



HERITAGE VALLEY  
KENNEDY

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SCHOOL OF NURSING

# Heritage Valley Kennedy School of Nursing

STUDENT GUIDEBOOK  
2023-2025

CLASS OF 2025

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# HERITAGE VALLEY KENNEDY SCHOOL OF NURSING STUDENT GUIDEBOOK

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*Forms bolded green throughout the Student Guidebook are available in the Canvas Classroom.*

*Reviewed 7/2022*

All policies documented within are subject to review and revision to guarantee the fair and equal treatment of all students in unique and individual situations.

# **HERITAGE VALLEY KENNEDY SCHOOL OF NURSING STUDENT GUIDEBOOK**

## ***I. Preface***

### **I. PREFACE: STUDENT GUIDEBOOK ACKNOWLEDGEMENT**

*Reviewed 7/2022*

During orientation to the program, each student is shown the Canvas posting location of their cohort's Student Guidebook and of any addendums or changes made during the program. The guidebook serves as a guide for the student throughout the entire program.

This booklet is written to assist the student to adjust more readily to the Heritage Valley Kennedy (HVK) School of Nursing and to familiarize the student with the policies of the school. It contains pertinent information concerning the school and the health system. Each student is required to review the Guidebook and use it as a reference. All students are responsible for the information contained therein.

Students are required to sign the Student Guidebook Acknowledgement Form (below) adhering to the above before the start of classes. (See additional information under: Student Accountability).

#### **Heritage Valley Kennedy School of Nursing Class of 2025 Student Guidebook Acknowledgement Form**

I, \_\_\_\_\_, am aware of the location of the electronic posting of the Student Guidebook and of any changes and addendums. I understand all changes and addendums will be verbally presented and electronically posted to me with a stated effective date.

I am aware that I am responsible to review and abide by all policies and guidelines within the Student Guidebook.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## **II. PHILOSOPHY AND MISSION OF THE SCHOOL**

*Reviewed 7/2022*

### **PHILOSOPHY OF THE SCHOOL**

The philosophy of the Heritage Valley Kennedy (HVK) School of Nursing reflects the beliefs of the faculty and supports the mission of the Heritage Valley Health System. The faculty recognizes the advantage of ties between nursing education and an institution that provides a variety of health care services. The faculty of the Heritage Valley Kennedy School of Nursing accepts the responsibility for the planning, implementation, and evaluation of the total program in response to the individual needs of the students, the community, and current nursing practice. We believe that the role of the faculty is to provide educational experiences and guidance to facilitate the learning process and to foster the development of the student as a person and a nurse. The beliefs and values, as set forth in the following concepts, are held by the faculty of the Heritage Valley Kennedy School of Nursing.

#### **HUMAN BEINGS**

Human beings are multidimensional, bio-psycho-social-cultural-intellectual-spiritual beings in constant interaction with their internal (self) and external environment. Humans are viewed as valued holistic persons, to be respected, nurtured and understood with the right to make informed choices regarding their health. Humans are unique and integrated open systems that interact, interrelate, and are interdependent with the environment. Throughout the lifespan, humans strive to achieve optimal well-being through an interactive process between the internal and external environment utilizing adaptation. Adaptation is a dynamic response to stressors that impact the humans' physiological, psychosocial, developmental, cultural, and spiritual dimensions relative to their environment.

#### **ENVIRONMENT**

Environment is composed of two components, the internal and external systems. Interchange occurs between humans and their environmental systems. The internal environmental system includes physiological, psychosocial, developmental, cultural and spiritual dimensions. The external environmental system consists of groups of humans united by common familial, geographic, socioeconomic, political, spiritual, cultural, and physical characteristics. Environment is diverse and ever changing, constantly influencing and responding to dynamic forces. These surrounding conditions alter health and/or well-being and require adaptive responses. A focus of nursing is to optimize the environment in diverse health care settings to assist the clients to meet their individualized basic needs.

#### **COMMUNITY/CULTURE**

Community is viewed as a system of people living a relationship which can be based upon geographic location, cultural ties, and/or bonds of special interest. Community is a focal point of concern for the nurse and is the context in which the recipient and nurse interact. The community has a responsibility to participate in the planning and implementation of health services that affect life and well-being. We, the faculty, contribute to the quality of life of the community by serving as a resource for group endeavors, providing educational opportunities, and preparing nurse graduates to

## **II. Philosophy and Mission of the School**

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meet healthcare needs of the community. We believe that nurses cultivate a spirit of community, teamwork, and partnership by collaborating with and empowering others. The nurse's knowledge of culture and cultural concepts can serve to improve the health of the community. Culture is innately related to how individuals, families, and groups within the community perceive issues of health and wellness and guides health care decision-making. The first step in understanding the health care needs of clients is to understand personal culturally-based values, beliefs, attitudes, and practices.

### **HEALTH**

Health is a holistic, dynamic evolving process characterized by adaptive responses to the internal and external environments. It is an integrated, synthesized balance among the internal environmental dimensions of the human being, resulting in optimal use of resources to minimize health alterations. Adaptation is the process by which one attempts to maintain the balance. The degree of balance between the person and the stressors of the internal and external environments determines the person's level of health.

Health exists on a continuum in which adjustments are made to maintain the relative constancy called homeostasis. Wellness is a state of health in which basic needs are being met and homeostasis is maintained. Health at any given point in time is observed on the health-illness continuum represented by optimal well-being at one end and death at the other end. Primary, secondary, and tertiary prevention measures for health related issues are essential for optimal functioning of an individual across the life span. An optimal state of holistic health is reached when human beings identify and cope with their environmental stressors allowing them to reach their goals to achieve a higher level of wellness and self-defined quality of life.

### **NURSING**

Nursing is a professionally practiced discipline which combines the art of caring and the science of nursing based on current research findings. We believe caring to be a creative and dynamic process as described by Jean Watson's Caring Theory. "Caring science encompasses a humanitarian, human science orientation to human caring processes, phenomena and experiences."

([www2.uchsc.edu/son/caring/content/Definition.asp](http://www2.uchsc.edu/son/caring/content/Definition.asp)) The science of nursing is the body of knowledge developed from nursing theory and research, as well as knowledge integrated from other disciplines and behavioral sciences. It is the goal of nursing to provide holistic, dynamic, compassionate, and integrated care through use of the nursing process. The process includes therapeutic interventions, communication, clinical judgment and critical thinking. The professional nurse uses leadership and management skills to collaborate with other health team members, individuals, families, groups and communities to promote autonomy in establishing and maintaining an optimal state of wellness, recovery from illness or a peaceful death. As a profession, nursing is committed to assist client systems via clinical judgment in the promotion, maintenance, restoration, and/or rehabilitation of the client on the health-wellness continuum.

### **TEACHING-LEARNING**

Teaching, as a special form of communication, is a transaction involving both learner and teacher where the teacher acts as a facilitator, a role model and a resource person in an environment that fosters learning. It is a system of diverse planned activities including various modes, methods and

**II. Philosophy and Mission of the School**

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technologies arranged to bring about learning. Teaching incorporates the knowledge, skill, experience, and expertise of the teacher. It assists the learner to acquire, develop, organize, and structure knowledge and promotes desirable attitudes, habits and skills. Teaching also fosters a spirit of inquiry, a sense of discovery and the desire to pursue self-directed, life-long learning for professional and personal growth. There are various settings in which teaching is conducted. Teaching may be conducted in formal arenas such as the classroom and clinical laboratory as well as informal settings such as clinics, client homes, or the community.

Learning is a dynamic, interactive, continuous, self-directed, life-long process characterized by the acquisition of knowledge, self-awareness and self-discovery. Learning is facilitated by the breadth and depth of ones' critical thinking, and by cognitive, affective and psychomotor skills, all of which change the behavior of the learner. The learner's behavioral change results from the interaction of the individual with his/her environment. Each human being has a unique learning style. Learning is an individualized, holistic process which occurs best when learner rights are respected and when the learner accepts and assumes responsibility to be self-directed and to make decisions involving his or her own growth to attain professional and/or personal goals. Learning proceeds from simple to complex, and is enhanced by the correlation of theoretical concepts with clinical experiences over a period of time. Essential to learning is the person's internal motivation to learn and the ability to act on knowledge once acquired. The learner's individual interests, attitudes, beliefs, values, and needs affect the process of learning.

**NURSING EDUCATION**

We believe that nursing education is a multi-dimensional, collaborative process through which critical thinking is developed as knowledge is accrued and competencies are acquired. It is the responsibility of the nursing educator to provide tools to meet the unique needs of the student in an environment conducive to learning and to serve as a role model. Students are viewed as adult learners. In this context, learners engage in the educational process in a spirit of self-directedness by assuming responsibility for learning, thereby providing an impetus for life-long professional and/or personal growth. Nursing education encompasses the teaching-learning activities designed to prepare individuals to assist in the promotion, maintenance, restoration, and rehabilitation of individual clients, families, groups and the community. Within nursing education, the nursing process is utilized as a systematic method of decision-making, designed to facilitate critical thinking for the development and application of nursing interventions to meet client needs.



**II. Philosophy and Mission of the School**

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**MISSION STATEMENT OF THE SCHOOL**

*Revised 6/2018, Reviewed 7/2022*

Based on our Philosophy, we the faculty of the Heritage Valley Kennedy School of Nursing, strive to develop and present an educational program to prepare graduates to practice competently and safely in entry level positions in a wide range of settings and to meet the needs of the community. We pursue to instill in our graduates a motivation to continue to develop professionally and personally by maintaining clinical competence, actively participating in professional organizations, and embracing the concept of lifelong learning. It is our mission to develop the student from novice to competent resulting in a nurse generalist proficient in the areas of holism, safety, critical thinking, communication and professionalism.

**A. WATSON'S CARATIVE FACTORS**

*Added 6/2019, Reviewed 7/2022*

1. Humanistic-Altruistic System of Values
2. Faith-Hope
3. Sensitivity to Self and Others
4. Helping-Trusting Human Care Relationship
5. Expressing Positive and Negative Feelings
6. Creative Problem-Solving Caring Process
7. Transpersonal Teaching-Learning
8. Supportive, Protective and/or Corrective Environment
9. Human Needs Assistance
10. Existential-Phenomenological- Spiritual Forces.

**III. Program Outcomes**

**III. PROGRAM OUTCOMES**

*Revised 8-2021, Reviewed 7/2022*

The HVK SON School of Nursing program will prepare the student to:

1. Incorporate holism through Watson's Carative Factors in meeting the psychosocial, cultural, and spiritual needs of the clients, families, and communities.
2. Utilize the nursing process, demonstrating a progression from novice to competent critical thinking in nursing practice.
3. Promote client safety, progressing from novice to competent, in the knowledge, skills, and attitudes of evidence-based practices.
4. Utilize therapeutic communication, based on the developmental needs of the client, to promote optimal wellness.
5. Perform in the role of nurse educator to facilitate client, family, and community learning of evidence-based practices for the promotion of health.
6. Integrate ethical-legal principles in the nursing role of client advocate to optimize health promotion.
7. Collaborate with client support systems and the healthcare team to promote patient family centered care throughout the community in a variety of healthcare delivery systems.
8. Demonstrate behaviors consistent with the role of the professional nurse in all client care and settings.

	<b>End of Program SLO's</b>	<b>Fundamentals SLO's</b>	<b>Nursing I SLO's</b>	<b>Nursing II SLO's</b>	<b>Nursing III SLO's</b>	<b>Leadership SLO's</b>
<b>1</b>	Incorporate holism through Watson's Carative Factors in meeting the psychosocial, cultural, and spiritual needs of the clients, families, and communities.	Identify aspects of holism related to Watson's Carative Factors: psychosocial, cultural, and spiritual.	Implement interventions related to an identified aspect of holism related to Watson's Carative Factors: psychosocial, cultural, and spiritual	Implement interventions related to an identified aspect of holism related to Watson's Carative Factors: psychosocial, cultural, and spiritual	Evaluate interventions for the client with advanced health care needs, related to an identified aspect of holism related to Watson's Carative Factors: psychosocial, cultural, and spiritual	Synthesize Watson's Carative Factors into practice by formulating individualized, culturally sensitive, holistic plans of care.
<b>2</b>	Utilize the nursing process, demonstrating a progression from novice to competent critical thinking / clinical judgement in nursing practice.	Explain aspects of the nursing process in client care, implementing novice critical thinking.	Apply the nursing process in client care situations, improving "novice" critical thinking.	Apply the nursing process in client care situations, improving "novice" critical thinking.	Integrate the nursing process in client care situations, progressing to "advanced beginner" in critical thinking	Coordinate and prioritize patient care utilizing "competent" critical thinking in the application of the nursing process.
<b>3</b>	Promote client safety, progressing from novice to competent, in the knowledge, skills, and attitudes of evidence-based practices.	Recognize client safety concerns affecting client health promotion.	Implement evidence-based practice interventions to an identified safety concern.	Implement evidence-based practice interventions to an identified safety concern	Evaluate the effectiveness of evidence-based practice interventions for the client with advanced health care needs, implemented to maintain/improve client safety.	Relate the promotion of organization wide client safety to the National Patient Safety Goals.
<b>4</b>	Utilize therapeutic communication, based on the developmental needs of the client, to promote optimal wellness.	Name therapeutic communication techniques to develop a positive nurse-client relationship.	Describe therapeutic communication techniques, based on the client/family member's developmental level, to develop a positive nurse-client relationship.	Describe therapeutic communication techniques to promote optimal wellness.	Determine the client/family member's developmental stage and implement appropriate therapeutic communication techniques to optimize positive nurse-client relationships.	Implement effective of communication techniques to promote an effective working environment and positive client outcomes.

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## III. Program Outcomes

5	Perform in the role of nurse educator to facilitate client, family, and community learning of evidence-based practices for the promotion of health.	State the importance of recognizing areas of knowledge deficit in the client and/or family.	Provide evidence-based education to the client/family related to an identified area of knowledge deficit to promote health.	Provide evidence-based education to the client/family related to an identified area of knowledge deficit to promote health.	Provide evidence-based education to the client/family with advanced health care needs related to an identified area of knowledge deficit to promote health.	Determine and evaluate effectiveness of teaching/learning strategies utilized for of the client/family/community in the promotion of health.
6	Integrate ethical-legal principles in the nursing role of client advocate to optimize health promotion.	Discuss the role of the nurse as a client advocate, incorporating ethical/legal aspects.	Discuss actions of the professional nurse as an advocate, incorporating ethical/legal aspects, for the dependent client (pediatric/MH) or in the acute care setting.	Discuss actions of the professional nurse as an advocate, incorporating ethical/legal aspects, for the hospitalized client.	Discuss actions of the professional nurse as an advocate incorporating ethical/legal aspects, for the client with advanced health care needs.	Recognize Professional and Practice Competencies/Standards as they relate to the nurse in a leadership role.
7	Collaborate with client support systems and the healthcare team to promote patient family centered care throughout the community in a variety of healthcare delivery systems.	Recognize the components of client support systems and health care teams.	Implement nursing interventions that collaborate with the client support systems or the health care team.	Implement nursing interventions that collaborate with the client support systems or the health care team.	Integrate nursing interventions for the client with advanced health care needs that collaborates with the client support systems or the health care team in a variety of health care delivery systems.	Discuss and justify delegation and/or collaboration with the interdisciplinary team to promote optimal patient outcomes in a variety of health care delivery systems.
8	Demonstrate behaviors consistent with the role of the professional nurse in all client care and settings.	Recognize behaviors consistent with the role of the professional nurse in all client care and settings.	Begin to incorporate behaviors consistent with the role of the professional nurse in all client care and settings	Begin to incorporate behaviors consistent with the role of the professional nurse in all client care and settings	Incorporate behaviors consistent with the role of the professional nurse in all client care and settings	Uphold behaviors consistent with the role of the professional nurse with all individuals in a variety of healthcare delivery systems.

# HERITAGE VALLEY KENNEDY SCHOOL OF NURSING STUDENT GUIDEBOOK

## IV. Academic Calendar

### IV. Heritage Valley Kennedy School of Nursing Academic Curriculum Calendar

#### Class of 2025 (August 2023 – May 2025)

School days are 8-4 (Clinical 7-3) Monday thru Friday with occasional evening responsibilities.

