week to discuss progress toward goal achievement outlined in the PIP.
    d. The student must meet the goals set forth in the PIP for course completion and progression.
    e. If a student is meeting goals based on faculty documentation for a specific behavior(s) in a PIP, the student may be deemed passing even though the overall composite rating may be less than a 2.0 rating or does not meet expectation (per evaluation tool). If a student is NOT meeting goals in a PIP, the student is deemed failing the behavior.

4. Signature Page
    a. The signature page is an area for comments by the student.
    b. Signatures and initials of the instructor and student must appear on the signature page when the evaluation is reviewed.
    c. Signatures and initials of the instructor and student must appear on the signature page when a PIP is initiated and reviewed.
    d. A student's initials indicate that the student was provided with the opportunity to read the evaluation or PIP and was provided with feedback from the instructor.
    e. The student's signature and/or initials do not indicate agreement with the evaluation.

5. Mid-term Evaluation
    1. An overview of the first half of the course regarding progress toward meeting clinical behaviors. The formative evaluation should outline strengths and areas for improvement for the student.
    2. If a student is deemed unsatisfactory or failing for any clinical behavior, the student may continue in the course and be provided opportunities to remediate and correct the clinical behavior.
    3. If a student fails to meet with the clinical instructor for review of the mid-term clinical evaluation,

the following statement will be documented: "The student failed to attend the scheduled meeting for review of the mid-term evaluation."

6. Term-end Evaluation
    1. A summation of the clinical experience and achievement of the clinical behaviors. The summative evaluation should outline strengths and areas for improvement for the student.
    2. Every clinical behavior must be deemed satisfactory or passing to successfully pass the clinical component of a course. A clinical failure will result in failure of the course.
    3. Students who fail to meet with the clinical instructor for review of the term-end evaluation, the following statement will be documented: "The student failed to attend the scheduled meeting for review of the term end (final) evaluation."

Student Grievance Policy and Procedure

Policy Statement

AHN Schools of Nursing provides due process for students regarding a dispute or disagreement through a formal grievance procedure without fear of retaliation. Students are encouraged to resolve all complaints through the usual chain of command prior to requesting a formal grievance procedure.
AHN School of Nursing policies are not eligible for a formal appeal process. A student who has a complaint or grievance involving affiliated academic partners should follow the procedures of that institution.

Policy Purpose

1. Provide guidelines for students who wish to pursue a resolution to a complaint or initiate a formal grievance procedure.
2. Ensures a student's access and right to due process for complaints and affords a timely resolution to the concern.

Definitions

- Appellant – one who has a complaint or submits a grievance (Merriam-Webster, n.d.).
- Chain of Command – a series of positions in "order" of authority (Merriam-Webster, n.d.). The first step in the series begins with the instructor, followed by the Course Chairperson, and ends with the Director (see Chain of Command flow chart).
- Complaint – an allegation against a party (Merriam-Webster, n.d.).
- Due Process – formal proceedings carried out in accordance with established rules (Merriam-Webster, n.d.).
- Grievance -- the formal written expression of a complaint (Merriam-Webster, n.d.).
- Respondent – one who answers or responds to a complaint or a grievance in a formal proceeding (Merriam-Webster, n.d.).

Complaint and Grievance Procedure

1. The student should schedule a meeting with the appropriate classroom or clinical instructor to discuss the complaint and attempt to reach a resolution.

2. If a resolution is not reached, the student must schedule a meeting with the Course Chairperson to discuss the complaint and attempt to resolve it.
3. If a resolution to the complaint is still not reached, a meeting with the Assistant Director may be scheduled with the student and required involved faculty in an attempt to resolve the issue.
4. If a resolution to the complaint remains unresolved, the student may initiate a request for a formal grievance procedure by a Grievance Committee. The student must submit a completed Statement of Grievance form to the Assistant Director within three (3) business days of meeting with the Assistant Director.
    a. Should this correspondence be sent electronically, the student will be responsible to follow-up with the Assistant Director to ensure that the grievance request was received.
5. Grievances must be received within 7 days following the end of the semester.
6. Upon receipt of the grievance request, the Assistant Director will randomly select three (3) faculty members and three (3) current enrolled students to serve on the Grievance Committee review board.
    a. One (1) additional faculty member and one (1) student will be selected as alternates should a Grievance Committee member not be able to attend the scheduled meeting. The alternates will attend the Grievance Committee meeting.

Grievance Committee Process.

1. The Assistant Director (facilitator) or faculty designee (facilitator) will coordinate, attend, and facilitate the grievance procedure and appeal process. The facilitator will serve as a non-participating member and have no voting privileges during the grievance procedure.
2. Once the request for an official formal grievance procedure is received, the meeting will be scheduled and held within 14 business days.
3. The facilitator will notify the appellant, respondent, and Grievance Committee members in writing or email of the date and time of the meeting.
4. Should a student Grievance Committee member be scheduled for a clinical experience on the same day as the meeting, the student will be excused from the clinical experience per the discretion of the assistant director.

Grievance Committee Meeting

Once the Grievance Committee members, the appellant, and the respondent(s) have assembled at the appointed time and location, the meeting will proceed as follows:

1. If the appellant is greater than 15 minutes late for the meeting, the facilitator will dismiss the committee members and respondent(s). The appellant forfeits their right to the formal grievance procedure and the Grievance Committee Meeting.
    a. All aspects of the Grievance Committee Meeting are strictly confidential.
    b. No electronic recordings of any kind are permitted during the meeting.
    c. The Grievance Committee Meeting is an internal process and is not open to external representation or third-party involvement.
2. The facilitator will open the meeting by reviewing the procedure for the meeting.
3. The facilitator will obtain signed and dated copies of Confidentiality Agreements from the appellant, respondent(s), and Grievance Committee members (includes alternates).
4. The facilitator will act as timekeeper and has no voting privileges.

5. The facilitator will read the formal grievance to the Grievance Committee members (includes alternates), appellant and respondent(s).
6. The facilitator may stop the proceedings at any time if behavior, information or documents that are not relevant to the complaint are presented by the appellant or respondent. The facilitator will collect non-relevant documents, provide clarification and warning regarding the need to suspend the meeting to the appellant, respondent(s) and the Grievance Committee (includes alternates) prior to continuation of the proceedings.

7. The appellant and the respondent(s) may choose to distribute copies of documents to the Grievance Committee (includes alternates) that are relevant to their presentation following reading of the formal grievance. Examples of documents are student grades, attendance records, clinical performance evaluations, clinical assignments, email correspondence (list is not all inclusive) and statements from other parties.
8. Grievance Committee members (includes alternates), the appellant, and the respondent(s) may take notes during the meeting using paper provided by the facilitator. All notes and distributed documents will be collected by the facilitator at the end of the meeting and be destroyed.
9. The appellant will be provided 20 minutes to present their grievance privately, without the respondent present.
10. The respondent(s) will each be provided 20 minutes for their presentations privately, without the appellant.
11. After all parties have presented, the committee may bring in both parties together to clarify information.
    a. The appellant and respondent(s) may not ask questions of each other.
12. Once the Grievance Committee has deemed that all questions have been answered to their satisfaction, the facilitator will dismiss the appellant and the respondent(s).

13. The Grievance Committee (including alternates) will convene for a maximum of 30 minutes to deliberate and review verbal and written evidence that was presented. At the end of the deliberation, the facilitator will conduct a vote by confidential, pre-printed ballots. The Grievance Committee members (includes alternates) will cast a vote to "Uphold Decision" or "Overturn Decision." The alternate members' votes will be separated from the Grievance Committee members' votes.
14. The facilitator will collect all votes and will read out loud to all members of the Grievance Committee. The votes will be recorded by the facilitator and one (1) Grievance Committee member.

15. The facilitator will collect all votes, and will read out loud to all members of the Grievance Committee. The votes will be recorded by the facilitator and one (1) Grievance Committee member.

16. The decision of the Grievance Committee is determined by a majority vote. In the event that there is a tie vote, a ballot of one of the alternate Grievance Committee members will be randomly drawn and read to break the tie. The collected ballots will become part of the appeal file.
17. The decision of the Grievance Committee is final. No further appeal will be granted.
18. The Director will be immediately informed of the Grievance Committee decision.
19. The facilitator will notify the appellant and the respondent(s) in writing of the decision of the Grievance Committee within three (3) business days of the meeting. The letter will be sent to the appellant and the respondent(s) via email and U.S. mail.
    a. During the grievance procedure, the student may be permitted to continue in the program until resolution occurs. However, if the situation surrounding the grievance involves a patient safety issue, the student may not continue in the program.
20. If the decision being grieved is upheld by the Grievance Committee, the student will be dismissed or terminated from the program.
21. If eligible, the student may apply for re-admission to the program (Refer to re-admission policy).
    a. All parties involved in the Grievance Committee Meeting are expected to act in a respectful and civil manner. The facilitator reserves the right to dismiss any party involved in the Grievance Committee Meeting from the proceedings should their behavior become disruptive.

AHN Schools of Nursing

Statement of Grievance

Name of person filing grievance: _____

Course or individual involved in grievance: _____

Date of grievance presented to Assistant Director: _____

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

_____

_____

Description of grievance including timeline:

_____

_____

Evidence to support grievance (Attach supporting documentation):

_____

_____

Outcome expected by person with grievance:

_____

_____

Signature: _____

Date received by the Assistant Director: _____

Compliance Policy

Policy Statement:
It is the policy of the AHN Schools of Nursing that all enrolled students meet the required health, criminal clearance and training requirements of the program and its clinical affiliates. Failure to submit and remain in compliance may result in revocation of program admission and removal from classroom and/or clinical experiences.

Policy Purpose:
To ensure that each student enrolled in the AHN Schools of Nursing remains in compliance with the program and its clinical affiliates.

Policy Guidelines:
The following items are required for all enrolled students from the time of admission and throughout the course of the program.

Health Requirements

1. Physical Examination.
   a. Physical Examination should be completed no greater than six (6) months prior to program enrollment.
   b. In the event a student experiences a lapse in enrollment, the student must have another Health Screening/ Physical Examination prior to restarting the program.
2. Urine Drug Screening.
   a. A negative drug screen is required prior to admission and annually.
   b. Positive drug screens will result in denial of admission and enrollment.
   c. The drug screening must be completed within 30 days of enrollment.
3. Tuberculin Skin Test
   Evidence of two step Tuberculin PPD skin test must be completed prior to admission. The two step injections must be completed within one year of each other.
4. In lieu of two step PPD, the QuantiFERON-TB Gold In-Tube test (QFT-GIT) and the T-SPOT TB test blood work will be accepted.
5. Students with a history of a positive Tuberculin PPD skin test must complete the required documentation (i.e. Chest X-ray results) annually in lieu of one-step skin test.
6. An additional one-step skin test must be completed prior to the second year of study.
   Vaccinations
   a. Measles Mumps and Rubella
      i. Documentation of positive titers or declination.
      ii. Appropriate vaccination: two doses of live measles and mumps vaccine on or after first birthday and separated by 28 days or more and one dose of live rubella vaccine.
      iii. With appropriate documentation of vaccination, titers do not need drawn.
   b. Varicella
      i. Documentation of positive titers or declination.
      ii. Two doses of vaccine a least 28 days apart.
      iii. With appropriate documentation of vaccination, titers do not need drawn.

c. Hepatitis B
1. Documentation of titer required or declination.
2. If equivocal or non-immune, vaccine is optional but highly encouraged for those at risk for occupational exposure to blood and body fluids.
d. Tetanus, Diphtheria/Pertussis
1. Documentation of one dose of Tdap within 10 years of program admission or declination.
e. Influenza (FLU)
1. Annual influenza vaccination is highly recommended.
2. Annual vaccination will be provided by the program free of charge.
3. Documentation of FLU vaccine must be provided.
f. COVID-19 (SARS-CoV-2) Vaccination
1. The COVID-19 vaccine is highly recommended.
2. Documentation of the COVID-19 vaccine must be provided.
5. Declining immunizations would potentially limit access to essential clinical experiences with affiliated out of network facilities which are integral to achieving the required course outcomes. In addition, individuals who are exposed and are not vaccinated may be required to complete additional testing, masking or quarantine resulting in unexcused academic absenteeism.
6. Evidence of Personal Health Insurance
a. Proof of health insurance (i.e. card or paperwork) must be submitted prior to program start.
b. Evidence of annual renewal must be provided.
c. Students are responsible for all costs associated with healthcare visits for illness or injury while enrolled in the program.

a. COVID-19 (SARS-CoV-2) Vaccination
   1. The COVID-19 vaccine is highly recommended.
   2. Documentation of the COVID-19 vaccine must be provided.
4. **Declining immunizations would potentially limit access to essential clinical experiences with affiliated out of network facilities which are integral to achieving the required course outcomes**. **In addition, individuals who are exposed and are not vaccinated may be required to complete additional testing, masking or quarantine resulting in unexcused academic absenteeism.**
5. Evidence of Personal Health Insurance
   a. Proof of health insurance (i.e. card or paperwork) must be submitted prior to program start.
   b. Evidence of annual renewal must be provided.
   c. Students are responsible for all costs associated with healthcare visits for illness or injury while enrolled in the program.

Criminal Background Clearances

All criminal background checks and clearances must be completed within 6 months of admission.

1. FBI Criminal History Background and Fingerprinting
2. ACT 33 Pennsylvania Child Abuse Clearance
3. ACT 34 Pennsylvania State Police Criminal History Check (PATCH Document)
4. In the event a student experiences a lapse in enrollment, all background checks must be completed within 6 months prior to restarting the program.

5. Should a student have a criminal record or conviction prior to admission, the student will be required to meet with the Director prior to program start. Each student case will be reviewed for eligibility to participate in clinical sites that service vulnerable populations and eligibility for employment upon completion of the program. Based upon the criminal record and history review, the administration of the AHN Schools of Nursing reserve the right to revoke an offer of admission.
6. Should a student be charged and/or convicted of a crime while enrolled in the program, the student should immediately report the event to the Director and/or Assistant Director within five (5) business days. Failure to report may result in the dismissal or termination from the program.
7. The AHN Schools of Nursing is not responsible for the outcomes or decisions made by the Pennsylvania State Board of Nursing for any student with a criminal history.

Additional Requirements

1. Basic Life Support (BLS) Certification
   a. Certification must include hands on validation of skills including adult, child and infant CPR and AED training.
   b. Approved providers include:
      - American Heart Association (AHA) "BLS for Healthcare Providers" (*preferred*)
      - American Red Cross (ARC) "CPR for Professional Rescuers"
      - American Safety and Health Institute (ASHI) "BLS training course for Healthcare Providers and Professional Rescuers"
      - The Military Training Network
   c. BLS certification must be renewed every two years.
2. Nursing Student Professional and Personal Liability Insurance
   a. Coverage should include limitations of $1,000,000 per occurrence and $6,000,000 as an aggregate.
   b. Coverage is required throughout the program and must be renewed annually.
3. Student Handbook Acknowledgement
   a. All students must complete the Annual Student Handbook Acknowledgement signature sheet.

Students are responsible for monitoring expiration dates of their own compliance documents and requirements.

Students who do not provide appropriate compliance documents prior to designated deadline will not be permitted to attend clinical experiences for the designated week. These absences are considered unexcused.

Academic Accommodations Policy

Policy Statement

The Allegheny Health Network (AHN) Schools of Nursing recognizes that a student with a disability has the right to appropriate reasonable accommodations and appropriate academic adjustments under Section 504 of the Vocational Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act, and to be free from discrimination based on disability. Under the ADA and Section 504, a disability is an impairment that substantially limits one or more major life activities.

Students with disabilities must meet and follow the same academic policies and procedures as students without disabilities. The institution is not required to make accommodations or curriculum modifications that would significantly alter the scope or purpose of the nursing programs and classes. The AHN Schools of Nursing cannot guarantee student success. The nursing program may academically dismiss a student with a disability if the student is unable to meet the programs academic requirements.

A reasonable accommodation is a modification or adjustment to a course, program, service, activity, or facility that enables a student with a disability to have an equal opportunity to enjoy the benefits, opportunities, and privileges that are available to all students (with or without disabilities) while simultaneously not reducing or eliminating curriculum standards. Reasonable accommodation does not fundamentally alter or eliminate essential course requirements, and any accommodation that would do so is considered unreasonable and would not be recommended nor approved.

Policy Purpose
To provide an overview of the procedure for seeking reasonable accommodation.

Policy Guidelines

It is the student's responsibility to initiate and utilize their services, Students must request accommodations in accordance with specified deadlines, allowing enough time administration, staff and/or instructors to approve and arrange for any accommodations.

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

1. Students requesting an academic accommodation must make an appointment with the Director or Assistant Director to discuss the nature of the request.
2. All students requesting academic accommodations must have their treating provider complete the appropriate *Academic Accommodations Request Form.*
3. Only licensed professionals may validate the necessity of the accommodation:
   a. Licensed/certified psychologist or psychiatrist with experience or specialized background in identifying/treating learning disorders or mental health conditions.
   b. Medical physician or specialist with experience in treating medical conditions or physical disabilities.
4. Documentation must include a description of the diagnosis or disability and how it substantially limits a major life activity, specific functional limitations, and the specific accommodation(s) required. The evaluation, psychological report, or other appropriate documentation should be within three (3) years of the accommodation request.
5. The Director and the Assistant Director will review the requested accommodation after all required documentation has been received. Generally, an accommodation may be granted providing that (a)

reasonable accommodation is required due to the presence of a protected disability and (b) it is possible to provide such accommodation without undue hardship while still satisfying program requirements.

6. The student will be granted academic accommodations only after documentation is completed and submitted to the Director or Assistant Director.
7. If the accommodation is required for longer than one semester, the Director and/or the Assistant Director will inform the faculty in the subsequent course(s) of the terms of the academic accommodation.

All student records related to academic accommodations will remain confidential and be maintained in the student's academic record.

Graduation Policy

Policy Statement:
To successfully graduate, receive a diploma and approval to take the National Council Licensure Examination (NCLEX-RN) a student must meet all graduation requirements. Graduation requirements include academic, community service and financial.

Policy Purpose:
To serve as a guide for students regarding the academic, service, and financial requirements to graduate.

Policy Guidelines:

A student must fulfill each of the following to be considered for graduation. Failure to meet any of these criteria will result in a student's ineligibility to graduate from the program.

1. **Academic Requirements**
   - Minimum cumulative GPA of 2.0
     - Minimum grade equivalent of a "C" in all nursing courses.
     - Satisfactory clinical performance in all nursing courses.
     - Minimum grade equivalent of "C-" in all non-nursing courses.
   - Complete a minimum total of 65 credits. (*credit minimum requirement based upon curriculum track).*
   - Successfully complete all required NCLEX-RN preparation exit requirements.

2. **Community Service Requirements**
   - Complete eight (8) community volunteer service hours.
     - Submit community service form with description of service and contact information.
3. **Financial Requirements**
   - Student account balance of $0.00.
   - Complete required federal financial aid exit counseling.

Graduation Requirements

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

1. Successfully meet all course objectives as evidenced by:

   a. Minimum theory grade equivalent of a "C" in each nursing course
   b. Passing "Satisfactory" clinical grade in all nursing courses
   c. Minimum grade of "C-" in all non-nursing courses
   d. Cumulative GPA 2.0 or better in all course work. Successfully complete all required Assessment Technologies Institute (ATI) end of program requirements

2. Completion of required eight (8) community volunteer service hours

3. Successfully meet all financial responsibilities to the AHN Schools of Nursing
4. Successfully complete exit counseling required for Federal financial aid

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

NCLEX-RN Eligibility Policy

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

Policy Purpose
To ensure that students enrolled at Citizens School of Nursing are aware of current application process for licensure and testing.