Schedule subject to change

<b>First Year</b> <b><u>Fall I (16 weeks)</u></b> August 21, 2023- December 16, 2023 Affiliating college: TBD August 2023- December 2023*	<b><u>Spring I (16 weeks)</u></b> January 15, 2024- May 10, 2024 Affiliating college: TBA: January 2024 – March 2024*	<b><u>Summer (10 weeks)</u></b> May 27, 2024 – August 9, 2024 Affiliating college: TBA June 2024 – August 2024*
<b>Fundamentals of Nursing</b> Fundamentals (7 theory/ 3 clinical) 10cr  Anatomy and physiology I & II * (16wks) 8cr  <b>Credit(s) Completed: 18cr.</b>  <b><u>HVK FALL BREAK – 1 week</u></b>	<b>Nursing I</b> Medical-Surgical Nursing I (4 theory/ 2 clinical) 6cr Mental Health I (2 theory/ 1 clinical) 3cr Developing Family I (2 theory/ 1 clinical) 3cr  Intro to Psychology* (8 or 16 weeks) 3cr  <b>Credit(s) Completed: 15 cr.</b>  <b><u>HVK SPRING BREAK – 1 week</u></b>	<b>Nursing II</b> Medical-Surgical II (4 theory/ 2 clinical) 6cr  Microbiology ** (8 weeks) 4cr Sociology * (10weeks) 3cr English I * (10 weeks) 3cr  <b>Credit(s) Completed: 16 cr.</b>  <b><u>HVK July 4 BREAK – 1 week</u></b>

<b>Second Year</b> <b><u>Fall II (16 weeks)</u></b> August 26, 2024- December 20, 2024 Affiliating college: TBA August 2024- December 2024*	<b><u>Spring II-Term II (16 weeks)</u></b> January 15, 2025- May 10, 2025 Affiliating college: TBA January 2025 – March 2025 *
<b>Nursing III</b> Medical-Surgical III (4 theory/ 2 clinical) 6cr Mental Health II (2 theory/ 1 clinical) 3cr Developing Family II (2 theory/ 1 clinical) 3cr  Nutrition* (8 weeks) 3cr English II** (16 weeks) 3cr  <b>Credit(s) Completed: 18cr.</b>  <b><u>HVK FALL BREAK – 1 week</u></b>	<b>Nursing Leadership (and Preceptorship)</b> (4 theory/ 6 clinical) 10cr  Ethics * (8 weeks) 3cr  <b>Credit(s) Completed: 13cr</b>  <b><u>HVK SPRING BREAK – 1 week</u></b>  <b>Total Nursing Credits 50cr</b> <b>Graduation</b> (Graduation will occur after all requirements of the program have been met) TBD May 2025

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## IV. Academic Calendar

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One (1) Nursing Clinical Credit is equivalent to (45) clock hours  
One (1) Nursing (and college course) Theory credit is equivalent to (15) clock hours  
Credits used to calculate QPA,  
Add/Drop class policy is at the end of each first week/per term, without penalty  
**HVK and Affiliating College Schedule Subject to Change**

\* Denotes Proposed Affiliate College Courses / Credit(s) and Schedule

\*\* Microbiology will lab (4 credits) is not a verified course for this cohort

• Nursing Credit Equivalents	Total 50- credits
• Affiliate College General Education Courses	Total 26-30** credits
• Total Program Credits/ Clock Hours	Total- 76-80** credits

\*General Education Courses presented online from University affiliate.

Once admitted to the HVK SON (which includes Fall for advanced starters), ALL General education courses MUST BE TAKEN through the affiliate University in the course provided. Only if the course is not passed successfully and CANNOT be offered by the affiliate before graduation, or under other mitigating circumstances, may the course be taken elsewhere. This requires a direct written request to and approval from the Director, School of Nursing.

A & P I w/ Lab	4cr
A & P II w/ Lab	4cr
Microbiology w/ Lab**	4cr
Introduction to Psychology (Developmental)	3cr
Introduction to Sociology	3cr
Nursing/Medical Ethics	3cr
English (I)	3cr
Nutrition	3cr
English II	3cr

The Heritage Valley Hospital School of Nursing is committed to fulfill all necessary educational requirements for the pre-licensure program as documented in the Student Guidebook. The school is prepared to respond to any interruption to in-person didactic/theory presentation by transitioning to live distance –learning with no change in course theory/credit hours. Any interruption in clinical education will be replaced with distance simulation and virtual activities as approved. The School of Nursing is committed to provide any additional mandated requirements to fulfill the approved educational program as documented in this Guidebook should any disruption to the established face-to-face program be encountered.

*Revised 4/2020 Reviewed 7/2022*

## **V. STUDENT ACCOUNTABILITY**

*Reviewed 7/2022*

The student is responsible and accountable for individual active participation in the learning process. The student is required to prepare for each theoretical and clinical experience, to participate actively in each learning opportunity, and to pursue academic goals through honest endeavor.

The student is responsible and accountable for individual actions while administering nursing care to the client. The student is to perform nursing care commensurate with the level of nursing education and to adhere to the policies and procedures of the institution where the clinical experience is scheduled.

It is the responsibility of the student to seek supervision from the nursing instructor for any nursing skill or treatment the student does not feel competent to perform or approval to perform the skill independently.

The student is accountable for the information presented in this guidebook. The student will review the information in this guidebook and will sign the "Student Guidebook Acknowledgement Form".

The guidebook acknowledgement and all addendums must be signed representing the student's promise to abide by said policies or the student may be restricted from class and/or clinical activities until the original acknowledgement and/or any addendums are acknowledged.

# HERITAGE VALLEY KENNEDY SCHOOL OF NURSING STUDENT GUIDEBOOK

## VI. Academic Policies

### VI. ACADEMIC POLICIES

#### A. ABSENCE/TARDINESS AND PAPERWORK REPERCUSSIONS GRID

*Revised 6/2019, 3/2020, 8-2021 Reviewed 7/2022*

All guidelines listed below supersede any contradictions in the guidebook.

Student Learning Activity	Call Off Procedure*	Policy for Appropriate Call Off Procedure*	Policy for Inappropriate Call Off Procedure*	Tardiness*
Theory	In the event of absence, the student does not need to call off for theory However, there are repercussions for more than 10% of theory time missed. (See policy: Theory Absence / Tardiness)	NA	NA	Doors to the classroom are closed at the scheduled start of class time and tardy students are not permitted to enter. Mitigating circumstances will be addressed individually. The student should contact the course chair or secretary/Admissions Coordinator School of Nursing regarding delays beyond their control.
Exams: Theory, Dosage Calculation, and Proctored ATI Assessments	In the event of absence, the student must verbally call off or leave a voice message to the instructor/Course Chair (1) one hour prior to the scheduled exam	The student must verbally call off or leave a voice message to the instructor/ course chair (1) one hour prior to the scheduled start of the examination. Failure to take exam at the originally scheduled or reschedule time (without an approved absence or mitigating circumstance) will result in a decrease of 4% of the total exam points.	Failure to take the exam at the originally scheduled or rescheduled time without appropriately calling off (AND without an approved absence or mitigating circumstance), will result in a decrease of 6% of the total exam points.	Students reporting late on the day of an exam will be given the option of completing the exam in the time remaining or taking an alternate exam at the end of the school day. The student should contact the Course Chair or secretary/Admissions Coordinator School of Nursing regarding delays beyond their control.
Direct Patient Care Experience	In the event of tardiness or absence, the student is required to call the clinical site and the clinical instructor at	If the student calls off correctly, clinical make-up assignments will be at the discretion of the Course Chair and Clinical Instructor.	Any student who does not call off appropriately for a clinical experience will NOT be given the opportunity for a make-up.	A student who is more than 30 minutes late for a direct patient care experience, or has not appropriately notified the instructor of the tardiness, is not

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	least one hour prior to the start of the clinical experience.		<p>If the clinical experience missed is part of a two-day-a-week clinical experience: The CPR will be scored for the day attended with a 0 in professionalism and a 0 or 1 for any SLO categories or paperwork unable to be evaluated on the day attended.</p> <p>If the clinical experience missed is a one day a week clinical experience: The CPR will be scored with all 0's. If no paperwork can be submitted then the paperwork category will also be scored a 0.</p>	<p>to report or remain for the clinical experience and will receive a 0 in the Professionalism category of the CPR. (See previous columns for subsequent absence repercussions).</p> <p>Tardiness within 30 minutes of the start of a direct clinical experience (whether the instructor is appropriately notified or not) will result in a '0' in professionalism on the CPR for that week.</p>
Observational Clinical Experience	In the event of absence, the student is required to call the clinical instructor and the clinical unit at least one hour prior to the start of the clinical experience.	Observational Clinical make-up assignments will be at the discretion of the Course Chair and Clinical Instructor. To meet the outcomes the instructor may require the student to complete a clinical make-up in person, or by a written assignment, a computerized assignment, or another indirect observational assignment as deemed necessary by the instructor.	Failure to call off for an observational clinical experience will result in a "0" in the professionalism outcome on the Observational Experience CPR. Mitigating circumstances will be considered. To meet the outcomes the instructor may require the student to complete a clinical make-up in person, or by a written assignment, a computerized assignment, or another indirect observational assignment as deemed necessary by the instructor.	<p>Failure to arrive on time for an observational clinical experience will result in a "0" in professionalism on the Observational Experience /Assignments CPR.</p> <p>Whether or not the student is permitted to stay for the experience is at the discretion of the instructor based on the experience, and time lost due to the tardiness.</p>
Indirect Clinical: Skill/Sims/Clinical Conferences	In the event of tardiness or absence, the student must call the clinical instructor at least 1 hour	Indirect clinical make-up assignments will be at the discretion of the Course Chair and Clinical Instructor. To	Failure to arrive on time or to call off for an alternative clinical experiences (skills, sims, observation, conferences) will	Failure to arrive on time or to call off for an alternative clinical experiences (skills, sims, observation, conferences) will



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Clinical Competency	prior to the start of the clinical experience or competency.	meet the outcomes the Instructor may require the student to complete clinical make-up by a written assignment, a computerized assignment, or another clinical patient assignment as deemed by the instructor. Clinical makeup experience may be needed. This will be determined on an individual basis. Competencies must be made up and a remediation is available if appropriately called off.	result in a “0” in professionalism on the CPR for the associated week. If the occurrence is not on the week of a direct clinical experience scored on the CPR then implementation of the Student Misconduct Policy will occur.  Make-up of a competency is required. If the absence is not appropriately called off or excused, then the opportunity for remediation is lost and the competency must be passed on the first attempt.	result in a “0” in professionalism on the CPR for the associated week. If the occurrence is not on the week of a direct clinical experience scored on the CPR then implementation of the Student Misconduct Policy will occur.  Failure to arrive on time or to call off for a clinical competency will result in an inability to perform the competency(ies) at that time, a rescheduling of the competency(ies) and a loss of a remediation opportunity.
Required Study Sessions	Call off to Course Chair at least one hour prior to the scheduled session	Remediation work assigned	Implementation of the Student Misconduct Policy and remediation work assigned.	Implementation of the Student Misconduct Policy and remediation work assigned
Medication Administration Competency Tutorial Sessions	Call off to Course Chair at least one hour prior to the scheduled session	With an excused absence: remediation work assigned / individual tutorial session required at the discretion of the Course Chair	Failure to attend (and appropriately call off for) the scheduled tutorial session on the stated/scheduled date and time will result in forfeiture of the opportunity to take the subsequent (2 <sup>nd</sup> or 3 <sup>rd</sup> ) math exam and subsequent restrictions/ repercussions stated in the Medication Administration Competency Policy	Not permitted to attend the session, thus resulting in forfeiture of the opportunity to take the subsequent (2 <sup>nd</sup> or 3 <sup>rd</sup> ) math exam and subsequent restrictions/ repercussions stated in the Medication Administration Competency Policy

\* All absences will incur hours missed

\* All situations are reviewed to consider mitigating circumstances.

## ASSIGNMENT REPERCUSSIONS

Assignment*	Repercussions if not Completed/Submitted by Due Date & Time/ Not having required scores
ATI tutorials: Pharmacology Made Easy	Failure to complete the original assignment with 77% score by the stated due date and time will result in implementation of the misconduct policy and an ‘I’ incomplete* grade. (Scores >77%

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	MUST be achieved for each Pharmacology made Easy module to complete the semester. (Students cannot progress in the program with an incomplete).
ATI: Real Life Scenarios	Failure to achieve the required score of “Satisfactory” by the stated due date and time is considered an incomplete assignment. The student will receive an incomplete* grade for the assignment for any Real Life Scenario not submitted or not achieving the required score until the ‘Satisfactory’ score is achieved.
ATI Practice Assessments Remediation	Failure to submit both documents (ATI Individual Performance Profile and trigger points) prior to the proctored assessment will result in zero points for the assignment.
Weekly CPR	Student will receive a ‘0’ in the professionalism SLO on the CPR. Student will have 24 more hours to submit the CPR for scoring. Failure to submit the CPR within those 24 hours will result in all ‘0’s in that week’s categories. Submission within 24 hours is considered to be remediation. No further remediation is offered.
Other weekly clinical paperwork	Student will receive a ‘0’ in the professionalism SLO for that week on the CPR
Clinical Observations	Student will receive a ‘0’ in the professionalism SLO for that week on the CPR.
Medication Calculation Assignments	Implementation of the Student Misconduct Policy Failure to complete and submit each Medication Calculation Assignment on the stated/scheduled date and time will result in implementation of the student misconduct policy. Work will remain due and an ‘I’, incomplete will remain until the work is completed. (Students cannot progress in the program with an incomplete)
Medication Administration Competency Remediation	Failure to complete the remediation and/or tutorial session on the stated/scheduled date and time will result in forfeiture of the opportunity to take the subsequent (2 <sup>nd</sup> or 3 <sup>rd</sup> ) math exam and subsequent restrictions/ repercussions stated in the Medication Administration Competency Policy
Any assignment not specified above or defined within its specific policy	Implementation of the Student Misconduct Policy

\* All situations are reviewed to consider mitigating circumstances.

\*Clinical assignments marked incomplete must be completed by the date and time documented on the course calendar in Canvas. Failure to do so at mid clinical evaluation will result in an inability to progress to the second half of the semester until all first half assignments are complete. (Leadership and Nursing II have no mid clinical evaluations). Failure to complete all second half assignments by the date and time documented on the course calendar in Canvas prior to the final clinical evaluation will result in a clinical incomplete and an inability to sit for the final exam until all work is completed. (The final exam cannot be completed at a time other than the scheduled day and time due to incomplete course work. Therefore incomplete course work not submitted by the scheduled final theory exam will result in course failure). Extenuating circumstances will be reviewed by the director on an individual basis.

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### B. ACADEMIC INTEGRITY .....Reviewed 7-2022

The practice of professional nursing is identified with a high standard of integrity and ethical conduct. The student is responsible for professional development based on the American Nurses Association (ANA) Code for Nurses. The faculty is responsible for establishing and maintaining this standard in both the clinical and academic settings.

As an institution committed to both professionalism in nursing and the highest standards of professional and academic integrity, the School of Nursing unequivocally condemns any attempt to defraud the institution **by any form of academic misconduct.**

**Cheating:** Any activity of a student or group of students whose purpose it is to earn a higher grade than would likely be received on the basis of their own achievements. (Ebel and Frisbie, 1991).

**Plagiarism:** Stealing and/or using the ideas or works of others, representing them as one's own. (Bradshaw and Lowenstein, 1990).

**Examples of Cheating/Plagiarism Include, but are not limited to:**

- Use of any unauthorized assistance in taking quizzes or tests such as using a crib sheet; preprogramming a calculator; using notes or books during a closed book exam; looking at another unsuspecting student's exam & copying; passing answer via notes; using hand gestures during the exam to indicate exam answers; discussing answers in exam, leaving the exam room to get answers hidden outside of the classroom, using body parts or clothing to hide information for exams; texting and/or photographing answers via cell phone, etc.
- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, preparing care plans, solving problems or carrying out other assignments.
- The acquisition, without permission, of tests or other academic material belonging to others.
- Any alteration of original answers on a quiz or test once it has been submitted to the instructor.
- Using another student's work as one's own; submitting another student's papers (client/community assessments, care plans, teaching plans, lab results, project reports, power points, etc.) and representing the work as one's own; purchasing or copying papers from the internet, etc.
- Knowingly allow another student to use one's work as his/her own.
- Inappropriately sharing work on online assignments or tests.
- Using false excuses to obtain an extension on due date and/or time for course work.
- Plagiarizing by paraphrase or direct quote without full and clear acknowledgment of the source. This includes both published and unpublished materials. Plagiarism is crime punishable by law.
- Initialing for other students on the hourly attendance sheets.

**Fabrication:** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

**Collusion:** The facilitation of academic dishonesty by intentionally or knowingly providing or attempting to provide any form of unauthorized help to a student in violation of a policy.

**Unauthorized possession:** Of any type of evaluation (examination) material through: purchase or supply, stealing, failing to return evaluation documents on file, selling, photocopying, buying, or any possession of evaluation documents without the instructor's permission, etc.

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**Ghosting:** Taking an exam, quiz, performing a lab exercise or procedure in place of another; having another person take a quiz, an exam; or perform an exercise or similar evaluation in place of the student, etc.

**Theft of computer programs:** Electronic theft of computer programs, data, or text belonging to another student, the faculty, the School, etc.

Any violation of any of the above actions which violate academic integrity will result in **implementation of the Student Misconduct Policy, possible Permanent Misconduct Form, and possible dismissal**. The student may not withdraw from the program during review of an issue related to academic integrity.

A student in violation of academic integrity is entitled to due process. The student will be notified in writing via certified, registered mail or in person of the charge, evidence supporting the charge, and the process to be followed. Disciplinary action will be decided by the Director of the School in conjunction with the course chair. If it is proven that the student is in violation of the academic integrity policy, the student may receive the maximum sanction which includes dismissal from the program.

### C. ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) .....Revised 7-2022

ATI resources have been incorporated into the curriculum to assist the student to enhance academic and NCLEX success. Faculty presented orientation sessions to ATI products and their use will be presented throughout the program.

#### **Disclosure:**

All products developed and offered by ATI (Assessment Technologies Incorporated) are deemed beneficial as supplemental educational activities to students. These products are integrated into each nursing course to enhance learning and educational experience. ATI has no authority or influence on the curriculum development and/or revisions at HVK SON. All Curriculum decisions are determined and implemented solely by the faculty and administration of HVK SON.