Policy Guidelines

1. To be licensed as a registered professional nurse, the individual must be eligible for licensure. This includes completion of an approved nursing program, successfully passing the NCLEX-RN examination, and meeting the state requirements for which they are applying for licensure in.
2. Graduates are eligible to apply for licensure as a registered nurse if they meet the Pennsylvania State Board of Nursing requirements related to moral character. The State Board of Nursing has the right to delay or refuse licensure to any applicant who has been convicted of a felonious act of April 14,1972 (P.L.233, No.64) known as the "Controlled Substance, Drug, Device and Cosmetic Act." Citizens School of Nursing is not responsible for decisions made by the State Board of Nursing regarding licensure.
3. The Director of the School of Nursing determines which students are eligible for graduation after receiving the following:
   - Communication regarding completion of all academic requirements.
   - Student Communication from the Financial Department confirming that the student has met all financial responsibilities, including the financial aid exit advisement.
4. Upon completion of the program, the Director of the School of Nursing submits the Education Verification Forms to the Pennsylvania State Board of Nursing certifying the eligibility of the graduate to take the NCLEX-RN and receive licensure.
5. Information regarding the application process for Pennsylvania State Board of Nursing licensure is located on their website www.dos.state.pa.us/nurse
   a. Under section 6311 of the Child Protective Services Law (23 P.S. § 6311) all applicants for initial licensure are required to complete 3 hours of Department of Human Services-approved training in child abuse recognition and reporting requirements. Information on approved CE providers is available on the Board's website.
   b. Students are required to complete two applications in order to take the NCLEX-RN:
      1. Pennsylvania Application for Exam/ Initial Licensure ($95 fee).
      2. National Council Licensure Exam through Pearson Testing services ($200 fee).
6. Students who are seeking initial licensure in any state other than Pennsylvania must contact that individual state board for application requirements. The student is to submit any paperwork that needs to be completed to the nursing program to the Director of the School of Nursing.

Student Educational Record Retention Policy

Policy Statement
It is the policy of Citizens School of Nursing to maintain student educational records in compliance with Allegheny Health Network, the Pennsylvania State Board of Nursing (SBON) Regulations and the Family Educational Rights and Privacy Act (FERPA)

Policy Purpose
To assure security and maintenance of applicant, enrolled, graduate, dismissed, withdrawn, and terminated student records, including financial aid records.

Administration

1. Maintenance and Accessibility

   Records will be maintained in locked file cabinets in accordance with Pennsylvania SBON code and FERPA.

   Electronic records will be housed in Campus Café. Campus Café is an electronic, password protected student information system that maintains pre-admission, academic and financial aid information.

   The Director, Assistant Director, Admissions Coordinator, Financial Aid Director, Financial Aid Officer, Student Accounts and Registration Coordinator, and Administrative Coordinator will have access to student records. Federal, state, and accreditation examiners will be granted access to files when appropriate as prescribed by law.

   Students have access to personal records through the Campus Café portal. Copies of personal records and/or review may be completed upon request. No component of the student record will be released to other parties/institutions without written authorization from the student.

2. Types, Compilation, and Management of Records
   a. Applicant Record
      - Application
      - Official Transcript(s) - High School/GED, post-secondary education, if applicable
      - Essay and Letters of Reference (2), if applicable
      - Applicant correspondence
      - Pre-admission test results (ATI-TEAS; ATI-Fundamentals of Nursing; SAT; ACT)
      - LPN documentation - Professional Reference, Valid LPN license information, LPN Competency Evaluation

   The above documents are the property of Citizens School of Nursing. Original documents and cannot be returned to the applicant. Incomplete records of applicants and accepted individuals who do not enroll will be retained for two (2) years.

b. Enrolled Student Academic Record

The applicant record is converted to the enrolled academic record upon acceptance and matriculation into the nursing program. All applicant documents are retained upon conversion and the following documents are added:

- Acceptance letter
- Transfer credit evaluation
- FERPA waiver form
- Grade reports (obtained from Campus Cafe)
- Student and school correspondence

a. Compliance Record

Enrolled students will be required to submit evidence of health records and compliance documents. The compliance record consists of the following:

- Health clearance (History and Physical examination, urine drug screening)
- Vaccination (titers) record
- Criminal background checks and clearances
- Basic Life Support (CPR card)
- Student handbook attestation
- Evidence of professional liability insurance
- Evidence of health insurance

Health and compliance documents will be retained for a period of five (5) years.

d. Graduate Records

Enrolled student files are converted to graduate files upon successful completion of the nursing program. Entire graduate record will be retained for a period of five (5) years.
The following information is kept *ad infinitum:*

- Final official transcript signed by the program Director

e. Withdrawn Student Record (Dismissed or Terminated)

- The enrolled student's academic and compliance records are converted to a withdrawn record following withdrawal, dismissal, or termination from the program.
- If a student re-enters the program following a break in enrollment, the file is converted to an Enrolled Student Record upon re-entry.
- Withdrawn, dismissed, and terminated student records will be retained for five (5) years. After five (5) years, the final transcript will be maintained *ad infinitum.*

f. Financial Aid Records

- Financial aid records for students, graduates and withdrawn students will be maintained in the Financial Aid Office.
- The financial aid file will be retained for five (5) years after graduation or program withdrawal/termination.
- If student obtained Nursing student loan (NSL) and loan is still in repay after 5 years, the financial aid file will be retained until loan is satisfied.
- All documents in the financial aid file become the property of Citizens School of Nursing and cannot be returned to the applicant, enrolled student, or graduate.

3. Additional Miscellaneous Records

a. Course Documents

Documents that are course specific are maintained by the course coordinator and the course faculty during the academic semester. This includes the following:

- Individual student examinations
- Individual student assignments and grading rubrics

- Summative clinical evaluations

All course documents are destroyed after five (5) years.

b. Attendance Records

Course attendance records will be maintained for five (5) years.

Technology Requirements

The AHN Schools of Nursing utilize various electronic platforms to support the curriculum and student learning outcomes. All students are required to have a laptop for use during the program. The laptop will not be provided by the school of nursing, each student must purchase their own.

The following serve as an outline of required technology guidelines:

- The laptop must have internal or external camera and microphone.
- The laptop must have headset or earphone/earbud capability.
- The Google Chrome (Windows) or Safari (Apple) browser must be downloaded to the laptop.
- Microsoft Office (Word) is required for completion and submission of assignments. Google docs or other software are not supported by faculty AHN computers.

***NOTE: Chromebooks and Tablets such as iPads and Kindles do not support functionality of all platforms.**

Windows computer:

- Windows 10 64 bit or later
- Google Chrome (Enable "Third Party Cookies" under "Cookies and other site data" for both websites)
- Javascript and cookies must be enabled in browser
- An Internet speed of at least 5Mbps
- Microphone: Any microphone, either internal or external
- Webcam: 320X240 VGA resolution (minimum) internal or external
- Non-ARM CPU
- At least 4Gb of hard drive space
- At least 4Gb of RAM (8Gb of RAM Recommended)

Apple computer:

- Safari 11 or later (disable the "prevent cross-site tracking" setting under Safari's privacy settings.)
- Catalina, Big Sur, and Monterey
- An Internet speed of at least 5Mbps
- Microphone: Any microphone, either internal or external
- Webcam: 320X240 VGA resolution (minimum) internal or external
- CPU: Intel or M1 processor. Devices using Apple's M1 processor and Apple Rosetta 2 are supported
- At least 4Gb of hard drive space
- At least 4Gb of RAM (8Gb of RAM Recommended)

The links to review the technical requirements for ATI, D2L, and ExamSoft are:

1. ATI Technical Requirements https://www.atitesting.com/educator/technical-requirement
2. Brightspace/D2L Technical Requirements https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm?Highlight=browser%20support

3. ExamSoft Technical Requirements https://examsoft.com/resources/examplify-minimum-system-requirements/

4. Lippincott Technical Requirements: https://wkhlrp.my.site.com/LippincottOnlineHelpCenter/s/article/Lippincott-Browser-Requirements-and-Network-Best-Practices

Section IV

Student Life

Student Bill of Rights and Responsibilities

1. The student has a right to expect AHN Schools of Nursing to develop policies and procedures which provide, safeguard, and assure the students' freedom to learn.
    a. The freedom to teach and to learn are inseparable; these freedoms must be exercised with responsibility.
    b. The student has the responsibility to develop the ability to make critical judgments and to engage in a sustained, independent search for knowledge.
2. The student has the right to student support services.
    a. It is the student's responsibility to utilize them as necessary.
3. The student has the right to have a voice in the determination of the curriculum through a clearly defined process.
4. Students have the right to be free to offer opinions regarding information or views presented in any course.
    a. Students are responsible for learning the content of the course. Their opinions should not interfere with other students' learning or patient care.
5. The student has the right to be admitted and progress through AHN Schools of Nursing without any regard to race, color, religion (creed), age, gender, gender identity, national origin(ancestry), disability, military status, veteran status, or any other classifications that are federal or state protected.
6. Students must have protection through established procedures against prejudiced or unjust academic and/or clinical evaluation, however they are responsible for maintaining the standards of academic and clinical performance.
7. The student has the right to be informed of their clinical and academic performance through evaluation.
    a. The student has the responsibility for maintaining determined school standards of academic performance for each course in which the student is registered
8. The student has the right to periodic review of the grading system; the student has the responsibility to understand it.
9. The student has the right to expect safety to be an essential concern to all students of AHN Schools of Nursing.
10. The student has the right to expect adequate safety protection
    a. The student has the responsibility to take personal safety precautions including avoidance of obvious safety hazards.
11. The student has the right to expect AHN Schools of Nursing to define standards of behavior while participating in any school related events; the student has the responsibility to adhere to these standards of behavior.
12. The student has the right to expect that disciplinary action will be taken regarding violations outlined in the Student Handbook; the student is responsible to know these rules.
    a. Regulations and grievance procedures are contained in the Student Handbook.
13. The student has the right to expect any information acquired by faculty members concerning views, beliefs, and opinions to be kept confidential and released only with knowledge and consent of the student.
    a. If the information provided poses a threat or safety risk to self or others, appropriate personnel will be notified.
14. The student has the right to belong to or refuse to belong to any organization that is School or non-School related; the student has the responsibility to maintain participation in school activities.