#### **Skills Modules:**

ATI provides online skills and review modules that include written and video materials in all content areas. Students are encouraged to use these modules to supplement course work. Instructors will assign these during the course and/or as part of active learning/remediation/make-up.

#### **Tutorials:**

ATI offers unique Tutorials that teach nursing students how to think like a nurse, succeed on a nursing assessment, and develop sound clinical judgement.

ATI Tutorial Assignments: **Pharmacology Made Easy**, and **Real Life Scenarios** must be completed with a "Satisfactory" or a 77% or better. As many attempts as necessary to achieve these scores may be made PRIOR to the due date and time. For the **Pharmacology Made Easy**, failure to complete the original assignment with 77% score by the stated due date and time will result in implementation of the misconduct policy. For the **Real Life Scenarios**, assigned as part of the clinical rotation assignments, failure to achieve the required score of "Satisfactory" by the stated due date and time is considered an incomplete assignment. The student will receive an incomplete (I) for any Real Life Scenario not submitted or not achieving the required score until the 'Satisfactory' score is achieved. (Students cannot progress in the program beyond midpoint or to the next semester with an (I) incomplete).

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### **Assessments:**

Standardized Assessments will help the student to identify what they know, as well as areas requiring active learning/remediation. There are practice assessments available to the student and standardized proctored assessments that will be scheduled during courses.

### **Active Learning/Remediation:**

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX. The student's individual performance profile will contain a listing of the topics to review. The student will remediate, using the **Focused Review** which contains links to ATI review modules, media clips, and **active learning templates**. The instructor has online access to detailed information about the timing and duration of time spent in the assessment, focused reviews, and tutorials by each student.

### **Content Mastery Series (CMS):**

CMS is designed to provide assessment data regarding a student's mastery of concepts in specific areas linked to the NCLEX® test plan.

For more detailed information on CMS ATI Assessment integration and grading, see:  
J: Evaluation: ii. ATI Assessments

## **D. CLASS OFFICERS** .....*Revised 7-2021, Reviewed 7-2022*

Officers of the Student Organization shall be the President and the Secretary/Treasurer for each class. Officers, Elections, and Term of Office:

1. Freshman Class will elect a President and Secretary/Treasurer of the Student Organization.
2. The election will occur prior to mid-term of Semester I.
3. A review of the duties of the officers will be reviewed prior to the election of nominees.
4. Class Officers may NOT concurrently hold a SNAP officer position.

Duties of the Student Organization Officers:

The Class President shall:

- preside at monthly class meetings prescheduled and noted on course calendar.
- call special meetings when necessary.
- attend meetings of the Curriculum Committee and all course meetings.
- report pertinent information from the Curriculum Committee to all students.
- secure volunteers from the class to serve on all student committees as needed.
- investigate concerns of the class and provide appropriate feedback.
- act as Chairperson of the Grievance Committee for Student Fair Treatment.

The Secretary/Treasurer shall:

- keep a record of all class proceedings – via documented class meeting minutes.
- see that copies of the minutes of each class meeting are filed in the Director, School of Nursing office using the **Agenda & Meeting Minute Template**.
- Fill in for the Class President when the President is unavailable.

If either position is vacated, new nominees will be named and a new vote will be taken.

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### E. CLASSROOM POLICIES ..... Revised 6-2021, Reviewed 7-2022

- A student is expected to demonstrate punctuality for scheduled class.
- Faculty will close and lock (for the safety and security of all) the classroom door at the beginning of class and will not permit late students to enter until break.
- Students who must leave during the course of lecture may do so but are NOT permitted to return until the class breaks.
- Respect for all faculty members and fellow students must be shown at all times.
- When leaving the classroom, the student should remove all personal belongings and return the classroom to proper order by repositioning the chairs, turning off lights, and disposing of garbage in a proper receptacle.
- Hourly breaks will be given during theory presentation. Students are expected to adhere to break time limits as set by instructor.
- When classes are in session, students should refrain from loud talking in the corridors or classrooms as it can be disruptive to others.
- Snacks and drinks are permitted in the classroom.
- Students are not permitted to bring their children to school.
- Students must obtain permission from faculty to record the class. Video recording is prohibited. **Audio** recording for personal use only is permitted with daily faculty permission. Permitted audio recording cannot be: shared on a public forum or altered or manipulated in any way. Violation will lead to the Student Misconduct Policy.

#### 1. ABSENTEEISM/TARDINESS

- The student is excused for a three (3) day funeral leave for a death in the immediate family. Immediate family includes a parent, parent-in-law, spouse, child, grandparent, daughter-in-law, son-in-law, sibling, or legal guardian. If a close relative dies, the student is excused for a one day funeral leave. Close relative includes aunt, uncle, brother-in-law, sister-in-law, niece, or nephew. Clinical experiences missed may need to be made up to meet course outcomes.
- In the event of an extended illness of three (3) consecutive days or more, a student may continue in the program provided the student has approval of the health care provider caring for him/her to participate in classroom and clinical activities, and is able to meet the course outcomes. Returning to the program is contingent upon the doctor's written recommendation. The Director will format a plan for the student to complete the program.
- In the event of pregnancy, the student must notify the Director and Clinical Instructor as soon as possible and provide a written health care provider's permission for the student to participate in classroom and clinical activities.
- Scheduling a vacation without prior approval by the director during an academic year is an unexcused absence and will be subject to the attendance policy.
- Attendance is mandatory. A doctor's excuse may be required at the discretion of the director and/or instructor.
- On the first day of return after an absence, the student must contact the course chair to discuss work missed and/or to schedule taking a make-up exam. Failure to report to the course chair will result in implementation of the student misconduct policy. Failure to report to the course chair within three (3) days of the regular schedule exam will result in a grade of zero (0%) for that exam.

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- During times when distance education is being utilized, students attending distantly must record their attendance in the manner presently being utilized or as instructed. Failure to validate attendance will result in absence hours recorded.
- While in attendance via virtual/distance platforms, video is required to be maintained. Loss of video will assume lack of attendance and absence hours will be recorded.

**Students reporting late on the day of an exam will be given the option of completing the exam in the time remaining or taking an alternate exam at the end of the school day.** The student should contact the course chair or secretary/Admissions Coordinator School of Nursing regarding delays beyond their control.

### 2. THEORY ABSENCE/TARDINESS

- Doors to the classroom are closed at the scheduled start of class time and tardy students are not permitted to enter. Mitigating circumstances will be addressed individually. The student should contact the course chair or secretary/Admissions Coordinator School of Nursing regarding delays beyond their control.
- Students are required to record daily attendance in the manner presently utilized. This serves as a record of their attendance for each class session. Students ARE NOT PERMITTED to record attendance for anyone other than themselves.
- Classroom attendance is recorded in accordance with federal financial aid regulations. Regulations state a student must not miss greater than 10% of total theory credit hours per course. Any student missing greater than 10% of theory is at risk for disruptions to financial aid. Any scholarship student missing greater than 10% is at risk of losing the scholarship. This attendance information becomes a part of the student's permanent record. Once a student misses 10% of total theory credit hours per course he/she will be notified.
- If the student is absent from class, the student is responsible to obtain from their peers, not faculty, the content and announcements missed due to the absence.
- Written assignments due on the day of an absence are expected to be electronically submitted on time unless arrangements for an extension have been made prior to the due time.
- If absent from class on the day of an examination, the student will be required to take an alternate examination on the day he/she returns to school. With the exception of the medication calculation exams, any of the following testing formats may be utilized: essays, true-false, fill in the blank, short answer, etc.
- The following guidelines will be in effect for students who are absent on the scheduled date of the examination (theory or math):
  - The student must verbally call off or leave a voice message to the instructor/ course chair **1 hour** prior to the scheduled start of the examination.
  - Failure to take the exam at the originally scheduled or rescheduled time (**without an approved absence or mitigating circumstance**), will result in a decrease of 4% of the total exam points.
  - Failure to take the exam at the originally scheduled or rescheduled time (without an approved absence or mitigating circumstance **AND without appropriately calling off**), will result in a decrease of 6% of the total exam points.

### F. CLINICAL POLICIES .....Reviewed 7/2020, Revised 7-2022

Clinical experiences present the opportunity for students to apply theory in simulated and real-life situations. Scheduled direct clinical time is to be devoted completely to the care of the client and additional learning

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experiences as directed. NO personal laptops or phones are to be on the unit. Non-clinical activity occurring on personal (or hospital) devices will result in a “0” in professionalism for the day.

Students are to remain on the clinical unit, not in lounges, throughout the experience pursuing other learning opportunities, assisting other personnel, researching information through Sunrise on their client, or completing assigning learning activities as directed by the instructor. Activities on the unit other than those promoting learning, or time off the unit without approval, may result in a “0” in professionalism for the day.

### 1. CLINICAL ABSENCE

- **Attendance is mandatory for all clinical experiences including indirect clinical activities:** skills laboratory, simulation, clinical conferences and observational experiences. In the event of absence, the student is required to **call the clinical instructor (and the unit) at least one hour prior to the start of the clinical experience.**
- When a student’s clinical absence hours exceed 10% of the course clinical credit hours the student will be dismissed from the program. Direct clinical /simulation make-up hours will count to offset missed clinical hours. (See Clinical Make-up policy for more information). If mitigating circumstances exist to cause an extended clinical absence refer to the “leave of absence policy” within this guidebook.
- Total clinical absences are recorded on the student’s final transcript and become part of the permanent record. Clinical absences will also be recorded on the Final Clinical Performance Review.
- Make-up of clinical experiences is required for most clinical absences. (See clinical make up policy)
- A student who is more than 30 minutes late for direct patient care experience is not to report for clinical and is considered absent. The entire time missed will be counted against the total absent time. If not appropriately called off, the absence will be reflected with a 0 in the professionalism outcome on the Clinical Performance Review for that week (See Absence/Tardiness and Paperwork Repercussions Grid) and make up may not be permitted.

### 2. CLINICAL TARDINESS.....7-2020, reviewed 7-2022

#### Direct Clinical Experiences:

- In the event of anticipated tardiness to a direct clinical experience, the student is required to **call the clinical instructor prior to the start of the clinical experience.**
- With appropriate notification prior to the start of the experience, the student is permitted to complete the direct clinical experience as long as the student is no more than 30 minutes late.
- Tardiness within 30 minutes of the start of a direct clinical experience (whether the instructor is appropriately notified or not) will result in a ‘0’ in professionalism on the CPR for that week.
- A student who is more than 30 minutes late for direct patient care experience or has not appropriately notified the instructor of the tardiness, is not to report or remain for the clinical experience and will receive a 0 in the Professionalism category of the weekly CPR. The entire time missed will be counted against the total absent time.

In all instances of tardiness, extenuating circumstances will be considered by the instructor in regards to the student’s professionalism and the ability to fulfill the experience.

#### Alternative Clinical Experiences (skills, sim, observation, and conferences):

- A student who does not arrive prepared (including dress code appropriate appearance) has until the time of the scheduled start of the experience to correct the indiscretion with no penalty. If correcting the indiscretion creates a tardy arrival, see #2.



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- Failure to arrive on time for **alternative clinical experiences** will result in a “0” in professionalism on the observational / assignment CPR. If for any reason the offense cannot be scored on the CPR, then implementation of the Student Misconduct Policy will occur.
- Whether or not the student is permitted to stay for an experience after a late arrival is at the discretion of the instructor based on the experience, and time lost due to the tardiness.

### 3. CLINICAL MAKE UP POLICY ..... revised 7-2022

Direct and indirect (simulation) clinical make-up assignments will be at the discretion of the Course Chair and Clinical Instructor. To meet the outcomes the instructor may require the student to complete clinical make-up by a written assignment, a computerized assignment, or another direct or indirect (simulation) clinical experience as deemed by the instructor. Some clinical make-up may be required to be completed **prior** to the next clinical experience. All clinical make up must satisfactorily meet outcomes to progress in the program. When a direct clinical assignment make-up is required, make-up is completed on the day pre-determined and posted on the course schedule.

#### A. CALL OFF and MAKE-UP of DIRECT CLINICAL:

1. If the student calls off appropriately for one day of a two-day-a-week clinical experience:
  - The CPR and paperwork will be scored for the day attended. If any outcome is unable to be met or paperwork unable to be completed, then the student will need to complete the experience on the end of course make up day.
  - If outcomes and paperwork are able to be completed on the one day of clinical attended, no make-up is required.
2. If the student calls off appropriately for a one-day-a-week clinical experience:
  - Direct clinical make-up is required on the one scheduled clinical day posted on the schedule.
3. Any student who does not call off appropriately for a clinical experience will NOT be given the opportunity for a make-up. Mitigating circumstances will be considered.
4. If the student does NOT call off appropriately for one day of a two-day-a-week clinical experience:
  - The CPR will be scored for the day attended with a 0 in professionalism and a 0 for any SLO unable to be met and/or aspects of required paperwork unable to be appropriately completed.
  - Make up will not be offered (mitigating circumstances will be considered).
5. If the student does NOT call off appropriately for a one day a week clinical experience:
  - The CPR will be scored with all 0's. If no paperwork can be submitted then the paperwork category will also be scored a 0. Make up will not be offered (mitigating circumstances will be considered).
6. If the total hours of clinical absence exceed 10% of the course credits hours, make-up for appropriately called-off clinical days, even if outcomes are met and paperwork completed, is required to offset the amount of clinical hours missed. Inappropriately called off clinical days cannot be made up. (Extenuating circumstances will be considered by the Director, SON). Direct clinical make-up is restricted to the one scheduled clinical day, maximum six hours, posted on the schedule.
7. If the single make-up day does not allow the student to meet the 90% required attendance mark, the student will be dismissed. Immediate family deaths, court appearances, validated positive covid quarantine, and certain emergencies (per the director's discretion) are excused absence hours and

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although require make up, excused absence hours are NOT counted in the maximum 10% absence restriction of course hours. Extenuating circumstances which result in clinical absence will be considered by the Director, SON.

### B. CALL OFF and MAKE-UP of INDIRECT CLINICAL (simulation, skills, clinical conferences):

1. If the student calls off appropriately for an indirect clinical experience, make up is at the discretion of the instructor. However, most experiences require some form of make-up to meet clinical outcomes. Written or virtual computer make up assignment hours do NOT off-set missed clinical hours. Time spent on indirect (onsite simulation) make-up will offset missed clinical hours. (Only time spent in makeup will be subtracted from the overall scheduled absent time).
2. If the student does NOT call off appropriately for an indirect clinical experience, make up will be required, but hours related to the make-up will NOT offset absent clinical hours. (In addition, the student will receive a "0" in professionalism on the CPR for the associated week. If the occurrence is not on the week of a direct clinical experience scored on the CPR then implementation of the Student Misconduct Policy will occur).

### C. FACULTY CANCELLATION of CLINICAL ..... Revised 7-2020, Reviewed 7,2022

If faculty cancels a clinical experience due to an issue with the facility, every effort will be made to reschedule the exact experience at some time throughout the program or on the scheduled make-up day. If this is not possible, an alternative assignment will be determined at the instructor's discretion and graded to complete CPR/paperwork requirements.

If an individual faculty member cancels clinical due to weather conditions in their specific experience area, an alternative assignment will be determined at the instructor's discretion and graded to complete CPR requirements. (See VI. P. School Cancellation/ Delays for information regarding make-up due to entire school closings or delays).

If faculty cancels clinical for the individual faculty member's illness or issue, an appropriate make-up of associated content will be assigned to be completed during the time the student would have been in clinical. This assignment will be due at the regularly scheduled due date and time of clinical work. The clinical time missed will be made available for the student to experience (no paperwork due) on the scheduled clinical makeup day providing the student does not have a required make up. This make-up will only be offered on the originally scheduled unit to offer the exact experience missed and is dependent on the unit's availability. The student should notify the Curriculum Coordinator of the desire to have the experience on the make-up day directly after the cancellation of the experience.

### D. CLINICAL MAKE-UP ASSIGNMENTS

- Clinical Make-up Assignments are due before the start of the associated clinical experience if a specific date and time is not communicated.
- Failure to submit a Clinical Make-up Assignment scored on the WCPR on time will result in 0's in the categories defined within the make-up assignment.
- Failure to submit a Clinical Make-up Assignment NOT scored on the WCPR on time will result in implementation of the Student Misconduct Policy.
- If the policy for call offs is not appropriately followed, the opportunity for make-up may be denied.

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- Unexcused hours missed will remain if the experience is made up as an assignment. Time spent in in-person clinical make up will be subtracted from the hours missed.
- Excused absence hours will not count toward the 10% of clinical credit hours permitted to be missed, although make-up may be required to meet clinical outcomes. (Examples of excused absences: Validated covid illness, legal issues, family death are approved emergencies. Illness with a doctor's excuse is not an excused absence).
- Make-up of a competency is required. If the absence is not excused, then the opportunity for remediation is lost and the competency must be passed on the first attempt.

### 4. CLINICAL RESTRICTIONS

#### Skills:

Students May Not:

- Draw blood cultures from a central line
- Draw ABG's via direct stick (may draw from Arterial Line with supervision)
- Apply restraints (may monitor and perform hourly assessments)
- Document or report interpretation of cardiac/fetal monitoring
- Defibrillation

#### Medication Administration

Students May Not:

- Withdraw any narcotic from the med station. (Students may administer narcotics under the DIRECT supervision of the RN (preferably the instructor) who MUST COSIGN the administration
- Set-up or co-sign PCA pumps
- Administer or monitor blood products (may assess vital signs)
- Co-sign medication withdrawals requiring a co-sign
- Administer IV chemotherapeutic agents
- Participate in the titration of any medication but may monitor and assess the client throughout.