    a. The student or student organizations have the right to examine and discuss questions of interest; the student has the responsibility to do this in accordance with standards of professional ethics.
15. The student has the right to expect AHN Schools of Nursing to have a policy regarding information included in the student's permanent records and the condition of its disclosure.
    a. The student has the responsibility to follow the established procedure for review of records.
16. The student body has the right to a responsible voice in the formulation and application of school policies affecting academic and student affairs.
17. The student has the right to be informed of policies regarding available financial aid programs.
    a. The student has the responsibility to initiate application and meet the requirements of the elected financial aid program.
18. The student has the right to be informed about professional laws and codes
    a. The student has the responsibility to be accountable in professional and personal activities
19. Neither requirements nor restrictions of AHN Schools of Nursing can interfere with the individual's rights as a citizen of the United States.

Student Dress Code

Policy Statement
The AHN Schools of Nursing expect that students dress in a manner that adheres to personal and patient safety standards, infection control standards, and portray the professional image of a nursing student. It is the student's responsibility to ensure that attire and appearance are in accordance with the standards set forth in this policy. Students not in compliance may be subject to discipline, and/or sent home to obtain appropriate attire and correct appearance.

Policy Purpose
To provide guidelines regarding acceptable attired, image, and appearance standards for nursing students.

Policy Guidelines

1. General Appearance Guidelines
   a. Student photo identification badge must be worn at all times on the outermost layer of clothing above the waist with the picture side visible. Stickers, pictures, or ornaments are not permitted on the badge, unless designated and approved by the hospital facility.
   b. Lanyard badge holders are not permitted in the clinical setting.

2. Classroom
   a. Students may wear casual clothing while participating in classroom experiences. The following are prohibited:
      - Tight fitting clothing that leads to exposure of breasts, midriff, and buttocks.
      - Excessive rips in jeans that expose upper legs, buttocks, and groin areas.
      - "Short" shorts and mini skirts
      - Pajamas, pajama pants, and slippers
      - Clothing items with vulgar and/or offensive logos, images, or sayings.
   b. Shoes must be worn at all times.
   c. Body odors, breath odors, and strong perfume/lotion smells can be offensive to faculty and peers. Special attention should be given to personal hygiene and its impact on all individuals in the classroom.
      - Clothing should be free from the odor of smoke.

3. Hospital/Lab Based Clinical Experiences
   a. School approved scrub/uniform top with approved school insignia embroidery on the left chest.
   b. Uniforms must be clean, pressed, and in good repair.
   c. School approved scrub/uniform pants must be worn that allows adequate room for stretching, stooping, and bending that does not permit exposure of student's body.
   d. Students must wear socks or stockings with their shoes.
   e. Shoes may be white, black, grey, or beige leather or vinyl with laces that are clean and in good repair with closed toe and heel.
   f. Lanyard badge holders are not permitted in the clinical setting.
   g. Badge clip holders <u>must not interfere</u> with the ability to provide safe care to patients.
      - Scrub Jackets
        1. Scrub jackets must be the approved jacket with the appropriate school insignia embroidery.
        2. Scrub jackets must be clean, pressed, and in good repair.
        3. School scrub jacket can be worn over street clothes when on the clinical unit and not providing direct patient care.
   h. Allegheny Health Network sweatshirts, fleece, and warm-ups (blue and black) <u>are not permitted.</u>

4. General Cosmetic Appearance and Nails
   a. Students may display tattoos if the words, symbols, or images are not offensive or contrary to the mission and core values of the institution. Examples of tattoos that should not be displayed include but are not limited to those depicting or representing racial, sexual, religious, ethnic, political, or other characteristics or attributes of a sensitive, discriminatory, or derogatory nature, or those that depict nudity, violence, sexually explicit content, and represent the institution in a bad light. If administration determines that a student's tattoo does not comply with policy, the student will be required to cover the tattoo.
   b. Cosmetics must convey a professional appearance.
   c. Perfumes, colognes, after-shave, and other scented products should not be worn in patient care areas.
   d. Body odors, breath odors, and strong perfume/lotion smells can be offensive to patients, employees, and peers. Special attention should be given to personal hygiene and its impact to other individuals.
   e. Clothing should be free from the odor of smoke.
   f. Length of fingernails must promote patient and employee safety and not hinder patient care. Nails should not exceed ¼ inch in length. Nail polish should not be chipped and be a natural or moderate color. Artificial fingernails are not permitted including acrylic, press-on, gel coated, multicolored, and nail ornaments.

5. **Jewelry**
   a. Jewelry is to be kept to a minimum for both patient and personal safety and the ability to perform assigned tasks.
   b. One ring per hand may be worn. Wedding and engagement rings are to be considered as one ring.
   c. Small stud earrings or earrings up to one inch in diameter may be worn. Dangle and hoop earrings of any length are not permitted. Other exposed body jewelry is not permitted.
   d. Gauge earrings must be "plug" style.
   e. Industrial bars are not permitted.
   f. Watches are to be professional style, non-decorative with a second hand.
   g. One plain chain necklace may be worn with the uniform. The length should not present a hazard to student or patient.

   ****NOTE:** Jewelry that is identified by the instructor as a safety concern must be removed.

6. Hair
   a. Hairstyles must be neat and well-groomed.
   b. Hair should not come in contact with the patient.
   c. Hair, if shoulder-length or longer, must be pulled back with a non-decorative clasp during clinical experiences.
   d. Men are to be clean-shaven or have beards, mustaches, and sideburns that are neat and well-groomed.
   e. Hair caps/coverings may be worn and should be solid white, black, grey, beige, or match school uniform color.

   ****NOTE:** Any device used to pull back hair that is identified by the instructor as a safety concern must be removed.

5. Graduation Attire
   a. Graduates **must wear school approved caps and gowns at commencement.**
   b. Gowns must be fully zipped closed.
   c. Caps may be decorated.
   d. Décor must be respectful of the school, profession, and those in attendance.
   e. No décor may be hanging from the sides of the cap.

f. All “cords” must be school approved.
g. No additional cords, stoles, pins, or adornments may be worn as part of the regalia.
h. Any change to the graduation attire must be pre-approved by Administration.

RELATED POLICIES: Allegheny Health Network - Image and Appearance

Student Employment Policy

Policy Statement
A student may be employed while enrolled at AHN Schools of Nursing. The Schools of Nursing assume no legal responsibility for those employed or those independently (without the knowledge or authorization of administration) participating in health screenings and/or fairs.

Policy Guidelines

1. If a student is employed by a health care agency, they may not be employed as a registered or practical nurse unless they are currently licensed.
2.
3. Student employment is on a voluntary basis and is not a requirement of the AHN School of Nursing.

4. The School has no responsibility for the actions of the student at the place of employment or independent, non-school sponsored or approved participation in health screenings and/or fairs.

5. Students cannot wear their School of Nursing uniform or student identification badge in an employment situation or the independent, non-school sponsored or approved participation in health screenings and/or fairs.

Social Media and Technology Policy

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

Policy Purpose
This policy was developed to protect the integrity, privacy, and professional boundaries of all members of the AHN Schools of Nursing (faculty, staff, students) and patients.

Policy Guidelines

1. Students are not permitted to post confidential or proprietary information about Allegheny Health Network, AHN Schools of Nursing, students, clinical facilities, patients/clients, or others whom one has contact with in the role of a AHN Schools of Nursing student.
2. Students are not permitted to utilize Allegheny Health Network or AHN Schools of Nursing logo or graphics, this includes scrub logos and badges. All posters, fliers, or social media postings must be approved by administration.
3. Cellular phones or other personal electronic devices should be programmed to silent mode during class and clinical. Students are not permitted to answer calls, talk, or text message during classroom or clinical experiences. In the event of an issue that is occurring at home requiring a student to be available via phone, and may need to leave clinical or classroom activities, the student is required to notify the instructor prior to the scheduled start time.
4. Students are not permitted to audio or video record instructor or students during classroom activities without prior permission. Students are not permitted to post classroom materials on social media sites. This includes but is not limited to: classroom documents, recordings/video of lecture or presentations involving students or faculty.
5. Students may use approved personal electronic devices for reference on the clinical unit. Access to these references should not occur in patient rooms or patient accessible areas.
6. Students are not permitted to audio record, photograph, or video record patients/clients in any clinical setting, AHN property, or event. Inadvertent confidential information may appear.
7. Students should be aware of their association with AHN Schools of Nursing in online social networks. If you identify yourself as a student, you should neither claim nor imply that you are speaking on AHN Schools of Nursing's behalf.
8. Students should not participate in casual postings or disparaging remarks on social media sites about students, patients, faculty, and the AHN Schools of Nursing or employees of Allegheny Health Network. These postings may be interpreted as lateral violence, are considered unprofessional behavior, and may be grounds for dismissal from the program.