#### Documentation / Communication

Students may not:

- Sign out narcotics/controlled substances
- Transcribe or "sign off" orders
- Admit, discharge, or transfer a patient (may observe/assist unit RN)
- Receive phone or verbal physician orders
- Receive critical lab results
- Witness consents

### 5. CLINICAL COMPETENCIES .....*Revised 1-202, Reviewed 7-2022*

The students must satisfactorily meet all expectations of clinical competencies during the course. Clinical is overall graded as Pass/Fail based on the Clinical Performance Review (CPR) and includes successful completion of the clinical competencies for that course. Failure to pass the course clinical competency or the medication administration competency will result in a failure for the clinical component of the course due to an inability to meet minimal competence of the clinical student learning outcomes. In some cases, this will result in immediate dismissal. (See vii. Medication Administration Competency).

### 6. MEDICATION ADMINISTRATION COMPETENCY

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*Purpose: To demonstrate competency in medication calculations and/or medication administration.*

- **Fundamentals:** A medication competency exam based on basic Dosage Calculations is administered during the course. **A student will be given three (3) attempts to achieve an 80% or greater on the exam.** If unsuccessful on the first attempt (a score of less than 80%), mandatory remediation work and group tutorial sessions will be assigned to the student(s) prior to the second and third medication calculation competency exams. Individual sessions with advisors may be scheduled at the student's request. Due to the necessity for the student to develop critical thinking in relation to medication calculation, failure to complete the remediation and/or tutorial session by the assigned date and time will result in forfeiture of the opportunity to take the second and/or third medication calculation competency exam. A minimum of two (2) days must lapse between exam attempts. Due to the direct relationship of medication calculation and patient safety related to medication administration, **failure to achieve 80% on the math exam after the third attempt will result in dismissal from the program as the student will not be able to meet the clinical objectives of the course. Students will not be permitted to administer medications on the clinical unit until achieving the required score.**
- Subsequent medication calculation exams will be administered in Nursing I and Nursing III requiring an 80% or greater after the third attempt as described above.
- In Nursing II, two (2) Student Study Sessions will present workshops on the transition from NI Calculations to NIII Critical Care Calculations. Any student who did not successfully pass the NI Medication Calculation exam on the first attempt is required to attend both these sessions.
- The score of the first Medication Calculation Exam will stand as the theory points for the course.
- Calculators provided by the school will be permitted.
- Tardiness or missed Medication Calculation Exams follow the Exam section of the Theory Absence / Tardiness Policy.
- Remediation resources are available to students in the form of: ATI Dosage and Calculation Tutorial, math practice worksheets and drug calculation books.

Beginning in the *Fundamentals* course, a student may administer medications with the following stipulations:

- The policy of the clinical site permits student to administer medications.
- The student successfully achieves 80% or greater on the course math exam.
- The student is able to verbalize required information about the medication to the instructor.
- The student administers medications under the direct supervision of the Clinical Instructor or nurse preceptor in the Leadership course.

## G. COMMUNICATION

*Revised 6-2021, Reviewed 7-2022*

The communication policy is only in effect when class is in session.

### 1. EMAIL

It is an expectation that students read and respond to emails before the start of class and at the end of class each day, Monday 8AM through Friday 3PM (later if class extends beyond 3pm), non-holidays. This includes all (non-holiday) weekdays within the documented semester, excluding break week, regardless of required scheduled attendance or classes on site. Students must recognize that emails may contain time sensitive material. A student's failure to receive and read SON emails in a timely manner does not absolve the student

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from knowing and complying with the information and responsibilities contained within the email. Failure to respond to an individual email within the times defined in the policy may result in a conduct form.

If a student chooses to redirect/forward the SON email to another email address, they do so at their own risk. The SON is not responsible for emails that are lost in the forwarding process or downtime and errors of alternative email servers. Therefore, in the event of lost email or alternative email server downtime or errors, the student remains responsible for the contents and responsibilities contained within the email communication.

Faculty are also required to read and respond to student emails in the time frame documented above. Faculty will not respond to email sent after 3PM (later if class extends beyond 3pm), until first thing the next morning prior to the start of class. Any emergent emails should be directed to the Curriculum Coordinator or Director, School of Nursing.

### **2. TELEPHONE CALLS**

Telephone calls between administration, faculty, and students may be necessary on occasion. For example, emergencies, class delays or cancelations, change of clinical, reporting off, or assignment details/questions. Telephone communication should be respectful and courteous using an adequate volume of voice. The caller should clearly identify themselves and the reason for the call. Faculty is not required to answer phone calls weekdays after 9pm. Avoid placing any phone calls on weekends. **Do Not** place more than one call regarding the same subject within a 24 hour time period. Faculty will respond within the appropriate time frame. Faculty may indicate alternate guidelines during individual course orientation.

### **3. TEXT MESSAGING**

Text messaging between administration, faculty, and students may be necessary on occasion. For example, emergencies, class delays or cancelations, change of clinical, reporting off, or assignment details/questions. Text messaging is preferred over telephone communication. Text messages should be respectful and courteous using proper grammar and punctuation. The sender must identify themselves and the reason for the message. Faculty may indicate alternate guidelines during individual course orientation.

### **4. CANVAS CLASSROOM**

Canvas Classroom is the main source of communication between faculty and students throughout the program via email and the 'Announcements' section of the classroom. It is necessary to check Canvas classroom Announcements for course communication and updates on the same schedule as emails: before the start of class and at the end of class each day Monday 8AM through Friday 3PM (later if class extends beyond 3pm), non-holidays.

Students are encouraged to check for class announcements over break weeks and between semesters regarding return to class.

### **5. GENERAL COMMUNICATION**

1. A student is not permitted to receive personal phone calls on hospital phones. This is in accordance with hospital personnel policy.
2. In the event of an emergency, a call may be made directly to the School of Nursing. This applies whether the student is on the clinical unit or in class.
3. The school office phone number is (412) 777-6204.

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4. Personal use of cell phones (including texting) is not permitted during class unless permission is granted by the instructor for educational purposes.
5. During testing and test review all cell phones are to be placed in the front of the class.
6. Use of cell phones during any clinical experience on the clinical unit is not permitted unless permission is granted by the instructor for educational purposes. Absolutely no cell phone photography is permitted on the clinical unit.
7. Unauthorized, unapproved, or inappropriate use of cell phones will result in disciplinary action and potential dismissal from the program.

### H. CONDUCT IN THE HOSPITAL.....Reviewed 7-2022

1. The student is expected to be courteous and respectful at all times and maintain professional standards as defined above.
2. A low, clear, well-modulated voice is essential. Unnecessary and loud conversation should be avoided at all times. This applies to hospital premises including but not limited to: patient rooms, nurses' station, corridors, elevators, cafeteria, and walking to and from the hospital.
3. **The student must report to the clinical instructor and to the staff nurse assigned to the student's patient(s) when leaving or returning to the unit.**
4. **Students are not permitted to leave the clinical unit at any time without notifying the instructor.**
5. Gum chewing is **NOT** permitted in the clinical area. No eating or drinking is permitted on the clinical unit.
6. The student is **not permitted** to make or receive personal telephone calls (including cell phones) when on the clinical unit. Emergency calls are to be made to the school of nursing office (412-777-6204).
7. Cellphone use on the clinical unit is defined in the Communication Policy.
8. When answering the telephone in the hospital, the student should state the name of the unit and the student's name. Example: "Fourth Floor, Miss Smith, student nurse".
9. Confidentiality is essential. Information pertaining to affairs of the patient or the hospital must be held in strict confidence. Any information, written or verbal, should not identify the patient in any way. Patient information is only to be discussed in the clinical area, conference rooms, or classrooms. Discussions about patients are **not** to take place in elevators or cafeterias. Compliance with all State and Federal law is mandatory. Health information will be protected according to HIPPA requirements. Patient privacy rights will not be violated in the hospital or at any other location or time.
  - It is not acceptable to use the computer to browse patient information unrelated to the student assignment at any time for any reason.
  - The student must prevent visitors from viewing any form of patient information, hard copy or on a computer screen.
  - HVK students are only permitted to use, view, or disclose medical information as defined by law. Students are not to share or discuss patient information with relatives, friends, co-workers, or students except within a closed conference room or classroom for the distinct purpose of meeting clinical outcomes.
  - All patient identifiers must be removed from any clinical documentation prior to leaving the clinical unit.

### I. DISCONTINUATION OF PROGRAM.....Reviewed 7-2022

#### 1. DISMISSAL FROM THE NURSING PROGRAM

A student may be dismissed from the School of Nursing for any of the following violations:

- Any criminal act.

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- Any violation of the Nurse Practice Act.
- Violation of a school or hospital policy.
- Any purposeful act which endangers the safety and wellbeing of clients.
- Non-compliance with the school's policy regarding substance abuse.
- Failure of the theoretical or clinical component of a nursing course.
- Failure of a college course (final grade of "C minus", "D" or "F") required to be completed within a specific semester.
- Failure to meet the medication calculation competency per policy.
- Violation of Code of Ethics.
- Violation of professional standards including academic integrity policy (see explanation of professional standards under Academic policy L).
- Exceeding the maximum amount of three (3) misconduct warnings per the Student Misconduct Policy.
- Any violation of HIPAA including, but not limited to unauthorized computer access of patient information.
- Violation of the Social Media Policy.
- Theft – Theft is defined as: *the taking of another person's property or services without that person's permission*. Theft of any school (library books, sim or skills supplies/equipment, etc.) or institution property without permission will be dealt with through the disciplinary process including possible dismissal from the program.

Any prospective or current student who is employed within the Heritage Valley Health System and dismissed under "Do Not Rehire" status may be permanently dismissed from the School of Nursing at the discretion of the Director, School of Nursing and Chief Nursing Officer, HVHS.

### 2. LEAVE OF ABSENCE ..... Revised 6-2021, Reviewed 7-2022

A leave of absence **MUST be requested in writing** and **must be approved** by the Director of the School of Nursing. A student may take no more than one (1) leave of absence in a twelve-month period; the leave may not be in excess of two (2) weeks in duration (excluding break weeks). Make up of all work (theory and clinical) is required to remain in the program. A medical leave of absence in an excess of two (2) weeks will usually require an extended medical leave from the program. An extended medical leave is not considered a withdrawal from the program. Students on an extended medical leave are held a spot in the subsequent cohort and are considered (on paper and in programs – if requested) as part of the next year's cohort. No admission fee is required for return to the next cohort. Theory and clinical competencies are required to return to the program to assure client safety. If so desired, online co-requisite courses may be continued through the affiliate university during the time of the leave. Admission to the affiliate college courses is secured through communication with the Admissions and Financial Aid Coordinators. An extended medical leave which lasts beyond the following cohort will result in withdrawal from the program.

Special consideration in regard to length of leave and conditions to return will be considered at the discretion of the Director of School of Nursing.

### 3. WITHDRAWAL FROM THE NURSING PROGRAM

- A student may withdraw from the nursing program at any time unless the student was terminated (dismissed) from the program or the student failed a course theoretically or clinically. The student is required to submit/return the following:

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1. A dated letter to the Director of the School of Nursing, stating official withdrawal from the program, effective date, and the reason for withdrawal.
  2. Hospital identification badge
- A student who withdraws during a term is assigned a “W” grade if withdrawal is prior to the 50% completion date for the course. After 50% of the course has been completed, the student will receive a “WP” if they are passing or a “WF” if they are failing at the time of withdrawal. The “W” grade does not negatively impact a student’s Q.P.A.; however, the course must be completed to progress in the program.
  - The student must meet with the Financial Aid Officer to meet all financial / scholarship obligations before withdrawing. A student who does not officially withdraw from the school and/or college or who fails to complete a course will receive a grade of “F”.
  - The student is required to clean out the provided locker space on the first floor within 24 hours. Items not removed from lockers will be disposed of by school personnel.

### J. DRESS CODE ..... Revised 6-2021, Reviewed 7-2022

1. HVK School of Nursing uniform will consist of the following:
  - Royal blue scrub pants, top and optional HVK School of Nursing lab jacket. Split bottom or elastic (jogger) scrub pants and not permitted. Students may elect to wear a **white** shirt under the scrub top.
  - The HVK School of Nursing emblem must be sewn on the left shoulder of the scrub top and lab jacket.
  - No pins or other adornment may be worn on the uniform. Sweat suits, jackets, nor coats are part of the uniform. HVK School of Nursing approved sweatshirts will only be permitted during non-clinical activities.
  - Only white or black socks (above ankle with no designs) and non-cloth, skid proof, **white or black** shoes are to be worn. Shoes and shoe laces must be clean and well-kept at all times. Shoes should be as plain as possible with no decoration or added color.
  - Tattoos – HVK SON reserves the right to make a decision about whether or not a student’s visible tattoo is appropriate. Offensive tattoos and those that are unprofessional in appearance or deemed inappropriate for the clinical setting are not permitted and must be covered while in uniform both inside and outside of the classroom (which includes lunch or any activity while in uniform outside of the class/sim rooms).
  - Additional requirements for clinical experiences: Specific modifications may be implemented at individual clinical sites.
  - A wristwatch that displays seconds. No other wrist jewelry or activity trackers permitted.
  - A black/blue ball point pen. No felt-tip or erasable pens. (No pens permitted in Sim/Skills labs).
    - Assessment kit equipment.
    - Loose hair is to be off the collar and away from face. Long hair must be secured as to prevent falling forward during patient care. Hair must be neat in appearance.
    - Artificial nails or nail adornments of any kind are not permitted. Nails must be clean and less than ¼” above fingertip. Neutral colored, **non-chipped** polish is permitted.
    - No perfume or cologne.
    - No gum.
2. The school uniform is required to be worn for **all classes and clinical** on the HVK campus and other contracted clinical sites, as well as all school-sponsored functions on and off the HVK campus, unless



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otherwise specified. The uniform must be properly fitted, hemmed, clean, and wrinkle-free. Colored or printed undergarments cannot be visible.

3. The Student ID badge is part of the uniform and must be worn above the waist at all times. No additions or alterations to the photo ID are permitted. The Student ID consists of the hospital distributed picture ID and level badge. Failure to wear the full ID badge will result in disciplinary action: Direct Clinical – a "0" in Professionalism for not adhering to the Dress Code; Non-direct clinical and Theory - implementation of the misconduct policy. If the badge/level badge is lost, the student must complete a LOST OR STOLEN ID BADGE REQUEST form and submit the \$10 fee to the School Admissions Coordinator. No class or clinical time is missed due to a missing or lost badge. Photo ID and badge level tag is the property of the School of Nursing and must be returned upon completion/departure.
4. Dress that is appropriate, modest and in good taste is expected for school functions that do not require the school uniform. (Business casual, NO jeans. NO open toed, backless, or tennis shoes).
5. At all times, students are expected to be properly groomed. Hair should be clean and neat. Extreme hair color/hairstyles and/or extreme make-up are not permitted. Male students are to be clean-shaven, or may wear a beard or mustache that is neatly trimmed. Nails are to conform to clinical dress code.
6. The jewelry restrictions on the clinical unit are the following:
  - A plain wedding band is permitted.
  - Necklaces may not be visible or dangle outside of clothing.
  - One pair small spherical (no larger than ¼ inch in diameter) post-type pierced earrings is permitted. One post earring per ear lobe is permitted. No dangling earrings are permitted. No other **visible** body piercings or gauges are permitted.
  - For students' safety **absolutely** no intradermal implants.
7. Tattoos must have approval to be visible / exposed. HVK SON reserves the right to make a decision about whether or not a student's visible tattoo is appropriate.
8. Specific modifications may be implemented at individual clinical sites.
9. A student in violation of the dress code will be sent home, charged with absent time, and receive a '0' in the Professionalism category of the CPR. Repeated violation of the dress code may result in implementation of the student misconduct policy and potential dismissal from the program.

## K. EVALUATION

### 1. EVALUATION / GRADING.....revised 6-2019, Reviewed 7-20

- **THEORY EVALUATION / Grading Scale**

Grade	Quality Points	Percentage
A	4	93% - 100%
B	3	85% - 92%
C	2	77% - 84%
F	1	0 – 76%
W (withdrawal)		

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**There is no rounding up of scores.**

A student must achieve a “C” (77% - **no rounding**) in theory in all nursing courses to remain in the nursing program. In the Leadership course, the theory grade will consist of two parts: Unit Exams and other didactic evaluations. The student must achieve a 77% (no rounding) in each of the two theory parts to pass the theory portion of the course. The overall theory grade will be an average of these two percentages. At mid clinical evaluation, the present theory grade to date will also be recorded. Failure to be at a 77% or greater will result in a theory algorithm. At anytime throughout the course, if the student’s theory performance makes it mathematically impossible for the individual to achieve the 77% required for the course, the student will be immediately dismissed and not permitted to complete a semester in which they cannot possible pass.

QPA is calculated using a point system, utilizing a computer program to avoid any errors. All courses required for completion of the program (including transfer credits) are included in the QPA calculation. If a student scores less than the required passing score of 77% on any exam, the student is encouraged to schedule a meeting prior to the next exam. Failure to adhere to this policy may result in the implementation of the Student Misconduct Policy.

### • CLINICAL EVALUATION

Clinical is overall graded as Pass/Fail based on the Clinical Performance Review (CPR) and successful completion of the clinical competency for that course. Failure to pass the course clinical competency or achieve scores on the CPR which result in the required cumulative average in each defined SLO by the Final Clinical Evaluation will result in failure for the clinical component of the course due to the inability to display the required level of competence for each student learning outcome. This will result in immediate dismissal and an inability to sit for the theory final.

#### a. Clinical Competency

At the end of each course a skill or set of skills will be evaluated for competency. Students who independently complete these skills on the clinical unit in the presence of the instructor can be ‘signed off’ on the competency on the [Curriculum Clinical Competency Form](#), a form which lists all competencies throughout the program. If not completed on the clinical unit, students will complete the skill(s) in the skills lab on the scheduled day at the end of the semester. Although a copy is filed at the end of each semester, the student is overall responsible to maintain the competency Form throughout the program.

At the **Final Clinical Evaluation**, the student must display achievement of SLO evaluation scores which result in a course cumulative average of :

- Fundamentals:  $\geq 1.8$  in each SLO in outcomes 1-7 by the Final Clinical Evaluation (First session excluded)
- NI and NIII:  $\geq 1.8$  in each SLO in outcomes 1-7 by the Final Clinical Evaluation
- NII:  $\geq 1.7$  in each SLO in outcomes 1-7 by the Final Clinical Evaluation
- Leadership / Preceptorship: 2.0 in each individual outcome
- **Outcome #8 Professionalism requires an average score of  $\geq 2.0$  (not 1.8) throughout the program.**

See Clinical Policies: Clinical Performance Review (CPR) for more detail.

#### b. Clinical Performance Review (CPR) *Revised 6-2019, 8-2021, 1-2022, 7-2022*

PURPOSE:

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- To allow the student to review and document proof of competent critical thinking and clinical decision making in each area of the course outcomes.
- For faculty to provide to the student objective feedback on clinical performance and guide remediation for growth toward meeting course outcomes.
- To document an overall evaluation of the student's ability to meet course outcomes through reflection, observation, and feedback.

### TIME FRAME:

The Clinical Performance Review (CPR) will be utilized throughout the course during weeks of direct patient care experiences, observational experiences and other clinical assignments.

The **Clinical Performance Review (CPR)** is a weekly document submitted, reviewed, and evaluated each clinical week. The document consists of a grid listing the course student learning outcomes (SLO) specific to that course. A second column will define the SLO as a weekly or "Once per rotation". The third larger column will define the assignment to be documented in that column for the SLO. Brief, but specific answers are to be documented. At the bottom of the student documentation area a faculty score is recorded for that SLO. The faculty score is based on student response along with the faculty observation of the student on the clinical unit reflecting critical thinking and sound clinical judgment appropriate for the level of the course.

Faculty will document weekly scores on a Final Clinical Performance Review Document which is reviewed with the student at Mid-clinical and at the Final Clinical Evaluation and filed in the student's permanent record as a reflection of the course grade.

Students may maintain their own copy of scores on a blank Final Clinical Performance Review (FCPR) document posted in the electronic classroom. These **weekly** scores are related to levels of proficiency as defined below (these are to define student progress and do NOT relate to end of course requirements):

3 – E: Exceeds Expectations requires an average session score of 2.8 - 3.0. Weekly performance displays highly advanced critical thinking and clinical decision making skills expected of the student at the current level.

2 - P: Proficient requires an average session score of  $\geq 1.7 - 1.8$  (depending on the course) – 2.79. Weekly performance displays safe, competent care based on sound clinical judgment expected of the student at the current level.

1 - D: Displays improvement requires an average session score of 1.5-1.79. Weekly performance displays continual growth and improvement in safe, competent care based on clinical judgment expected of the student at the current level.

0 - U: Unsafe results in an average session score  $\leq 1.49$ . Weekly performance displays unsafe care and poor clinical judgement skills; displays minimal improvement and not reflecting critical thinking or clinical judgment expected of the student at the current level.

The **Final Clinical Performance Review (FCPR)** consists of four sections: The top section is where scores from the sessional CPR are transferred and a mid-clinical and final averaged evaluation score is recorded. The second and third sections are for the mid-clinical and final clinical evaluation and faculty notations. These sections are also where faculty records clinical and theory attendance, overall performance scores, and mid-clinical / final theory and clinical grades. Students and faculty sign off sections two and three. The last section, section four, records missed clinical hours and completion of make-up assignments.

### CLINICAL PERFORMANCE REVIEW GUIDELINES:

At the completion of each clinical week the student will:

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1. Obtain the Clinical Performance Review (CPR) for the current rotation and week from the electronic classroom.
2. **BRIEFLY**, but specifically review critical thinking and clinical decisions made in relation to the course outcomes, and how those actions allowed the student to successfully meet the outcome as guided on the form.
  - Answer weekly the SLOs labeled as “weekly”. Answer once per rotation those SLOs labeled “Once per rotation”.
3. SLO 8 and “Clinical Paperwork” are greyed and are evaluated by faculty observation. No documentation is needed.
4. Electronically submit the completed Clinical Performance Review (CPR) by the due date and time.
5. Review faculty feedback and evaluation scores on the returned Clinical Performance Review (CPR).
6. Any score of “1” (one) on the CPR, excluding Professionalism, may be offered remediation. Remediation per SLO or paperwork category may be offered once weekly as the instructor feels is necessary to guide the student toward safe, competent practice. If remediated, the score can be changed to a 2, NOT a 3. Remediation must be completed within 24 hours after returned from the instructor and prior to the due date and time of the next CPR – mitigating circumstances will be considered.
7. Remediation of SLO 3A may be accomplished once at the end of the course on the clinical unit during make-up day.
8. Professionalism outcome – The Professionalism Outcome requires an average score of  $\geq 2.0$ . This category is scored as a 0 or 3 only.
  1. In Fundamentals, Nursing I, and Nursing III, the 4<sup>th</sup> ‘0’ will result in an inability to achieve an average of 2.0 and thus lead to a clinical failure.
  2. In Nursing II, the 3<sup>rd</sup> ‘0’ will result in a clinical failure.
  3. In Leadership, a 2<sup>nd</sup> ‘0’ will result in clinical failure.
9. A ‘0’ can be scored as a result of: tardiness to a clinical experience, inappropriate behavior in a clinical experience, failure to submit clinical assignments on time, submission of unacceptable clinical assignments, failure to be in appropriate dress code, failure to be wearing the hospital ID, and/or any other behavior deemed unprofessional. Mitigating circumstances will be considered.
10. When a student receives the 3<sup>rd</sup> ‘0’ in Fundamentals, Nursing I, and Nursing III; a second ‘0’ in Nursing 2, and a single ‘0’ in Leadership, the advisor will have the student sign the “Professionalism Outcome” section of the Misconduct Form validating their knowledge of the repercussions of a subsequent ‘0’ in Professionalism.

### CLINICAL PERFORMANCE REVIEW OBSERVATIONAL CLINICAL EXPERIENCES AND OTHER ASSIGNMENTS:

1. Obtain the Observational Clinical Performance Review: (CPR) from the electronic classroom. Use this CPR for all observation experiences and assignments.
2. **BRIEFLY**, but specifically review critical thinking and clinical decisions made in relation to the course outcomes assigned on the guideline for the experience or assignment (a minimum of 3 SLOs are assigned per experience plus SLO 2 and 8).
3. Electronically submit the completed Clinical Performance Review (CPR) by the due date and time.
4. Review faculty feedback and evaluation scores on the returned Clinical Performance Review (CPR).
5. Any score of “1” (one) on the CPR, excluding Professionalism, may be offered remediation. Remediation per SLO may be offered once weekly as the instructor feels is necessary to guide the student toward safe, competent practice. If remediated, the score can be changed to a 2, NOT a 3. Remediation must be completed within 24 hours after returned from the instructor and prior to the due date and time of the next CPR – mitigating circumstances will be considered.
6. Professionalism outcome – The Professionalism Outcome requires an average score of  $\geq 2.0$ . This category is scored as a 0 or 3 only for the timeliness and professionalism exhibited in the observation experience or assignment. A ‘0’ can be scored as a result of: tardiness to a clinical experience,

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inappropriate behavior in a clinical experience, failure to submit clinical assignments on time, submission of unacceptable clinical assignments, failure to be in appropriate dress code, failure to be wearing the hospital ID, and/or any other behavior deemed unprofessional. Mitigating circumstances will be considered.

7. Average final scores per Observational/Assignment SLO will be added to the Final CPR and calculated into the final SLO average – weighted equivalent to a single week on the posted FCPR for student self-tracking.

### c. Late / Unacceptable Paperwork:

1. **All Clinical Paperwork** (both the CPR and Clinical Paperwork) turned in late or in an unacceptable manner will receive a 0 in **all** outcome criteria on the CPR.
2. **CPRs** turned in late or in an unacceptable manner will receive a 0 in **all** outcome criteria (including professionalism) on the CPR except the clinical paperwork category – which will be graded based on appropriately submitted clinical paperwork.
3. **Clinical Paperwork** turned in late or in an unacceptable manner will receive a 0 in the clinical paperwork and professionalism category only, **all** other outcome criteria will be graded based on the CPR.
4. **Observational / Experience Clinical CPR** submitted late or in an unacceptable manner will receive a 0 in **all** assigned outcome criteria on the CPR for observational experiences and assignments.
5. Students may request an extension prior to the deadline. Extensions are at the discretion of the clinical instructor.
6. Remediation may be granted based on circumstances.

### d. Mid And Final Clinical Evaluation Process

The student's advisor will perform a mid-clinical and final clinical evaluation with the student based on the average of each SLO score documented on the Final CPR as these reflect clinical achievement of each course student learning outcome.

The student will:

1. Schedule a mid-clinical and final clinical evaluation meeting with the assigned advisor.
2. Review with the advisor the clinical performance related to the course outcomes at the mid-clinical meeting and final clinical performance review.
3. Document any necessary comments in the comment box and sign the Mid Clinical and Final Clinical Evaluation.

At **Mid Clinical (in NI and NIII only)\***, the student must:

1. Achieve  $\geq 1.8$  by mid-clinical. Failure to achieve  $\geq 1.8$  in any SLO at Mid-Clinical is deemed unsatisfactory performance and will require demonstration of improvement over the remainder of the course. Failure to achieve score of  $\geq 1.8$  per SLO or greater will result in a clinical algorithm.
2. At mid clinical evaluation the present theory grade to date will also be recorded. Failure to be at a 77% or greater will result in a theory algorithm.

\* Nursing II and Leadership do not have a 'mid-clinical' due to the shorter length of the clinical course. In Fundamentals, the mid-clinical score is reviewed, but does not carry requirements as part of the transitional – learning process.

At the **Final Clinical Evaluation**, the student must:

1. Display achievement of SLO evaluation scores which result in a course cumulative average of:

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- Fundamentals:  $\geq 1.8$  in each SLO in all outcomes by the Final Clinical Evaluation (Third and fourth sessions only)
- NI and NIII:  $\geq 1.8$  in each SLO in all outcomes by the Final Clinical Evaluation
- NII -  $\geq 1.7$  in each SLO in all outcomes by the Final Clinical Evaluation
- Leadership / Preceptorship – 2.0 in every outcome
- **Outcome #8 Professionalism requires an average score of  $\geq 2.0$  (not 1.8) throughout the program.**
- Additionally, in the SLO category of Professionalism, a cumulative average of  $\geq 2.00$  is required throughout the entire Fundamentals Course including the first session when other scores and not included in the cumulative final average.

Failure to achieve evaluation scores which result in a cumulative average stated in each SLO will result in a failure for the clinical component of the course due to an inability to meet minimal competence of the clinical student learning outcomes. This will result in immediate dismissal\*.

\*At any time throughout the course if it becomes mathematically impossible to achieve the required clinical score for any individual SLO, the student will be immediately dismissed due to the inability to meet minimal competence of the clinical student learning outcomes.

2. Pass the **CLINICAL COMPETENCIES** assigned to the particular course to successfully pass the clinical component of the course.
3. Satisfactorily meet all expectations of clinical conferences, skills labs, and simulation labs to successfully pass the clinical component of the course.
4. Complete all assignments, submissions, and clinical paperwork by the date and time documented on the course calendar. Failure to do will be communicated a 'Incomplete' assignments at the clinical evaluation and MUST be completed by the start of the scheduled theory final exam. Incomplete assignments not completed by the start time of the theory final exam will result in an inability to sit for the final exam and thus result in course failure.

Blank copies of the FCPR form are available in the student classroom for students to track their scores and progress as the [Final Clinical Performance Review \(FCPR\) Student Worksheet](#)

### e. Scoring

Weekly Clinical Performance Review Scoring Criteria based on MSU Northern Nursing Program (These do not equate to end of course requirements)

Score	MSU Northern Nursing Program <i>Standard for overall course requirement for progression</i>	Heritage Valley Kennedy School of Nursing <i>Reflects weekly progression evaluations</i>
3	E: Exceeds Expectations requires a performance displaying highly advanced critical thinking and clinical decision making skills expected of the student at the current level. At this level of performance, the student: <ul style="list-style-type: none"><li>• Demonstrate skills beyond required expectations</li><li>• Advanced prioritization</li><li>• Advanced time management</li></ul>	E: Exceeds Expectations requires an average session score of 2.8 - 3.0. Weekly performance displays highly advanced critical thinking and clinical decision making skills expected of the student at the current level.

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	<ul style="list-style-type: none"> <li>Exceeds expected outcomes consistently</li> <li>Rarely requires physical and/or verbal directive cues</li> </ul>	
2	<p>P: Proficient reflects safe, competent care based on sound clinical judgement expected of the student at the current level. At this level of performance, the student:</p> <ul style="list-style-type: none"> <li>Demonstrates required skills</li> <li>Consistent in prioritizing</li> <li>Effective time management</li> <li>Meets expected outcomes with minimal direction the majority of the time</li> <li>Requires occasional physical and/or verbal directive cues</li> </ul>	<p>P: Proficient requires an average session score of <math>\geq 1.8 - 2.79</math>. Weekly performance displays safe, competent care based on sound clinical judgment expected of the student at the current level.</p>
1	<p>D: Displays improvement requires a display of continual growth and improvement toward safe, competent care expected of the student at the current level moving forward. At this level of performance, the student:</p> <ul style="list-style-type: none"> <li>Inconsistent demonstration of skills</li> <li>Inconsistent in prioritizing</li> <li>Inefficient use of time</li> <li>Only meets expected outcomes with direction</li> <li>Requires frequent physical and/or verbal directive cues</li> </ul>	<p>D: Displays improvement requires an average session score of 1.5-1.79. Weekly performance displays continual growth and improvement in safe, competent care based on clinical judgment expected of the student at the current level.</p>
0	<p>U: Unsafe reflects unsafe care and poor clinical judgement skills, displays minimal improvement and not reflecting critical thinking or clinical judgment expected of the student at the current level. At this level of performance, the student:</p> <ul style="list-style-type: none"> <li>Unable to demonstrate skills</li> <li>Unable to prioritize</li> <li>Inefficient use of time</li> <li>Unable to meet expected outcomes</li> <li>Requires continuous physical and/or verbal directive cues</li> </ul>	<p>U: Unsafe results in an average session score <math>\leq 1.49</math>. Weekly performance displays unsafe care and poor clinical judgement skills; displays minimal improvement and not reflecting critical thinking or clinical judgment expected of the student at the current level.</p>

**Overall Performance** -The overall performance column of the FCPR is a tool to reflect overall clinical performance calculating all the average SLO scores for all SLOs / Course Outcomes to reflect an overall performance. THIS IS NOT THE BASIS OF PASSING OR FAILING CLINICAL; it is a tool to reflect a broader view of clinical performance efficiency. The score is to be recorded at the bottom of the FCPR along with the overall Clinical Pass / Fail. Clinical Pass / Fail is solely related to the achievement of the required score PER INDIVIDUAL SLO.

### f. O S U Grading Policy for Clinical Experiences/Activities

Some clinical experiences and other non-direct care activities may be evaluated as O S U (O=Outstanding, S=Satisfactory, U=Unsatisfactory). This will be communicated on the specific activity/experience guideline and the specific rubric however once transferred to the Canvas gradebook these grades are reflected as a green check for 'O' and 'S' and an 'I', for incomplete if unsatisfactory. All experiences and activities graded on the

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O S U scale MUST achieve an S (Satisfactory) score to progress in the program. Submissions which do not receive an “S” will require instructor specific remediation assigned in the area of weakness and/or resubmission of incomplete or unsatisfactory work. Failure to remediate and achieve an “S” by the end of the course will result in an “Incomplete” for a clinical grade. Any “Incomplete” clinical grade associated with the aforementioned scenario must be corrected before the mid clinical or final clinical evaluation as communicated on the class calendar (or by other means). Extenuating circumstances will be considered.

Criteria for the O S U (O=Outstanding, S=Satisfactory, U=Unsatisfactory) Grading Scale

Unless otherwise defined on the guideline / rubric, the following criteria will be used to determine O S U grading on qualifying clinical paperwork.