9. Students should adhere to professional boundaries when utilizing social media and technology. Students should not attempt to connect with faculty, staff, or patients or patient families on social media sites. Students should respect professional boundaries when utilizing technology to communicate with faculty and staff.
10. If a violation of the Enterprise Social Media POL-7535605 arises during their time attending the AHN School of Nursing that comes to the attention of the school, it will be evaluated by the school administration, Allegheny Health Network Human Resources, legal department, and possibly Corporate Compliance. Disciplinary action will be decided by Allegheny Health Network representatives and administration.

Student Health and Wellness Policy

Policy Statement
Health and wellness is an essential component of success for students enrolled at the Allegheny Health Network (AHN) Schools of Nursing. The goals of the program are to promote the continued physical and emotional health of students and support the concept of the student accepting responsibility for maintenance of their own health.

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

Policy Guidelines

1. General Medical Attention

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

2. Emotional Health and Counseling

- The AHN Schools of Nursing partner with the AHN Chill Project to provide a Behavioral Health Educator on site for emotional support of students. Students may reach out directly to the Behavioral Health Educator for appointments and confidential guidance.
- A "Chill Room" is available on campus for student use and offers a peaceful environment for student relaxation.
- Students enrolled at the AHN Schools of Nursing are eligible to receive services from Magellan Healthcare. Magellan Healthcare offers counseling services for those students who are experiencing personal problems such as depression, family issues, emotional difficulties, work-life stress, grief, etc. Magellan Healthcare contact information is provided to each student at the beginning of the academic year and available in the School of Nursing administrative offices.

3. Health Alterations (Injury, Illness and/or Hospitalization)

- Students are required to immediately report any health alteration including injury, illness and/or hospitalization to the Director and/or Assistant Director that could impact their ability to complete course requirements.
- Based upon the specific circumstances of the health alteration, the School of Nursing administration will refer to its Functional Ability of the Student Nurse Guidelines located in the student handbook, as well as AHN Employee Health Department and AHN Fitness for Duty Policy to determine functional ability to safely continue with classroom and clinical activities.
- Students may be prohibited from utilizing or wearing specific assist devices such as crutches, casts, walking boots. Any assistive device will be reviewed according to the AHN Employee Health

recommendations and the AHN Fitness for Duty policy. Should the student require continued use of an assistive device, the student may not be permitted to continue with classroom and/or clinical activities.

- A student who is absent for more than three (3) consecutive days due to illness must submit a signed medical release from a licensed independent medical provider prior to returning to classroom or clinical activities.
- A student who had surgery for any reason, or was hospitalized must submit a signed release medical release from a licensed independent medical provider, regardless of time missed, prior to returning to classroom or clinical activities.
- The release form must specifically state that the student may participate in classroom and clinical activities without restrictions.
- Release forms are to be submitted upon return to school to the Director and/or Assistant Director of the School of Nursing.

4. Infectious and Communicable Diseases

- Students are required to immediately report all diagnosed communicable or infectious diseases that would prevent them from being able to attend classroom activities or safely provide patient care in the clinical setting.
- Students are required to comply with AHN Employee Health policies related to communicable and infectious diseases.
- COVID-19 Guidelines:
    - Students who report a positive test should not attend classroom or clinical activities.
    - Students may return on day 6 from symptoms if fever free for 24 hours and symptoms are mild and improving.
    - Students must mask upon return for 10 days after symptom onset.
    - Home tests will not be accepted for documentation of excused absences. Results must be from a medical provider with the students' name visible.

5. Accidents/ Exposures

- Any student involved in an accident on hospital property must report the injury to the administration at the School of Nursing. Students will be sent to the Emergency Department for evaluation, follow up and treatment as necessary. If an accident occurs on the nursing unit, the student must report the injury to the designated instructor and report to the Emergency Department.
- Students who have a blood born pathogen exposure while performing patient care during a clinical experience must notify the instructor and report to the Emergency Department for evaluation, follow up and treatment as necessary.
- Students attending clinical at an affiliating agency and needing immediate medical attention due to illness or injury should follow the same procedure an employee of that affiliating agency would follow.
- Students assume financial responsibility for all emergency room visits.

Functional Ability of the Student Nurse Guidelines

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

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

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

Activity	Rarely (1-10%)	Ocassionally (11-33%)	Frequently (34-66%)
Bend/Stoop			X
Squat			X
Reach above shoulder level			X
Kneel			X
Push/Pull			X
Walking			X
Standing			X

Strength/Weight Requirements
N= Never O= Occasionally F=Frequently

Activity	0-10 LBS	11-24 LBS	25-24 LBS	35-50 LBS	51-74 LBS	75-100 LBS
Lifting	F	F	O	O	O	O
Carrying	F	O	O	O	O	O

Drug & Alcohol-Free Environment Policy

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

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

Policy Purpose
To ensure the fitness for duty of all students enrolled at the AHN Schools of Nursing.

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

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

Policy Definitions
Drug Related Misconduct: Reasonable Suspicion

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

Policy Guidelines
Reasonable Suspicion Testing:

1. Any student who voluntarily admits to having a substance abuse problem, will be provided the opportunity to withdraw from the program without consequences and will be provided with referral information for advisement/rehabilitation.
2. Determination of impairment includes the observation of physical characteristics or behaviors indicative of:
   a. Inability to perform duties and/or responsibilities and/or provide patient care safely and effectively;
   b. Inappropriate behavior that may diminish instructor or patient confidence in the student's ability to perform;
   c. Uncharacteristic or offensive behavior generally associated with being under the influence of alcohol/drugs;
   d. The involvement in an unsafe act.

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

Pre-enrollment and re-enrollment drug screening:

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

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

Pre-enrollment and re-enrollment drug screening:

1. For information regarding routine pre-enrollment and re-enrollment drug screening process refer to Citizens School of Nursing Compliance Policy
2. Students dismissed from the program related to a fitness for duty and/or drug and/or alcohol related incident may be eligible for re-enrollment. Students wishing to re-enroll will be required the following:
   a. Meeting with the Program Director
   b. Documentation and clearance from treating clinician.

c. Negative drug and alcohol screening. (refer to Compliance Policy)
d. Permission and consent to randomized drug and alcohol testing while enrolled in the program.

It is the responsibility of the student to notify the School of Nursing of any drug-related felonious acts no later than five (5) days after conviction. The School Director will report such conviction to the appropriate federal agencies as required by the Drug Free Workplace Act of 1988.

Student Government

Citizens School of Nursing provides the opportunity for enrolled students to participate in student government through the Student Council. The Student Council includes representatives from all full-time and part-time first and second-year classes, plus officers from the full-time and part-time second-year classes.

Purpose
The purpose of the Student Council is to provide an opportunity for the exchange of ideas between the classes and serves as a medium for discussion of matters of concern to the students. The Student Council works within the student activities budget to propose expenditure for each activity on the calendar. The Student Council serves as a channel of communication between students and faculty.

Roles and Responsibilites

- Facilate one organizational meeting at the beginning of the school year and additonal meetings throughout the year in conjunction with the faculty member.
- Act as a liaison between the student body and administration.
- Plan and facilitate school activities.
- Attend Student Affairs committee meetings.
- Participate in graduation planning and communication via the Student Council officers.

Election of Student Council Officers and Representatives
Full-Time Program

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

- Second Level
  - President
  - Vice President
  - Two (2) students plus one (1) alternate each year

Part-Time Program

- First Level
  Two (2) students plus one (1) alternate each year
- Second Level
  President
  Vice President
  One (1) student plus (1) alternate each year

An election of student representatives and officers will be held annually and as needed to fill vacancies.

Roles and responsibilities of Student Council officers, representatives, and alternates are located in the student council bylaws

National Student Nurse's Association (NSA)

The Student Nurses Association of Pennsylvania (SNAP) is a non-profit organization and constituent of the National Student Nurses' Association (NSNA) representing nursing students throughout the Commonwealth of Pennsylvania. The function of SNAP is to have direct input into standards of nursing education and influence the educational process. SNAP promotes and encourages collaborative relationships with nursing and related health organizations in Pennsylvania.

The Citizens School of Nursing is a chapter of the SNAP that provides nursing students with the opportunity to participate in a professional nursing organization. Members engage in developing leadership skills, participate in community service outreach programs, and generate resolutions that may positively impact the education of nursing students.

As a member of the chapter, nursing students gain access to attend professional networking events such as workshops, state and national conventions*. The NSNA determines membership fees.

To become a member:

1. Go to the NSNA website at: https://www.nsna.org/membership.html
2. Select *PA* as the state.
3. Select *Citizens School of Nursing* as the nursing school.

Students must be passing the clinical component and theory with a grade of C or higher of the nursing course in which enrolled to attend the SNAP state and NSNA national conventions.

Section IV

Financial Aid

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

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

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

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

CSON Federal School Code – 006534

Student Financial Aid Services Department

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

Financial Aid Code of Conduct

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

In doing so, a financial aid professional should:

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

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

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

Student Financial Aid Rights

You have the right…

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

Student Financial Aid Responsibilities

You are responsible…

1. For completing all application forms accurately and submit them on time to the right place.
2. For providing correct information; in most instances, misreporting information on financial aid applications is a violation of law.
3. For completing and returning all additional documentation, verification, corrections and/or new information requested by either the financial aid office or the agency to which you submitted your application.
4. For reading and understanding all forms that you are asked to sign and for keeping copies of them.
5. For accepting responsibility for all agreements that you sign.
6. For understanding and complying with deadlines for application or reapplication for aid.
7. For understanding of your school's refund policy. All schools must provide information to prospective students about the school's programs and performance. You should consider this information carefully before deciding to attend a school.
8. For notifying your lender if any of the following occur before the loan is repaid:
   a. Change of address
   b. Name change (e.g., maiden name to married name)
   c. Graduation
   d. Withdrawal from school or less than half-time attendance
   e. Transfer to other school

Estimated Financial Aid Calendar

Incoming Students:

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

Returning Students:

- October
  - Complete your FAFSA and PA State Grant application
  - Research and apply for outside scholarships
- October - July
  - Check your FA Status and Student Account on the student portal
  - Submit requested documents listed in the document portal on your student portal i.e., student loan application, entrance interviews, etc.
  - Review and accept your estimated financial aid in the FA Status on the student portal
- May
  - PA State grant deadline is May 1st
- July
  - Address all balances with the Student Financial Services department.
  - Set up payment arrangements/apply for alternative funding.