O=Outstanding

- Paperwork is submitted on time
- Documentation has no errors in grammar, punctuation, and correct spelling.
- Outcomes are addressed displaying an advanced understanding of the relationship to the activity/experience demonstrated by thorough documentation and / or correct use of citations

S=Satisfactory

- Paperwork is submitted on time
- Documentation consistently follows the general rules for grammar along with correct punctuation and correct spelling. (Less than 5 errors on the paper).
- Documentation follows the required format as stated on the guideline (if applicable).
- All outcomes are addressed correctly and satisfactorily.
- Any additional assignments are completed correctly and satisfactorily.
- Any required citation is documented appropriately.

U=Unsatisfactory

- Documentation does not display grammar or have correct punctuation and spelling. (More than 5 errors on the paper).
- Documentation does not follow the required format as stated on the guideline (if applicable).
- Any single outcome is not addressed or not addressed completely.
- Any single outcome is addressed incorrectly or unsatisfactorily.
- Any additional aspect of the assignment is either: not completed, incomplete, addressed incorrectly or unsatisfactorily.
- Any required citation is missing or cited incorrectly.

## 2. ATI ASSESSMENTS

*Revised 7-2020, 6-2021, Reviewed 7-2022*

### **Content Mastery Series (CMS):**

CMS is designed to provide assessment data regarding a student’s mastery of concepts in specific areas linked to the NCLEX® test plan. Subjects addressed include the following:



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SUBJECT	ASSESSMENT TAKEN*:
Anatomy and Physiology	Nursing I
Fundamentals	Nursing II
Maternal-Newborn	Nursing III
Mental Health	Nursing III
Nursing Care of Children	Nursing III
Adult Medical-Surgical	Leadership
Pharmacology	Leadership
Leadership	Leadership
Comprehensive Predictor	End of Leadership
ATI Live review	End of Leadership

\*Course placement of exams is subject to change

### Preparing for an ATI Proctored Assessment.

- a. Students are required to take the assigned practice assessments (A & B). Students are encouraged to complete these assessments during student study sessions as designated on the course calendar. Following the practice assessment, students are required to complete the **ATI Focused Review** with three **trigger points** on the results of their first attempt as remediation. (The student may attempt the Assessment as many times as desired for mastery, but it is the **FIRST** attempt for which the remediation is completed). This remediation must be completed and submitted prior to admission to the scheduled proctored assessment.
- b. **Remediation** will consist of the following:
  - Following completion of the proctored assessment, the remediation process stated below is to be initiated and followed through to completion.
  - The student will create a **Focused Review** of the practice assessment.
    - o Log into the ATI website at <http://www.atitesting.com>
    - o Open My Results and Remediation tab
    - o Select the Focused-Review icon that corresponds to the examination to review
    - o Utilize links provided to video clips and relevant pages in the respective Content Review Modules for review of specific content
    - o Download or print out items to review that were missed on the practice assessment.
  - Following completion of the required focused review, students will identify three trigger points for each item not mastered and listed on the Topics to Review from the **FIRST ATTEMPT** at the practice assessment.
  - Submit completed trigger points **along with a PDF of the items to review** to the assigned ATI Faculty.
  - Failure to submit **both** documents prior to the proctored assessment will result in zero points for the assignment.

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<p><b>PRACTICE ASSESSMENTS*</b></p> <p><b>Complete Practice Assessment A &amp; B</b></p> <p><b>Remediation:</b> • Minimum one hour Focused Review for each practice assessment</p> <p>• <b>For each topic missed, identify three critical points/trigger points to remember.</b></p>
<p><b>2 points for each Practice &amp; Remediation*</b></p>

Standardized Proctored Assessment			
<p><b>1 pt. for remediation: (Optional)</b></p> <ul style="list-style-type: none"> <li>• Minimum one hour Focused Review</li> <li>• <b>For each topic missed, identify three critical points/trigger points to remember.</b></li> </ul>	<p><b>2 pts for remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum one hour Focused Review</li> <li>• <b>For each topic missed, identify three critical points/trigger points to remember.</b></li> </ul>	<p><b>2 pts for remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum two hour Focused Review</li> <li>• <b>For each topic missed, identify three critical points/trigger points to remember.</b></li> </ul>	<p><b>2 pts for remediation:</b></p> <ul style="list-style-type: none"> <li>• Minimum two hour Focused Review</li> <li>• <b>For each topic missed, identify three critical points/trigger points to remember.</b></li> </ul>
<b>Total Points = 9/10 or 10/10</b>	<b>Total Points = 9/10</b>	<b>Total Points = 8/10</b>	<b>Total Points = 7/10</b>

- Three trigger points for each item to review must be completed and accurate to receive remediation points.
- Failure to follow this policy will result in a loss of points and possible institution of the Misconduct Policy.

### 3. EXAM DAY

Students are to arrive 15 minutes prior to the scheduled exam time to do the following:

1. Place ALL belongings **including phones and I or smart watches in lockers**. (Oversized back packs and/or electronic brought into the classroom are to be left at the front of the classroom).
2. Enter the classroom with no belongings and obtain a laptop from the IT Academic Coordinator or their representative. Sign the sheet at the number corresponding to the computer received.
3. Receive both a blank, colored piece of scrap paper and an Exam Self-analysis Tool.
4. prepare the laptop for the exam (sign in and verify wifi).

Only students with laptops prepared to take the exam should be in the classroom within 15 minutes of the start of the exam. Any student entering between 15 minutes before and test time will enter the exam room without any belongings.

Students **MUST** be in their seats with computer sign in and wifi connection verified **BEFORE** the start of the exam time.

When the student is finished with the exam the student will do the following:

1. Take the laptop to the front of the classroom with the lap top open.
2. Show the instructor proctoring that the exam has been uploaded correctly by displaying the green checkmark.
3. Show the instructor the Self-analysis form – it may contain slashes only.

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4. Place the scratch paper on the front table. Papers distributed for scratch and calculations must be returned. **No documentation related to the exam may leave the classroom after the exam or review.**
5. QUIETLY leave the room.
6. Return the laptop directly to the computer closet.
7. Not return to the classroom until the proctoring instructor has opened the door.

### 4. EXAM REVIEW

Immediately upon completion of the exam in ExamSoft, the student is able to review the exam, with rationales, independently. Faculty conducted exam reviews take place at the end of the day the exam is given provided all enrolled students have taken the exam. Every instructor who had questions on the exam is present to answer student questions and clarify the rationale for the correct and incorrect answers. For each question on the exam an opportunity is given for review. **The exam review forum is not to be used for rebuttal of answers.**

Students' desks are to be cleared off prior to the start of exam review. There will be no paper or writing utensils on the students' desks during exam review. Students' cell phones are to be turned off and brought to the front of the room during exam review

### 5. EXAM CHALLENGE

If a student is not satisfied with the rationale given for a question, he/she may submit, in writing or email, to the course chair, the **Exam Challenge Form**. Submission of this form is not to occur until AFTER the Exam Review, and no form will be accepted from a student who did not attend the review. (Extenuating circumstances for not attending will be considered and should be included on the form). **The Exam Challenge Form** should contain the **evidence based rationale** for the answer chosen with documentation of the evidence based source, faculty presentation, or textbook page supporting the answer. Rationale to the challenged question must be submitted in writing or email, to the course chair before the start of Class or Clinical the next day.

Faculty responsible for the content will respond by the end of the next non-clinical school day to the challenged question with a documented response on the bottom half of the **Exam Challenge Form**. Two faculty members will review the contested question and sign off on the decision made. The course faculty decision is given to the student in writing and score, if appropriate, will be adjusted. **Only the student who follows the above process is given any consideration for grade change.** After the start of the next scheduled class, test questions from the previous exam will not be reviewed.

Exam Challenges are not accepted for the Final exam.

## L. GRADUATION ..... Revised 2/2019, Reviewed 7-2022

Graduation will occur after completion of the program and after all program requirements have been fulfilled. To qualify for graduation from the nursing program, a student must:

- Pass all required Nursing Courses with a "77%" or better.
- Pass all required General Education courses with a "C" grade or better
- Satisfactorily complete all theory requirements in the nursing curriculum.

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- Satisfactorily complete all laboratory skill competencies in the nursing curriculum.
- Satisfactorily complete all direct and indirect clinical requirements in the nursing curriculum.
- Complete all ATI requirements and testing including all remediation activities
- Complete all required volunteer hours
- Meet all financial obligations.

**Attendance at Graduation is mandatory.** Mitigating circumstances will be considered by the Director, School of Nursing.

All students attending graduation must conform to the standards of the ceremony as determined by the class and the School of Nursing. Failure to do so may result in being dismissed from the ceremony. Special consideration may be given for qualifying situations.

A nursing diploma will be issued to each student that has successfully completed all the requirements of the nursing program and attended the graduation ceremony.

### M. GRIEVANCE (STUDENT) POLICY ..... Revised 3-2021, Reviewed 7-2022

**Student Grievance Process-** A grievance is an official statement of complaint regarding impingement upon a specific student right. (See V. Student Bill of Rights)

#### **Purpose:**

To provide a formal mechanism for the prompt and fair resolution of grievances (concerns) or appeals for academic and nonacademic matters. Students may not grieve test questions, refer to Exam Challenge Policy. For issues with ExamSoft, refer to ExamSoft Policy.

If a grievance relates to dismissal from the Nursing Program, the student is to be reinstated upon Step 1 and may continue through the program until step 7 of the Grievance Process listed below is complete. If the grievance issue is dismissal due to a client safety issue, direct and observational clinical experiences may be withheld until the final decision of the Committee in Step 7.

#### **Process:**

To ensure a prompt resolution, each step of the grievance process must be completed in sequence with strict adherence to time limits. Time limits exclude Saturdays, Sundays and School of Nursing Holidays. **Failure to do so results in dismissal of the grievance.**

1. **The student must make the Chair of the Grievance Committee – the Director, School of Nursing, aware via written communication (email acceptable) using the **Grievance Form**, that they wish to grieve a student right.**
2. **The student must contact and arrange in writing (email) a meeting to discuss the concern with the involved instructor stating they have completed step 1 and are initiating step 2 of the Student Grievance process. The contact and meeting comprising step 2 must be completed within 72 hours of the incident.**
3. If a satisfactory solution is not reached in Step 1, the student and the instructor will meet with the Director of the School of Nursing **within 48 hours** of the original meeting with the instructor. Steps 2 and 3 can be combined in one meeting if the student requests/permits.
4. If the concern/grievance remains unresolved, the student **must submit a written request to the Director of the SON detailing the student right in violation and requesting continuation of the grievance process.** The Director of the SON will convene the Grievance Committee. This written

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request must be submitted **within 48 hours** of the meeting with the Director of the SON (step 2) and must **include a complete description of the grievance**.

5. The Grievance Committee will convene **within one week** of the written request.
6. Any evidence to be presented at the meeting is to be supplied to the Grievances Committee Chairperson. Any evidence to be presented by the School of Nursing is to be presented to the student. All evidence is to be submitted at least 48 hours prior to the meeting and is confidential.
7. **The decision of the Grievance Committee is final.** The decision of the committee will be communicated to the student and to Nursing Administration/Human Resources personnel involved immediately following the vote at the end of the meeting.

### **The Grievance Committee consists of:**

- Director, School of Nursing (Non-voting Chairperson – The Director is to stand as chairperson even if involved in the Grievance as it is an organizing, non-voting position)
- One member of the School of Nursing faculty from each level. (Faculty involved should have as little knowledge of the issue as possible)
- One elected student representative (Class President) from each class
- One member of hospital management / Human Resources as arranged by the Director SON
- One staff member to document minutes.

### **Conduct Related to a Grievance that is before the Grievance Committee:**

- **The decision of the Grievance Committee is final and all involved parties are bound by the decision. There is no further level of appeal.**
- The decision of the Grievance Committee is made by simple majority at the same time as the meeting. In the event of a tie, the Director of the SON will be asked to cast the tie-breaking vote.
- Any written documentation or evidence concerning a grievance must be submitted by the involved parties to the chairperson of the Grievance Committee and the student 48 hours prior to the Grievance Committee meeting (step 6).
- When any member on the Grievance Committee has a conflict of interest related to the outcome of the meeting, the member will be replaced by a peer. The Director of the SON will decide on the replacement.
- The student is afforded a fair opportunity to present the relevant issues of the grievance. The Grievance Committee members may ask objective questions for clarification.
- The opposing side presents the facts and their position. Members of the Grievance Committee may ask questions.
- Each side is allowed one round of rebuttal, after which they are dismissed while the members of the Grievance Committee discuss the grievance behind closed doors.
- The involved parties and the Director/Chairperson will return for a reading of the vote. Announcement of the votes will cease when a majority is met.
- All aspects of the grievance procedure are strictly confidential including tallying and outcome of the vote. Student representatives may be dismissed from the program for violating confidentiality.
- A student who has a problem involving the affiliate university should follow the grievance procedure for that institution.

## **N. INFORMATION TECHNOLOGY .....Revised 7-2022**

This policy governs the students' use of information technology at Heritage Valley Kennedy including, but not limited to, computers, Canvas Application, and social media. Violation of any policies may result in

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disciplinary action, up to and including dismissal from the program, at the discretion of the Director, School of Nursing.

### **1. GENERAL POLICY**

- Confidential information may not be posted or transmitted in any way that violates Family Educational Rights and Privacy Act (FERPA) and/or Health Insurance Portability and Accountability Act (HIPAA) regulations.
- To protect your privacy and integrity, do not share your password(s) with anyone else or provide another person with access to your user account(s).
- It is the student's responsibility to remove personal/private information from HVK computers, such as the computers in the Resource Center and those from the Laptop Cart. This includes items in the downloads folder and cookies/browsing history in any internet browser that is used.
- The Resource Center Desktop computers are available for student use. In general, these are available 24/7, with a few exceptions, such as during some types of maintenance.
- No personal laptops or phones are to be used on the clinical unit. Scheduled direct clinical time is to be devoted completely to the care of the client and additional learning experiences as directed. Non-clinical activity occurring on personal (or hospital) devices will result in a "0" in professionalism for the day. Repetitive activities as stated above may result in dismissal from the program.
- Use of software and services provided to you by HVK requires that you read and accept the Terms of Service provided by the software publisher(s).
- Use of computer hardware, software, and/or services provided by HVK for the purposes of obtaining and/or distributing inappropriate, illegal, malicious, unsolicited, or copyrighted content in any file format is strictly prohibited.
- The HVK School of Nursing faculty and Information Technology staff reserve the right to monitor any and all computer activity at any time, for any reason.
- Students may not install software or change settings on any computer that is property of HVHS / HVK School of Nursing. If a third-party application needs to be installed for schoolwork, inform the Academic IT Coordinator and a decision will be made after determining the risk of installing such an application.
- Social media postings must be made in accordance with HVK Administrative Policy HR 210.11 A.  
Summary of key points:
  - Communications should not contain any information that identifies a patient's identity or health in any way.
  - Communications must not contain HVK confidential, proprietary, or trade-secret information.
  - Social media postings should be your own personal opinions and should not speak on behalf of HVK.
- Any social media postings, including text or photographs, representing the HVK Organization, Brand, and/or School of Nursing must maintain a high level of professionalism per the Professional Standards policy defined in the Student Guidebook.

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- Upon graduation from HVK School of Nursing, students will continue to have access to their student email account and to the Canvas application (Classroom, Drive, etc.) for six months from the date of graduation or once all have taken the NCLEX exam, whichever comes first. Access to all other information systems will be revoked within 72 hours graduation.
- Upon dismissal or termination from HVK School of Nursing, access to all HVK information systems will be revoked within 72 hours. For this reason, students should take care not to store items needed for other programs, such as coursework for the affiliated school(s), in these systems. There is no guarantee that this information will be retained for any period of time following dismissal from the program.
  - If access to the Canvas account is required after dismissal or termination, a \$50 administrative fee will be assessed and must be paid before access is granted. Access will be granted for no more than one continuous 24-hour period. The access will only be granted starting Monday – Thursday. Access will not be Friday – Sunday.
- On personal devices such as phones or laptops, students are only permitted to connect to the HVK GUEST Wi-Fi network. Connection to any other HVK networks, without permission from IT or the Academic IT Coordinator, is strictly forbidden.
- For information on obtaining hospital policy documents, please contact the Academic IT Coordinator.

### **2. PRINTING**

- HVK School of Nursing provides the printer/copier and toner in the Resource Center for student use.
- Students must supply their own paper.
- The Academic IT Coordinator will train students regarding paper loading upon request.
- See the SUNRISE HIPPA policy for printing of client information.

### **3. EVALUATION OF COURSES AND DATA COLLECTION**

- The accrediting agencies of the HVK School of Nursing require that students complete evaluations for their courses, instructors, and/or clinical sites. Students are required to complete these at the end of each term.
- These required evaluations are anonymous. Identity information is not collected in these evaluations.
- Some evaluations will collect information that can directly or indirectly identify a student. Some of these are required surveys (e.g. Preceptor survey in the Leadership course). Some of these are optional, such as the demographics survey.
- Relevant, ANONYMOUS survey results are shared with faculty as necessary.