Eligibility of Financial Aid

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

1. Is enrolled or accepted for enrollment as a regular student in an eligible institution for the purpose of obtaining a degree or certificate offered by the school.
2. Is qualified to study at the postsecondary level by:
   a. Having a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma).
   b. Having the recognized equivalent of a high school diploma, such as a general education development or GED certificate.
   c. Having completed homeschooling at the secondary level as defined by state law; or
   d. Having completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education;
3. Maintains satisfactory academic progress by meeting both the Citizens School of Nursing's established qualitative and quantitative criteria;
4. Is enrolled at least half-time to be eligible for Direct Subsidized/Unsubsidized and Direct PLUS Loan Program funds;

a. It is the responsibility of the Financial Aid Administrator to determine if a dropped or unregistered course warrants a subsequent eligibility review based on potential enrollment level changes.

5. Is not considered to be incarcerated by currently serving a criminal sentence in a federal state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether operated by the government or a contractor);
6. Is a U.S. citizen, U.S. national, U.S. permanent resident, other eligible noncitizen or a citizen of the Freely Associated States;
   a. The Federated States of Micronesia and the Republics of Palau and the Marshall Islands can only receive aid from some of the FSA programs.
7. Signs statements on the Free Application for Federal Student Aid (FAFSA) stating that:
   a. Student is not in default on a Federal Student Aid (FSA) loan and does not owe and overpayment on an FSA grant, or that he/she has made satisfactory arrangements to repay the overpayment or default; and;
   b. Student will use federal student aid only for educational purposes.
8. Has not exceeded annual or aggregate loan limits as set by the Department of Education guidelines.
9. Does not have property that is subject to a judgment lien for a debt owed to the United States.
10. Has not listed a defaulted FSA loan or grant overpayment in an active bankruptcy claim without documentation from the holder of the debt stating it is dischargeable.
11. Has a valid Social Security number (with the exception of the Freely Associated States); and
12. If male and born after 1960, is registered with the selective service (must register between ages 18 and 25.)

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

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

FAFSA Verification – Policy and Procedures

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

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

Procedures to complete verification:

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

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

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

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

Types of Financial Aid

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

Grants

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

PELL

The Federal PELL Grant is a grant awarded to students who demonstrate a financial need as determined by the U.S. Department of Education's need analysis as set forth by Congress. To be eligible a student must complete the Free Application for Federal Student Aid (FAFSA). CSON will receive the information the student submitted on their FAFSA in about 2-3 business days in the Institutional Student Information Report (ISIR).

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

FSEOG

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

h participating school receives a certain amount of FSEOG funds each year from the U.S. Department of Education's office of Federal Student Aid. Additional awards cannot be awarded once all the allotted funds are awarded to students.

PA State Grant

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

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

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

Per PHEAA guidelines, a Citizens School of Nursing student is awarded their state grant funds per semester. A Citizens School of Nursing student is considered full-time if they are enrolled in at least 12 credits per semester and part-time if they are enrolled in at least 6 credits per semester.

Academic progress is checked before the fall semester for any new and active students. Any future PA State Grant awards will be canceled if the student did not academically progress during their previous enrollment while receiving PA State Grant. The student's PA State Grant will be reinstated once they have met the academic progress requirements.

Scholarships

Scholarships are funds to assist a student in paying for their educational cost. Most scholarships do not have to be repaid. (Check with the scholarship organization for details.) Scholarships are awarded to a student based on 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

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

Internal

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

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

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

Type of Loans:

Federal Direct Loans:

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

Unsubsidized – a student loan offered through the William D. Ford Federal Direct Loan Program. The interest accrues while the student is enrolled in school and during their 6-month grace period. The student has an option to pay this interest but is not required until they are in repayment. Repayment begins 6 months after the student graduates or stops going to school, whichever comes first.

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

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

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

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

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

The Master Promissory Note (MPN)

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

Entrance Counseling

Direct Subsidized Loan and Direct Unsubsidized Loan entrance counseling is only required for first-time borrowers. All CSON first time borrowers are required to complete their entrance counseling online at www.studentaid.gov.

- Note: A borrower receiving their first Direct Loan is not required to complete entrance counseling if they have received the same type of loan through the Federal Family Education Loan (FFEL) Program.

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

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

Exit Counseling

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

Graduates

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

1. Instructions on how to complete the online exit advisement at www.studentloans.gov
2. Debt-management strategies that would facilitate repayment
3. Student access site for the National Student Loan Database System
4. Contact information for the FSA Ombudsman Group and an explanation of the services this office provides

Withdrawn/Dismissed/Below Half-Time Enrollment

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

Professional Judgment

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

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

Awarding and Disbursement of Financial Aid Funds

A CSON applicant will be guided to complete their Free Application for Federal Student Aid (FAFSA). Once a CSON applicant becomes a 'Confirmed/Enrolled' student the Director of Financial Aid will notify the student of any missing documentation needed to process their financial aid. Once all required financial aid documentation is received from the student or returning student the Director of Financial Aid will process an estimated financial aid award notification. The student will be notified via email that a financial aid estimate is available and can be viewed on the student portal. The student will then need to review and either accept and/or reject the estimated financial aid listed on the estimated financial aid award notification via the student portal. The Director of Financial Aid will only process aid accepted via the student portal. The estimated financial aid award letter will be adjusted accordingly when the Director of Financial Aid is made aware of transfer credits, scholarships, etc. Students will receive notification of any revisions via email. The financial aid will be listed as verified on the student's statement via student portal on Campus Cafe. All federal financial aid (PELL, Federal Subsidized Loan, Federal Unsubsidized Loan and Federal Parent PLUS loan) is processed by the Director of Financial Aid through Campus Cafe and COD (Common Origination and Disbursement) once all required documentation is received, and all awards have been accepted by the student. All federal financial aid is disbursed to a student's account in equal disbursements on a term-by-term basis all depending on how many terms the student is attending during that academic year. All federal student/parent loans will be scheduled to be credited to a student's account depending on the student's status.

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

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

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

PA State Grant will be scheduled to be credited to the student's account the first date of the semester. The Director of Financial Aid will certify the semester's disbursement roster to initiate the funds to be disbursed to Citizens School of Nursing. Once the PA State Grant funds are received via EFT (Electronic Funds Transfer) the Student Accounts and Registration Coordinator will credit the funds to the student's account. The student will see the grant amounts credited to their account in the student portal's financial history.

Funds from outside sources i.e., private student loans, veteran benefits, scholarships will be addressed on a case-by-case basis. Documentation from the outside source will need to be provided to the Director of Financial Aid describing the fund, the dollar amount of the source, and the estimated disbursement of the funds. These funds will be posted as pending on the student's account card if the required documentation is in the student's financial aid file. The funds will be credited to the students account after they are received by CSON via EFT, check, etc.

Tuition / Fees

Tuition and fees are charged at the beginning of each semester. All fees are non-refundable. The ATI Course Support and Testing fee cannot be prorated if a student begins the program in the middle of an academic year.

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

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

All fees are non-refundable.

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

Students can refer to Westmoreland County Community College, or Geneva College, Portage Learning's web page for the tuition, fee, and refund policy of all college courses.

Tuition Payments

Active Students

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

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

Payment options:

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

Monthly payment plan – the semester balance is divided evenly over 4 months (2 months for summer semester). All monthly payments are due on the 1st of every month. The monthly payment plan is an estimate. Adjustments can occur due to changes in financial aid eligibility, origination fees and/or changes in enrollment during the academic year, etc. Any interruption in the student's enrollment may cause the student to owe CSON a balance.

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

All semester balances must be paid in full. Students cannot progress from semester to semester and/or to their 2nd academic year if there are any prior year balances.

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

Re-Entry Students

The student account balance for a re-entry student must be paid before they can return. Payment for any balance must be paid before the beginning of the new term.

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

Withdrawn, Dismissed or Terminated Students

Withdrawn students will be notified of their balance once the Return to Title IV calculation is processed. Any withdrawn student with a balance will need to contact the Student Accounts to set up payment arrangements. The student may either pay the entire balance in full or make a monthly payment until the balance is paid off. The Student Account Associate will mail 3 notifications to any student with a balance.

A fourth notification will be sent to the student via certified mail. A minimum payment of $50.00 must be made and if there is no payment and/or payments less than $50.00 on the account after the 4th notification Student Accounts will submit the students' balance to a collection agency. CSON currently submits all past due balances to Delta Management Associates, P.O. Box 9191, Chelsea, MA 02150, Toll-free Phone: (800) 688-6337.

Refunds/Credit Balances

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

Withdrawal/Return of Title IV Policy

Policy Statement
The Allegheny Health Network Schools of Nursing Return to Title IV Policy applies to students who receive federal funds assistance, and the required return of any unearned funds following withdraw from school during a payment period, or period of enrollment in which they began attendance. R2T4 calculation is performed for every Title IV recipient who begins attending and then withdraws from the nursing program.

Policy Purpose
The Allegheny Health Network Schools of Nursing Return to Title IV Policy is to govern the return of federal Title IV financial aid for a Title IV aid recipient who has officially withdraw or unofficially withdraws (fails out, drops out, and/or stops attending), on or before completing 60% of the full semester. The Allegheny Health Network Schools of Nursing, the Financial Aid Office is responsible for the R2T4 calculation and the Intermediate Accountant, within the affiliated hospital, is responsible for the return of federal funds.

Policy Guidelines

Unofficial Withdrawal
A student who has not attended class and/or clinical within 7 calendar days is considered an unofficial withdrawal.

Official Withdrawal
An accepted student is considered an 'enrolled' student once they attend class during the first week of the course. An enrolled student has the option to officially withdraw from the program at any time. Any student who wishes to officially withdraw from Allegheny Health Network Schools of Nursing is required to meet with their affiliated Director and/or Assistant Director.

Each department will process an unofficial/official withdrawal as follows:

<u>Director and/or Assistant Director</u>
1. Update the student's degree row to reflect the student's official withdraw status and withdrawal date.
   a. The institution is required to take attendance and uses the student's last date of attendance as their withdrawal date. (The last date of attendance is later of Allegheny Health Network Schools of Nursing or college affiliations last date of attendance).
   b. The last date of attendance is confirmed via attendance records kept by the faculty.

Student Accounts and Registrar Coordinator

1. Receives an automatic email, once the degree row is updated in the student portal by the Director or Assistant Director, and will update the following:
   a. Withdraws the student from any future terms, finalize all dates in the degree row, update the student's status history, and update final grade for the student.
      - These updates are completed within 24 hours of receiving the withdrawal notification triggered by the Director and/or Assistant Director.
   b. Adds a Withdrawal Processed tracker to the students account in the student portal once all academic data is updated.
      - The Withdrawal Processed tracker will send an automatic notification to the Director of Financial Aid to begin updating the student's financial aid.

Director of Financial Aid

Receives notification that a student has withdrawn once a withdrawal processed tracker is added to the student's account.

On the date of the withdrawal notification the Director of Financial Aid will:

1. Administer the U.S. Department of Education's Federal Return of Title IV (R2T4) calculation.
   a. Last Date of Attendance - The institution is required to take attendance by their accreditor (Accreditation Commission of Education in Nursing (ACEN)) and the Director of Financial Aid inputs the last date of attendance in the R2T4 form to determine earned and unearned Title IV aid.
   b. Payment Period - The nursing program is a lock-step program and utilizes the payment period to determine the Period of Calculation for the R2T4 calculation.
   c. Academic profiles - created within the COD form to ensure accuracy in records. The form records all schedule breaks and payment period lengths (These profiles are reviewed and verified by personnel other than the Director of Financial Aid to ensure accuracy).
   d. Calculation of earned aid - The institution utilizes the R2T4 form provide by Common Origination Disbursement (COD) to determine earned and unearned aid for all withdrawn students.
      - First the number of calendar days completed is divided by the number of days during that specific academic payment period to determine the earned percentage.
      - The earned percentage is then multiplied by to the total amount of federal grants and federal student loans that was disbursed and/or could have been disbursed to the student for that specific academic payment period to determine the earned aid.
      - For example, if a student completes 20 days of a 50-day term, the percentage completed is 40.0% (20 completed days / 50 total days). If $2000 has been disbursed, the student is entitled to only $800, or 40.0% of that aid.
      - A student who did not receive all the funds earned may be due a post-withdrawal disbursement.
      - Once more than 60% of the payment period is completed, the student is considered to have earned all federal aid and return of federal funds is not necessary.
   e. Calculation of Unearned Aid - The amount of Title IV aid which must be returned is based on the percentage of unearned aid. That percentage is computed by subtracting the earned aid percentage from 100%. For example, if the earned aid percentage is 40.0%, the unearned aid percentage is 60.0% (100% – 40.0% earned = 60.0% unearned).
   f. A student who drops a course or completely withdrawals from Allegheny Health Network Schools of Nursing is subject to the following institutional refund policy:

Allegheny Health Network Schools of Nursing	
Withdrawal/Drop Date	Tuition Charges
Calendar Day(s) 1 - 7	0%
Calendar Day(s) 8+	100%

2. Process any necessary award adjustments via EdConnect on the same day of the R2T4 calculation.
   a. The institution will return all unearned funds during the payment period in the following order up, to the net amount disbursed from each source:
      - Unsubsidized Direct Loans (other than Direct PLUS Loans)
      - Subsidized Direct Loans
      - Direct PLUS Loans (parent or graduate)
      - Federal Pell Grants for which a return of Title IV funds is required
      - Iraq and Afghanistan Service Grant, for which a return of Title IV funds is required
      - FSEOG for which a return of Title IV funds is required
      - TEACH Grants for which a return of Title IV funds is required
3. Send notification to the Intermediate Accountant to process any necessary federal aid refunds via G5.
   a. Intermediate Accountant will process a refund via G5 for any institutional unearned aid as soon as possible but no later than 45 days after the last date of attendance.
4. Notify the student of any unearned grant funds, determined after completing the R2T4 form, which need to be returned by the student (Student does not have to repay a grant overpayment of $50.00 or less per grant program).
   a. The Director of Financial Aid will notify the student of any unearned grant funds within 30 days of determination that a student needs to return grant funds.
   b. The institution will notify the student of the following:
      - The student owes an overpayment of Title IV funds.
      - The student's eligibility for additional Title IV funds will end if the student fails to take positive action by the 45th day of notification.
      - That there are three positive actions the student can take to extend his or her eligibility for Title IV funds beyond those 45 days:
        - The student may repay the overpayment in full to the school.
        - The student may sign a repayment agreement with the school. **Two years is the maximum time a school may allow for repayment.**
        - The student may sign a repayment agreement with the Department of Education.

- The Director of Financial Aid will track any student who needs to return any federal grant funds and will do the following if the student fails to repay the unearned aid:

    - Refer the student for collection to the Default Resolution Group
    - Report the overpayment immediately to NSLDS after the 45-day period has elapsed.

5. Notify the student of the potential for a Post-Withdrawal Disbursement(s)
    a. Loans

    - A letter will be mailed to the student notifying them of any potential post withdrawal disbursements within 30-days of the students withdraw date.
    - Letter will notate that the student must notify the institution within 14 days of the date on the letter if they want the institution to process any Direct Loan post-withdrawal disbursement(s).
    - Any accepted Direct Loan funds will be disbursed within 180 days of the student's withdrawal date.

    b. Grants

    - The institution will disburse any federal grant funds the student has earned within 45 days of their withdrawal date.

6. Cancel all future disbursements of any type of financial aid
7. Update the student's state grant account and refund funds per the guidelines of the state grant agency
8. Notify NSLDS of the student's new enrollment status
9. Send Exit Counseling notification to any student who may have borrowed a federal student loan
    a. Exit Counseling notification will be mailed to the student and attached to the Exit Counseling tracker within the student portal.

<u>Student Account Associate</u>

- Within 24 hours after the withdrawal notification, the Student Accounts Associate will:
    1. Update student account card to reflect any adjustments needed for all forms of aid
    2. Request a refund check for any credit balances.
        a. Refund checks are processed via Allegheny Health Network's (AHN) accounts payable department.
        b. A direct request is sent to AHN's AP department to ensure the refund check is received within the 14 days of the credit posted on the student's account.
    3. Mail most up to date student account to the student to inform them of the adjustments and of any balance that may have occurred due to the student's withdrawal.

For further or detailed clarification, the following guidelines should be referenced:

A. US Department of Education Student Financial Aid Handbook
    a. https://fsapartners.ed.gov/knowledge-center/fsa-handbook
B. Code of Federal Regulations Title 34
    a. https://www.ecfr.gov/current/title-34

Policy Revised 9/7/2023

Enrollment Confirmation for Financial aid Purposes

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

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

Tax Documentation

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

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

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

Family Educational Rights and Privacy Act (FERPA)

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

Constitution Day

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

Voter Registration

The Director of Financial Aid will send an electronic message to each student with an Internet address where the voter registration form can be downloaded 60 days before each election date. Voter registration forms will also be available to the students at the front desk. The Director of Financial Aid will request voter registration forms from the state 120 days (about 4 months) prior to the state's deadline.

Name/Contact Information Change

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

Electronic Consent

Consent to participate in electronic transactions is required for all financial information provided or made available to student loan borrowers and for all notices and authorizations to FSA recipients required under 34 CFR Information security requirements 15 USC 6801(b), 6805(b)(2) Federal Trade Commission regulations 16 CFR 313.3(n) and 314.1–5. CSON utilizes electronic communication with all applicants and enrolled students. Electronic communications can be sent via the Campus Café Student Portal, D2L, email, etc. Applicants consent to electronic communications when they click 'submit' on their application to the School of Nursing. Once the student is enrolled in the program, the student verifies their consent to electronic communications each time they log into the student portal via Campus Café. The following verbiage is provided to the student as soon as they log into the student portal. By clicking 'submit' the student is confirming their consent to receive communication by electronic means. Students wishing to opt out of electronic communication can complete the Opt-Out of Electronic Communication form to the Financial Aid Office.

Electronic Consent within Campus Café

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

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

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

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

If you do not agree with any of the items in AHN Schools of Nursing's Voluntary Consent for Electronic Transactions, you should exit The Campus Café Portal by closing the browser window. By exiting the system, you are choosing to opt out of electronic transactions, and you will not have access to use Campus Café Portal to conduct business electronically with AHN School of Nursing. To proceed with or obtain more information about conducting business offline, you must contact the Financial Aid Office.

Department of Veteran Affairs

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

Policy Purpose

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

Section 1

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

    e. Allow enrolled members of the Armed Forces, including reserve components and National Guard to be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces.
    f. Accommodate short absences for such services in the Armed Forces.
4. Schools must provide covered individuals with the requirements for graduation and a graduation timeline.
5. Accredited educational institutions agree to obtain approval of the respective accrediting agency for each new course or program.
6. Schools must designate an employee of the educational institution to serve as a point of contact for covered individuals and family members seeking assistance with:
    a. Academic Counseling.
    b. Financial Counseling.
    c. Disability Counseling.
    d. Other information regarding completing a course of education at the education institution.