### **4. LAPTOP/COMPUTING DEVICE POLICY**

- Students are welcome to use personal laptops and devices for school work, taking notes, and most other school related activities. Use of personal laptops during lecture is for the sole purpose of viewing and taking notes on the lecture and any other use during class time is prohibited and subject to loss of the privilege of laptop use for lecture. This behavior is also subject to the misconduct policy. The policies that apply to HVK systems (especially in HVHS Policy AD 253) will apply to your personal devices when

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you are using hospital IT resources, such as the HVK GUEST internet connection. Students are not permitted to use personal devices when taking exams (in Examsoft/Examplify), completing training modules (in the HVHS online continuing education platform), completing ATI proctored assessments, and/or accessing patient data. Extenuating circumstances may allow for adjustment to these restrictions.

- Laptops will be distributed to the students from a laptop cart for testing on Examsoft, ATI, and for completion of the HVHS online continuing education programs. Any other software platforms, for any reason, may be required to be completed on the laptops, at the discretion of the Director, School of Nursing and the Academic IT Coordinator.
- HVK laptops will be collected when use is complete

### 5. LAPTOP SIGN-OUT POLICY ..... Revised 6-2021, Reviewed 7-2022

- In general, the HVK laptops are not to be signed-out to students outside of testing situations. In certain extenuating circumstances, a laptop may be signed out to a student provided it does not interfere with an existing testing schedule and is approved by the Academic IT Coordinator. A checked-out laptop must be returned by the time determined by the Academic IT Coordinator. If it is returned after this time or not returned at all, a penalty will be assessed each day. Students will also be held to the Laptop/Computer Damage Policy which may result in additional fees should damage to the computer occur.
- During distant educational requirements, laptops may be signed-out for testing purposes ONLY.
  - Requests for laptops must be made prior to each exam by emailing the Academic IT Coordinator a minimum of 24 hours prior to the distribution period.
  - Distribution of laptops will occur between 1:00PM and 2:00 PM the last day school is in session prior to the day of the exam.
  - Drop off/return of laptops MUST occur before 12:00PM the next day school is in session following the exam.
  - Mitigating circumstance will be taken into consideration with proper and timely communication with the Academic IT Coordinator.
  - ANY violation to this policy may result in the implementation of the Student Misconduct Policy and exclusion from laptop sign out privileges.
- The penalty for not returning a laptop on time will be \$50/each 24-hr period, starting immediately after a missed return time. If penalty fees reach the value of the computer, the full value of a replacement computer will be charged to that student and no additional late fees will accrue for that particular laptop. The student will not be permitted to graduate, receive transcripts, or enter into their next course until all penalties are paid in full.

### 6. LAPTOP/COMPUTER DAMAGE POLICY

- Should any damage, beyond normal wear and tear, occur to an HVK laptop or computer while in possession or use by a student, the student responsible for the damage will be responsible for the cost of repair. In an accident where fault cannot be assigned due to, e.g. lack of evidence, the student who initially signed out a laptop will be responsible for the repair costs. The student will not be permitted to graduate, receive transcripts, or enter into their next course until all repairs/replacements are paid in full.

### O. Student Misconduct Policy ..... Reviewed 7-2020



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All students are expected to adhere to HVK School of Nursing and hospital policies and procedures. If a student violates a standard and/or policy (not reflected through the Clinical Performance Review), action will be taken according to the Misconduct Procedure as outlined below.

### Misconduct Procedure

- A documented *Misconduct Warning* will be completed for each individual offense and forwarded to the Course Chair and the Director, School of Nursing. The third Misconduct Warning within a semester will result in Program Dismissal (PD).
- Director, School of Nursing, will consider mitigating circumstances on an individual basis.
- Misconduct Warnings will be progressive through each semester but will not carry over from semester to semester.
- The completed Misconduct Warning will be placed in the student's permanent record and the student will be given a copy.
- **Serious Offense Violations, as defined in the Academic Integrity policy and serious clinical offenses as described in the Professional Standards policy, may result in a non-expiring or "Program Misconduct Warning" (PMW) or dismissal. Unlike the general Misconduct Warnings, which do not accrue from course to course, the "Program Misconduct Warning" (PMW) is a Misconduct Warning to signify a serious offense just short of that of dismissal but sparing the student dismissal. This conduct form will NOT expire at the end of each course but will remain and stay permanently on the student record (thus requiring only an addition of two misconduct warnings in a semester to achieve the three resulting in program dismissal).**
- **Misconduct of Serious Offense Violations may also result in Program Dismissal Permanent (PDP). Depending on the offense, PDP may result depending on the nature of the offense and at the discretion of the Director, SON.**
- If signs of impaired behavior are observed, the *Alcohol and Drug Abuse Policy* will be followed.

Students who wish to dispute the findings may use the *Student Grievance Policy*.

### **P. PRECEPTOR POLICY**.....Added2/2019, Reviewed 7-2022

**Purpose:** The preceptor program at HVK was designed to be an integral part of the student's clinical learning process. It provides the students the ability to maintain a balance between nursing theory and practice. This opportunity allows the students to apply their nursing theory to clinical practice while preparing for their professional licensure.

#### **Outcomes:**

1. Synthesize Watson's Carative Factors into practice by formulating individualized, culturally sensitive, holistic plans of care.
2. Coordinate and prioritize patient care utilizing "competent" critical thinking in the application of the nursing process.
3. Relate the promotion of organization wide client safety to the National Patient Safety Goals.
4. Implement effective of communication techniques to promote an effective working environment and positive client outcomes.
5. Determine and evaluate effectiveness of teaching/learning strategies utilized for of the client/family/community in the promotion of health.

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6. Recognize Professional and Practice Competencies/Standards as they relate to the nurse in a leadership role.
7. Discuss and justify delegation and/or collaboration with the interdisciplinary team to promote optimal patient outcomes in a variety of health care delivery systems.
8. Uphold behaviors consistent with the role of the professional nurse with all individuals in a variety of healthcare delivery systems.

### **Preceptor Requirements and Responsibilities** ..... Revised 7-2020, Reviewed 7-2022

The preceptor must:

- Be a full-time licensed RN with a minimum of 2 years' experience; a BSN is preferred, not required
- Have the recommendation and authorization of their immediate supervisor
- Not be in the disciplinary process or have attendance issues
- Facilitate learning and create a positive environment for learning
- Possess strong assessment skills and learning evaluation skills
- Have an understanding of the organization's policies and procedures
- Possess leadership skills and accept accountability
- Attend a mandatory one-time preceptor training class which will include role-playing and preceptor evaluation
- Display competency with an 80% or greater on the post-course evaluation
- Sign the preceptor agreement
- Complete a recertification of responsibilities every two years through the institution's online learning portal.
- Complete daily clinical evaluations of the student and email them to the clinical faculty.

**Student Clinical Responsibilities:** The student will be expected to function as a member of the nursing team on an assigned unit. She/he will be caring for an increasing number of patients under the direction of an RN preceptor. The student will incorporate theory into clinical practice using critical thinking to enhance clinical judgment. Principles of time management, delegation, problem solving and clinical decision making will be utilized and continue to be developed throughout the preceptorship. Each student will be assigned to a faculty member who will meet with the student on a regular basis on the unit to discuss the student's plan of care for the assigned patients. Clinical policies related to dress code, call off and professionalism are to be followed as in previous courses. All missed preceptorship time **MUST** be made up with direct clinical preceptorship experiences.

### **STUDENT RESPONSIBILITIES IN COLLABORATION WITH AN RN PRECEPTOR**

Revised 6-2021

WITH DIRECTION	WITH SUPERVISION	NOT PERMITTED

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Verify all medications (including performing drug calculations) with the RN preceptor and administer under their direction	Administration of narcotics, must be obtained from the AccuDose/Omniceil by the staff RN.	Sign out or waste narcotics or initiate, set-up, or co-sign PCA pumps
Perform nursing skills (NG, indwelling catheter insertion, etc) under the direction or supervision of the preceptor	Venipuncture to establish peripheral IV site with proper dressing applied	Serve as authorized personnel performing the independent double check at the patient's bedside when preparing or administering high risk medications by any route (insulin, heparin, PCA medications, etc.)
Manage care of assigned clients: assess, implement interventions, and document as directed by RN preceptor.	Perform central venous catheter dressing change (Supervision of IV Team or Supervisor Only).	Call a physician or receive phone or verbal physician orders
Follow hospital policy & procedures at all times	Titration of IV medications	Transcribe or "sign off" orders
Review monitoring devices and share interpretations with the RN preceptor.	Peripheral IV care and maintenance including flushing or locking the peripheral IV with normal saline.	Initiate, document or report interpretation of cardiac monitors.
Recognize a patient condition change, initiate the emergency response system in the hospital and begin basic life support in a verified cardiac/respiratory arrest when necessary.	Adjustments of hemodynamic monitoring lines.	Initiate, administer, or monitor blood or blood products, and cannot serve as one of the two required authorized personnel when obtaining blood or blood products or identifying a patient to receive blood or blood products Receive critical lab results
		Be the primary initial contact informing patients/families of change in patient status or emerging health problems
		Witness consents
		Obtain direct stick ABGs (may draw from Central line with supervision).
		Apply restraints (may monitor and perform hourly assessments)
		Perform any procedure/skill for which the facility/department has special competence criteria: chemotherapy, defibrillation, etc.

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		Independently admit, discharge, or transfer a patient
		Administer the initial dose of medications given by the IV route (A nursing student may administer subsequent doses of IV medications only when directly observed at the bedside by the clinical instructor or clinical nurse preceptor).

### Q. PROFESSIONAL STANDARDS.....Reviewed 7-2022

The faculty of the Heritage Valley Kennedy School of Nursing believes that certain behaviors are necessary to maintain the professional status that nursing has earned. A student in the professional nursing program will:

1. Comply with the designated dress code for class and clinical experiences.
2. Respect the dignity and worth of all people without prejudice.
3. Promote the individual and institution's right to privacy by maintaining confidentiality according to State and Federal law. Uphold Patient's Rights, including but not limited to the right to privacy and confidentiality as defined by HIPAA (Health Insurance Portability and Accountability Act).
4. Maintain integrity of nursing practice by reporting errors to the appropriate persons and accepting responsibility for her/his own actions.
5. Collaborate with other members of the health profession and other citizens in an effort to meet the health needs of the public.
6. Progress through the theoretical and clinical educational experiences through honest endeavors. (See Academic Integrity Policy)
7. Demonstrate behavior that will promote respect for oneself and others and uphold and promote the standards of the nursing profession.
8. Complete all theory and clinical assignments by the day and time communicated, fulfill all requirements as communicated (with respect to deadlines if applicable) and respect scheduled appointment times. (See Absence/Tardiness and Paperwork Repercussions Table which relates to all individual policies).
9. Comply with professional behaviors at all times when wearing HVK SON uniform and/or student nurse ID badge.
10. Comply with social media policy.

**Failure to comply with these professional standards will result in repercussion ranging from a '0' in the Professionalism Outcome on the weekly CPR, to serious violations resulting in implementation of the**

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**Student Misconduct Policy up to and including dismissal.** Please refer to the Student Misconduct Policy for more information.

### R. REPORTING INCIDENTS.....Reviewed 7-2022

All accidents or unusual occurrences with physicians, staff members, patients, or visitors while on the clinical area are to be reported to the clinical instructor and to the nurse in charge. Occurrence reports will be filed as indicated per clinical site policy.

### S. REPRESENTATION ON FACULTY COMMITTEES.....Reviewed 7-2022

Curriculum Committee: one (1) elected student representative from each class will attend regularly scheduled meetings to:

- Provide an avenue for the discussion and resolution of student concerns and complaints.
- Review and make recommendations regarding the educational program and policies affecting students.
- Recommend standards and procedures for teaching, grading, and evaluating the students.
- Communicate recommendations from the Committee(s) to classmates.

Course Meetings: one (1) elected student representative from each class will attend Midterm and End of Course meetings and present to the faculty recommendations from the class to:

- Assess, plan, implement, review, revise, and evaluate the course.
- Review processes for teaching, grading, and evaluating the students in the specific course.
- Evaluate learning resources related to the needs of the students.
- Communicate concerns or questions from the class and return communication from the Committee to classmates.

Grievance committee: one (1) elected representative from each class will make up this committee, and assist faculty to:

- Provide an avenue for the discussion and resolution of student grievances.
- Make recommendations regarding the student grievance.
- Maintain confidentiality regarding the proceedings and voting of the committee.
- Purpose: Provide a formal mechanism for the prompt and fair resolution of grievances for academic and nonacademic student matters.

#### 1. Membership:

- a. Chairperson - Director
- b. One faculty member from each level of program
- c. One elected student representative from each class (Class President)
- d. One member of hospital, appointed by Director

#### 2. Scheduled Meeting Time:

Meetings are scheduled as needed.

#### 3. Function:

Refer to the Student Guidebook for function and procedure.

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Financial Aid Appeals Committee: one (1) elected representative from each class (these students will be the same elected students as the Grievance Committee) will make up this committee, and assist faculty to:

- Provide a formal mechanism for the prompt and fair resolution of appeals.
- Meetings are scheduled on an as needed basis.
- Refer to Appeals and Reinstatement of Student Financial Assistance policy for function and procedure.
- Purpose:  
Provide a formal mechanism for the prompt and fair resolution of financial appeals.

### 1. Membership:

- a. Financial Aid Officer
- b. Chairperson - Director
- c. Finance Department representative
- d. One faculty member
- e. One elected student representative from each class

### 2. Scheduled Meeting Time:

Meetings are scheduled as needed.

### 3. Function:

Refer to the Student Guidebook for function and procedure.

- A member of the class will also be assigned to attend and supply input from the class on the Graduation Committee.
1. The elected Class President for each class or their assigned representative will serve as the Class representative on the Curriculum and Course Committees and be the elected student representative for participation on the Grievance or Financial Aid Appeals Committee.
  2. In the event of a conflict of interest or a student is no longer available to serve on a committee due to withdrawal or failure, a new student representative will be elected by students or appointed by faculty.
  3. Students agreeing to serve on committees must uphold their responsibility to attend meetings in person or by representative; must record and submit class meeting minutes. If the student cannot attend or appoint a representative for course or curriculum meetings, the student is required to turn in to the director written report of student issues prior to the meeting.

## T. SCHOOL CANCELLATIONS / DELAYS.....*Added 6-2019, Reviewed 7-2022*

Students pursuing a career in the healthcare field should recognize the importance of punctuality and good attendance. Day-to-day operations at the Heritage Valley Health System continue regardless of weather conditions. As an institution responsible to educate future Health Care Professionals, we fulfill the obligation to teach responsibility and professionalism through the expectation of punctuality and good attendance while enrolled in our programs.

Due to the variation in weather conditions across the area and the variation in times and locations of scheduled classes and/or clinical activities, in the event of inclement weather **the School of Nursing and School of Radiography will remain open and practicing on the published schedule.** Only in the event of an extreme weather emergency or natural disaster will both the Directors of the School of Nursing and the School of Radiography confer and collaboratively close both programs.

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- Any student who believes the conditions in his/her area (or the individual actions which must be undertaken in those conditions) present a risk to personal safety has the right to choose to be absent for the day. (This choice should be carried out by following the individual program's policy for calling off).
- No student will be reprimanded or punished for weather related absenteeism above and beyond the documented school policy for general absenteeism. (Extenuating circumstances to the general absenteeism policy may be waved at the Director's discretion).
- Students who travel during difficult weather conditions will not be penalized for tardiness.

In the event of a complete school closure, or the individual cancellation of a specific activity by the responsible instructor, students will be notified through the Canvas Classroom. (If only a small group is involved, the use of individual phone calls or text message may also be utilized).

Due to the requirements of accrediting bodies and/or curriculum needs, to appropriately make up didactic and clinical experiences cancelled, revision of the academic schedule may be necessary and revised clinical activities may be scheduled outside of the published course calendar.  
(See VI. D. ii Clinical Make-up Policy for additional information regarding the cancelation of Clinical)

### U. SIMULATION POLICY .....Reviewed 7-2022

Nursing students at Heritage Valley Kennedy School of Nursing will participate in simulation activities. Simulation activities include simulated clinical scenarios, simulated task training, standardized patient scenarios/cases, debriefings, and/or discussions. The content of these simulations is to be kept confidential to maintain the integrity of the learning experience for all students.

Students will be observing fellow students within the clinical simulation laboratories and are not to discuss their performance with anyone outside of the clinical simulation laboratories, except appropriate instructors. The unauthorized release or mishandling of confidential information, or inappropriate exchange of information related to the simulation environment, is prohibited.

Students will be required to sign the **Simulation Confidentiality Agreement**, an agreement acknowledging that the unauthorized release, inappropriate exchange, or mishandling of confidential information is prohibited. Initiation of the Student Misconduct Policy may occur with any violation to this agreement.

### V. STANDARDS FOR TYPE WRITTEN WORK .....Reviewed 7-2022

Standards of APA are to be used for any written assignment with guidelines to 'follow APA'. Students are expected to utilize the Purdue Owl Writing website (<http://owl.english.purdue.edu>), which is based on the most recent edition (7<sup>th</sup>) of the American Psychological Association, as a guide for typewritten work.

### W. STUDENT BILL OF RIGHTS..... Reviewed 7-2020

Students have the right to:

1. a quality education in a safe environment with accessible, current resources, qualified instructors, and instruction relevant to today's nurse.