Section 2

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

Shopping Sheet:

The Financial Aid Office will provide a veteran eligible to receive GI Bills funds their personalized shopping sheet 15 days after they submit their matriculation agreement and/or once the financial aid office is made aware of their GI Bill eligibility, whichever is sooner. The shopping sheet details all requirements listed in Section 1 under policy purpose. The individualized shopping sheet will be mailed to the student with a letter explaining what the shopping sheet contains. A copy of the shopping sheet will also be saved to the student's file in the student portal. The Financial Aid Office will also update the shopping sheet if any financial aid adjustments may occur. The revised copy will be mailed and saved electronically.

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

Financial Aid Eligibility – Citizens School of Nursing has 2 separate policies clarifying financial aid eligibility and procedures used to providing financial assistance to prospective and enrolled students. The following policies are Federal Financial Aid Eligibility – POL-4434947 and Financial Aid POL-4434943. Each student

will also be guided through the financial aid process. The policy notating these steps is Disbursement POL-4429357.

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

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

Graduation:

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

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

Accreditation:

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

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

a. Academic Counseling – Dr. Courtney Klink Student Success Nursing Coordinator
b. Financial Counseling. – Sarah Loomis, Director of Financial Aid
c. Disability Counseling – Linda Burke, Director
d. Other information regarding completing a course of education at the education institution. – Linda Burke, Director or Eric Dietrick, Assistant Director

Gramm Leach Bliley Cybersecurity Policy for Student Information

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

Policy Purpose

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

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

Policy Guidelines

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

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

Bobbi Sedor - Information Risk Consultant
Sean Kelly - Cybersecurity Risk and Controls
Brianne McCarthy - Enterprise Risk/Governance
Linda Burke - Director
Sarah Loomis – Director of Financial Aid

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

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

Section VII

Student and Campus Safety

Safety and Security

The School of Nursing building on the Pittsburgh Mills campus of Allegheny Valley Hospital is locked 24 hours a day, 7 days a week. Security cameras are present at points of entry to the building. Entrance into the building requires individual identification (ID) badge access. Those individuals without ID badges will be "buzzed" into the building by the Administrative Coordinator. All visitors are required to sign in at the receptionist's desk.

Emergency and Crime Reporting

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

In the case of a medical emergency, dial 911.

Should potential or actual crime occur at the School of Nursing, notify the School of Nursing office and Allegheny County 911.

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

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

Unauthorized Individual on Premises

If an unauthorized person gains access to the School of Nursing building, please take the following precautions to ensure the continued safety of all individuals in the building:

1. Upon seeing the individual in the building, dial 9-1-1.
2. Do not attempt to apprehend or follow the individual.

Fire Safety and Procedures

Fire safety includes knowledge of fire procedures, fire drills, use of extinguishers, and location of exits. Students, faculty and staff are responsible for participating in drills and educational programs provided by the school, and for taking time to locate specific exit routes.

The proper response to fire or smoke is R.A.C.E

R Rescue – Remove any individual from immediate danger.
A Alarm - Turn on the alarm by activating the nearest fire alarm system pull station
C Contain - Contain the smoke or fire by closing all doors to rooms and corridors
E Extinguish – Extinguish the fire when it is safe to do so.

Basic Fire Action Plan

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

ALL OCCUPANTS ARE TO EXIT THE BUILDING COMPLETELY DURING A DRILL OR ACTUAL FIRE UNLESS OTHERWISE DIRECTED. DO NOT CONGREGATE IN THE HALLWAYS.

Fire Safety Pointers for Employees/Students

1. Be alert. If you smell smoke, do not wait. Pull the alarm and alert the office at once.
2. Avoid panic - Walk – Do not run. **Never shout fire.**
3. Never block exits.
4. Be accurate when reporting a fire; speak slowly and clearly, act calm and confident.
5. Know the exact location of fire doors, fire alarms, fire extinguishers, fire exits and stairways.
6. Actively participate in fire drills. Learn what to do and how.
7. Prevent fire by good housekeeping. Watch for and report fire hazards.

Campus Weapons Policy

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

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

Policy Guidelines

1. Weapons prohibited on campus include firearms of any type, knives, pellet guns, BB guns, paintball guns, bows and arrows, explosives, or dangerous chemicals.
2. Using any object as a weapon is considered a violation of this policy.
3. Possession/use of fireworks is also prohibited on any Citizens School of Nursing property.
4. Individuals charged with possession of firearms, weapons, or fireworks can be disciplined under the CSON Student Conduct Process and may be prosecuted under Pennsylvania criminal statutes.
5. Even if the criminal justice authorities choose not to prosecute, CSON can pursue disciplinary action, which could result in dismissal from the school.
6. CSON reserves the right to confiscate any weapon pending student conduct review and/or federal and state laws.
7. A valid Pennsylvania License to Carry Firearms (concealed firearms permit) **does not** supersede this policy.

Active Shooter Guidelines and Lockdown Policy

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

Lockdown Plan

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

There will be a **Total Lockdown** of this facility. A **Total Lockdown** is the highest level of the facility and perimeter security. **NO ONE** will be permitted to enter/exit the building. All exit doors will be secured.

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

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

Active Shooter Guidelines

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

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

How to Respond: Call 911 only when it safe to do so.

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

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

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

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

When the Police arrive

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

After the Incident

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

Violence Against Women Act (VAWA) and Title IX Statement and Procedure

Citizens School of Nursing supports initiatives to deter Violence Against Women. Violence against women includes any act associated with dating violence, domestic violence, stalking, and sexual assault.

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

- Immediately contact and report the event to local law enforcement. This may be accomplished by Dialing 9-1-1.
- Should the individual require further advice regarding a situation or occurrence it is recommended that students reach out to the following resources:

    - Title IX Coordinator:
      Natalia Wassel
      Natalia.Wassel@ahn.org

    - Center for Victims:
      No cost, confidential support services
      Hope Center
      Family Services of Western Pennsylvania
      Pittsburgh Action Against Rape

Section VI

General Information

Inclement Weather Guidelines

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

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

Administration and faculty will provide frequent updates regarding weather delays and/or cancellations. The School of Nursing administration may choose to delay the start time of class or clinical by one to two hours to allow for additional travel time in such conditions. Any delay in start time or cancellations will be communicated to students via the campus based online learning and/or direct messaging system.

Food and Snacks

Vending machines are available for student use in the lobby. A food pantry is located in the student lounge and features "grab and go" type food as well as staples for students experiencing food insecurity.

Student Lounge

A lounge is located in the School of Nursing. Refrigerators, microwaves, and coffee makers are available. Students are expected to leave the area clean and orderly. Anything left in the refrigerator must be labeled and dated. Additional refrigerators and microwaves are also available in the lobby.

Students are responsible for paying for their own meals.

Smoking Regulations

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

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

Internet and Intranet Access

Students have access to the Internet and Allegheny Health Network intranet while attending Citizens School of Nursing. Wi-Fi connection is also available through the Allegheny Health Network SON Guest Connection.

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

Allegheny Health Network STAR Center

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

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

AHN Health Sciences Library

1. Citizens School of Nursing has access to The Health Sciences Library at Allegheny General Hospital.
2. The Health Sciences Library at Allegheny General Hospital offers resources/services to fulfill the information needs of AHN healthcare practitioners, residents, and students. The AGH Health Sciences Library provides access to reliable, current, evidence-based health science and biomedical information. The library is located on the first floor of Snyder Pavilion at Allegheny General Hospital. Computers, print/electronic resources, and assistance are available Monday through Friday during normal business hours.

Guidelines for access and use:

Access is available either onsite at the AGH campus or remotely via AHN computers/AHN intranet to all authorized/qualified users with AHN login credentials 24/7.

1. Electronic resources can be accessed at any time via the Health Sciences Library intranet page. Journal articles or literature searches can be requested using the online forms. Prompt response is given to routine requests from AGH, or any AHN hospital without an in-house library or information source. Full text article retrieval and delivery – within several hours to 2 business days depending on the resource(s) required and volume of requests. Literature searches - within 1 to 4 business days depending on the parameters of the search and volume of requests.
2. Articles and Search results must be sent to an AHN or hospital email address.
3. Questions may be sent to**:** aghlibrary@ahn.org

Learning Resource Room

The educational program of the Citizens School of Nursing is supported by a learning resource room which provides materials to help support students and faculty. A student printer is also available.

Learning Resource Room Hours:

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

Student Parking

Parking is free to students outside of the Citizens School of Nursing front entrance. Students are responsible to provide their own transportation to school and clinical sites.

Allegheny Valley Hospital

Students should park in the Employee Lot (Pit) located off Pleasantville Road

Allegheny General Hospital, Forbes Regional Hospital, and Outside Rotations

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

Children at School

Students are not to bring children to class or clinical for any reason. Children are not permitted in the school while the parent/student is participating in class or clinical activities.

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

Appendix A

Alma Mater and History of the School

ALMA MATER

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

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

HISTORY OF THE SCHOOL OF NURSING

Citizens School of Nursing was opened under of the original name of Citizens General Hospital School of Nursing sometime in late 1913 by Citizens General Hospital. Citizens General Hospital, originally established as Trinity Hospital, was chartered in December 1912. The School opened with two students under the direction of two "nurse executives" who were responsible for the Hospital and the School. The first formal graduation of six students was held in May 1917. In the last 103 years including the Class of 2023, 3,097 students have graduated.

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

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

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

The original 36-month curriculum has been revised often over the school's history so that the educational program could keep pace with innovations in nursing and health care. Today, Citizens School of Nursing offers two program options, a full-time 20-month (2 year) curriculum, and a part-time 32 month (3 year) evening weekend curriculum. Citizens School of Nursing partners with Geneva-Portage Learning to provide general education courses that support the nursing curriculum.

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

2001.

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

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

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