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2. representation on School of Nursing committees that plan and review the courses and discuss and author policies related to student/program requirements and expectations.
3. unprejudiced, uniform, objective evaluation, defined and documented in policy.
4. fair treatment and an orderly process in the resolution of issues.
5. no discrimination on the basis of race, religion, color, national origin, gender, age, marital status, sexual preference, economic status, or disability.
6. privacy regarding personal views, beliefs, sexual preference, and political associations, all of which are not to be released without knowledge or consent.
7. the knowledge of what constitutes the student's permanent educational record and conditions of disclosure of any part thereof.
8. access to a Student Guidebook to reference standing policies and guidelines.
9. anonymously evaluate the School of Nursing in the areas of: curriculum, individual courses, instructors, services, and facilities.

### X. STUDY SESSIONS..... *New 7-2020, Reviewed 7-2022*

Study sessions are randomly scheduled hours of faculty guided instruction focused to assist students in specific areas related to course content. These areas inclusive of medication calculations, study skills, exam skills, ECG strips, and How to Incorporate Outcomes to Improve Performance, are not mandatory for most of the cohort. Those in the Success Program are required to attend. (See Success Program).

### Y. SUBSTANCE ABUSE..... *Reviewed 7-2022*

Consistent with the Heritage Valley Health System's commitment to a drug-free environment and to the safety and the well-being of its patients, the School of Nursing (as governed by the Hospital) strictly prohibits the following during any school activity or while representing HVK SON:

- The presence of students in class, clinical setting, and/or school related community event while under the influence of alcohol, intoxicants, drugs, or any other controlled substance.
- The use, possession, transfer, sale or purchase of alcohol, intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time, on the hospital and/or school premises or in a community setting or while conducting hospital and/or school business.
- The use of school/hospital property, including school/hospital telephones, or any student's position within the school/hospital to make, transfer, sell or purchase alcohol, intoxicants, illegal drugs, or controlled substances.
- Any other use, possession, sale or purchase of alcohol, intoxicants, illegal drugs, or controlled substances in a manner which has adverse impact on the hospital and/or School of Nursing.
- If there is reasonable suspicion on the part of the school and/or hospital that a student is under the influence of, impaired by, alcohol or drugs, or is in the possession of or control of alcohol, drugs, or equipment, products, and material that are used and/or designed for use with such substances, the school or hospital may search any school or hospital property or the student's personal



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property. The student may be requested to submit to a search by the school's representative of his or her person and/or property.

Heritage Valley Kennedy School of Nursing in affiliation with Heritage Valley Health System is committed to assist any student with any type of substance abuse or addiction. Students may request, or if found to be under the influences of illegal substances, will be offered the opportunity to be counseled through the Employee Assistance Program at Heritage Valley Health System.

### **Prescribed Medication**

- Any student who is under prescribed medication or taking any drug which may cause adverse side effects which would prohibit the ability to perform or operate in a safe and productive manner, must report such use to the Director, School of Nursing immediately. Management of the school and/or hospital will determine if the student will remain at school, be restricted in duties, or sent home.
- If, the amount of prescribed drug taken by a student is over the therapeutic range and could interfere with school (in class and/or clinical performance), the student will be asked to take a blood test. Any student who refuses to take a blood test will be considered impaired and will be terminated from the school.
- Before being tested, the student should list, on a confidential form that accompanies the sample, any prescribed or non-prescribed medications that could affect the test.

### **Testing**

- Drug tests will be conducted as a routine part of the student's entrance requirements.
- Any student may be requested to undergo drug and/or alcohol tests via blood, urinalysis, breathalyzer test or other diagnostic tests if just cause is determined. "Just cause" is determined by the completion of a formal HVHS approved checklist of observed behaviors.
- The Medical Review Officer (MRO) will be responsible for discussing the test results (both positive and negative) with the student and notifying the Director, School of Nursing of the final report.

### **Reporting**

- A faculty or staff member who suspects possible substance abuse by a student will report the suspicious behavior to the Director, School of Nursing. Any faculty member with evidence that an enrolled student has engaged in clinical care of patients and families or participated in class room work while impaired will also report their observations to the Director, School of Nursing.
- A student who suspects possible substance abuse or a violation of this policy by another student has the responsibility to report this information. A report can be made to the student's faculty advisor and/or the Director, School of Nursing. The identity of the individual making the report will be kept confidential to the greatest extent possible consistent with the need to investigate the report and subject to legal requirements.
- Any student convicted of any criminal drug statue occurring while attending the Heritage Valley Kennedy School of Nursing or while engaged in Hospital and/or School business must notify the school within three (3) days after such conviction. The student will be terminated from the program.

Notification to law enforcement agencies will be made, at the discretion of the hospital and/or school, regarding violations of this policy as appropriate and/or necessary.

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### Financial Responsibility

The school and/or hospital will cover the financial cost of any initial admission drug test and “Just cause” test it administers. Any further testing required as a result of a preliminary positive is at the cost of the student.

### Termination

- Any violation of this policy, including the refusal to immediately submit to a requested search or test, or a positive test result of such test(s) will result in immediate termination from the school.
- Executive management of the governing organization will be consulted prior to disciplinary action taken.

### Admission/Enrollment Status

- Heritage Valley Kennedy Hospital School of Nursing reserves the right to rescind admission status to the nursing education program should the results of a newly enrolled student’s pre-entrance or post enrollment drug test prove to be positive for illegal drug use.
- Any student with a positive drug screen while enrolled in the school will be terminated from the educational program and will not be granted re-enrollment status. If the student was in the School of Nursing on an HVK Foundation scholarship, the student automatically forfeits the right to this benefit when found to be non-compliant with this policy.

## **Z. SUCCESS PROGRAM** ..... *New 8-2021 Rev 6-2022, 7-2022*

The Success Program was developed to aid and promote the retention of students who display difficulties in attainment of course outcomes. The student assignment to the Success Program is a fluctuating status from semester to semester as efficiency and proficiency are achieved.

Students in the following situations will be placed into the Success Program:

- Any ‘returning’ student
- A TEAS admission score of  $\leq 68$
- A final course theory grade of  $\leq 80\%$
- Below a Level 1 on any ATI Assessment

Students in the Success Program are required to:

- Attend all Study Sessions
- Attend all Exam Reviews
- Meet every other week/twice monthly with their assigned Faculty Advisor

In addition, students in the following situation will be placed into the Success Program:

- Leadership course ATI Comprehensive Predictor score  $\leq 80$

And are required to:

- Complete 2 trigger points on each Topic to Review and submit PRIOR to Predictor B\*

\*If not completed on time, the student will receive an ‘I’ Incomplete for the course and NOT have the Education verification submitted to the State Board until the task is completed and the course ‘Incomplete’ is removed.

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Students in the Success Program due to a course grade  $\leq 80\%$  who subsequently complete a course with a theory score of 80% or better are no longer required to complete the Success Program requirements listed above.

Students in the Success Program due to a score below a Level 1 on any ATI Assessment who achieve a score greater than a level one on any subsequent exam are no longer required to complete the Success Program requirements listed above in the subsequent semester.

\*Students in the Success Program due to both of the aforementioned situations must achieve both goals to no longer be required to complete Success Program requirements in the subsequent semeste.

Failure to adhere to the requirements of the Success Program will result in implementation of the Student Misconduct Policy.

### AA.SUNRISE HIPPA POLICY ..... New 7-2020, Reviewed -2022

Along with the privilege of Sunrise access, great responsibility to maintain the HIPPA responsibilities of the institution must be maintained. Students will be given access to the Sunrise Charting system both on the hospital units and in the Resource Room for the purchase of researching assigned clients and documentation. Access, research, and printing of patient information is restricted to the assigned client only.

1. **Printing** - Printing of assigned client information is permitted in the Resource Room and on certain units for the purpose of education, research, and assigned paperwork. Immediately upon printing, the documents **MUST** be retrieved from the printer and client identifiers: name, birthdate, medical record number, age and gender **MUST** be blacked out. Any student found to have left client print outs from Sunrise on the printer or found to have client print outs from Sunrise without the required identifiers blacked out will receive a **“0” zero** in professionalism on the **WCPR** for the week associated with the client. For appropriate disposal of client documents, students are encouraged to use the HIPPA bin in the Resource Room or to turn the documents in to the clinical instructor with the weekly clinical paperwork.
2. **Charting** – Client charting in the Sunrise system is permitted during direct clinical experiences only and **restricted to the clinical unit** only. If it is determined charting on an assigned client or any other documentation within the assigned client record has been done outside of the instructor directed clinical experience on the unit, the student will receive a **permanent conduct form**.
3. **Research** – Per the HVHS HIPPA policy, any student found to have entered the Sunrise system to review, research, or document on a client other than the specific client assigned, whether on the unit or in the Resource Room, is means for **immediate dismissal**.

### BB. VOLUNTEER HOURS ..... Revised 7-2022

All nursing students currently admitted to the Heritage Valley Kennedy Hospital School of Nursing on full scholarship are mandated to submit evidence of completing **50 volunteer hours at HVHS or HVHS sponsored events**. All non-scholarship students will be required to complete a total of 20 community volunteer service hours within the two year program. Twelve of the community volunteer hours must be completed **before the start of Nursing III or the student will not progress**. The remaining community

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volunteer hours must be completed **prior to the end of the leadership clinical component** in order to receive a nursing diploma. **Any volunteer hours not directly related to Heritage Valley Health System or Health System sponsored events must be pre-approved by Heritage Valley Kennedy School of Nursing Director.** Any nursing student not completing the required number of volunteer hours will receive a blank diploma, must surrender their school pin, and paperwork signifying graduate status will not be sent to the State Board of Nursing, until the volunteer hour commitment is fulfilled.

Students must have the **Volunteer Hours Form** completed and submitted to the faculty volunteer hour chair to receive credit for volunteer hours.

Students may receive volunteer hours for donating blood but only a total of two (2) hours each ACADEMIC year for blood donations will be approved.

**Note:** Once you commit to volunteering for an event, you must attend that event or find another HVK student to cover your obligation. If a substitution is not found, the student will have one (1) hour deducted for an event  $\leq 4$  hours and 2 hours deducted for an even  $> 4$  hours

**VII. ADMISSION POLICIES**

**A. ADMISSION** ..... *Reviewed 7-2022*

**1. General Information**

▪ **Application**

The application packet is available online. The packets are also available through the mail and email upon request. There is a \$50.00 application fee (non-refundable) that is to be returned with the completed application. The application packet includes all application forms to be completed for enrollment including forms with directions to complete health and physical requirements and mandatory clearances.

• **Age of Compulsory Attendance**

All Applicants must be beyond the age of compulsory attendance in the state of Pennsylvania.

• **High School Transcript**

A high school transcript validating achievement of a high school diploma is required. A GED is accepted as an equivalent to a high school diploma.

An official transcript (bearing the seal of the school) must be sent. A minimum QPA of 2.0 or greater on a 4.0 scale is preferred. The transcript must reflect passing marks in each of the following:

- 4 units of English
- 3 units of Social Studies
- 2 units of Math (1 must be Algebra with a “C” or greater)
- 2 units of Science (1 must be Biology with a lab, 1 must be Chemistry with a lab both must have a “C” or greater)

If Algebra, Chemistry or Biology is missing, the applicant can take introductory courses at a local community college or the equivalent. Any applicant not meeting the preferred minimum 2.0 QPA may receive special consideration in regard to high school QPA and class rank based on faculty consensus of other admission criteria.

When a GED is utilized for program acceptance, the Algebra, Biology and Chemistry requirements, if not obtained in high school, may be taken at a community college or equivalent prior to entrance with achievement of a “C” or greater in each course.

An applicant who is currently enrolled in high school at the time of application should have a current transcript reflecting the cumulative Q.P.A. and required course work, either completed or in progress. Upon graduation (prior to entrance), an official, final, high school transcript displaying achievement of a high school diploma must be sent to the School of Nursing (SON).

• **College Transcripts**

Credits with a 2.0 or greater may be considered transferable. Anatomy & Physiology I and II (8 credits), Microbiology (4 credits)\*, and Nutrition must be completed within five years of the start of class date from an accredited college/university, when an official transcript is submitted with the application. If there is a question about the transferability of a particular course, a course outline or syllabus from the course in question is submitted to the HVK and/or the affiliate college/university instructor.

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- Anatomy & Physiology I and II must be an 8 credit course and taken at the same institution to be considered for transfer, (consecutive science courses completed at different institutions will be considered based on the judgment of the second institution accepting the credits from the first) with the second consecutive course completed within five (5) years of the start of classes.
- Microbiology and Lab is not a guaranteed course in the program at this time.

- **Validity of Transcripts**

In cases where the validity of a transcript, either high school or secondary, is in question the following process is in place to evaluate the credential(s):

High School / Secondary School:

- Documents (diploma and/or transcripts) provided by the student are reviewed for an official upraised seal
- The school or individual listed on the document are contacted for validation of submission
- Duplicate documentation (official transcript / diploma) from the school validating graduation or completion of secondary courses is requested

- **GED**

Duplicate transcripts / diplomas for the GED test or HiSET exam are requested of Diploma Sender via [www.diplomasender.com](http://www.diplomasender.com)

- **Signed Disclosure Letter**

The signed disclosure letter should be returned to the SON and filed in the applicant's file, indicating that the applicant has been informed of the retention rate, pass rate, and employment rate of recent graduating classes.

## **2. TEAS: PRE-ADMISSION EXAMINATIONS**

The applicant is responsible for scheduling the ATI: TEAS pre-admission tests at the School of Nursing. The applicant is responsible for paying the fee to take the pre-entrance tests. Payment is acceptable by check or cash. The applicant is encouraged to obtain a minimum Adjusted Individual Score of greater than or equal to 65% and a Science score of greater than or equal to 45% (no rounding) on the TEAS Exam to be considered for entry into the program. Scores of 60%-65% will be considered for admission if additional seats are available.

In the event a less than satisfactory score is achieved, the applicant may take each of the tests a total of two (2) times within a 12 month period.

The final day for application and pre-admission testing is the last business day on or before April 15 unless an extension is announced and posted on the website.

An ATI review book may be purchased from the admissions office prior to taking the test.

Any applicant achieving an overall TEAS score of greater than or equal to 70% and a Science score greater than or equal to 45%, will receive immediate provisional acceptance (pending completion and fulfillment of other admission requirements).

## **VII. Admission Policies**

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Special consideration for acceptance will be given to applicants who have already completed both A&P I & II and/or other general education and science courses.

Students who do not achieve scores at the level of immediate provisional acceptance will be placed on a waiting list. Determination of acceptance will be made on or before April 30th, or later if an extension to admissions has been made/announced.

### **3. SCHOLARSHIP REQUIREMENTS**

The School of Nursing offers institutional scholarships from the HVK Board of Directors and Administrative team and federal and state grant programs to support the cost of tuition for students. Eligibility is limited to US citizens or eligible non-citizens and is generally based on pre-entrance exam scores and academic merit.

To be considered for the HVK Board of Directors and Administrative team full scholarship (as available), the applicant must score 85% or above on the Adjusted Total Score on the TEAS entrance exam, and interview with a School of Nursing representative. If accepted into the program, the student will be required to complete 50 hours of community service during the duration of the program and maintain employment within Heritage Valley Health System for three (3) years full time as an RN after graduation as specified in the Scholarship agreement contract. In order to be eligible for a scholarship, the applicant must be a U.S. Citizen or eligible non-citizen. Additional scholarships may be awarded at the discretion of the admissions committee and Director, School of Nursing.

At the completion of the Fundamentals course, an undefined number of scholarships approved by administration may be awarded to students for the remaining three (3) semesters based on the following criteria:

- Achieve a final theory grade of greater than or equal to 88% (no rounding).
- Complete clinical requirements with an average score of 2.0 or greater for all outcomes.
- Have no disciplinary issues: Misconduct Warnings and/or algorithms.
- Apply for the scholarship by writing a 500 word essay on: "Why I chose to be a nurse and why I chose Heritage Valley Kennedy."
- Interview with personnel from the School of Nursing.
- All financial responsibilities through the completion of the first semester must be fulfilled before the scholarship will be rewarded.

Students receiving post Fundamental course scholarships must adhere to the same criteria as the full scholarships (volunteer time total is pro-rated to 40 hours).

#### **Private Rotary Scholarships:**

The School of Nursing also offers private scholarships from local rotary clubs. These funds are awarded annually to students selected by the HVK SON Admissions Committee who reside in the area in which the Rotary is located. There is no commitment attached to the Rotary scholarships.

### **4. PHYSICAL EXAMINATION REQUIREMENTS**

- a. Each student is provided with a Health Record form. This record is to be completed and submitted to the school before beginning the program.
- b. The Health Record includes the following:

**VII. Admission Policies**

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- Complete history and physical examination performed by the physician, physician assistant, or nurse practitioner of the student's choice within twelve (12) months of the first day of classes.
  - Included in the complete physical examination is a list of all current medications.
  - A two-step tuberculin test is required the summer prior to the start of class.
  - If a two-step was performed within the last year only a one step is required with proof of the previous two step submitted.
  - A positive tuberculin test requires proof of a full size chest x-ray within 12 months of the admission date. A chest x-ray does NOT need to be obtained yearly if the student has a remote history of a positive tuberculin test.
  - Dtap / Tdap immunization within the last ten years must be provided. If unable to provide a record within the last ten years, proof of a Tdap vaccination is required.
  - Titers for Rubella, Varicella, Rubeola, and Mumps are required. Titers must be within a year of the start of class. If titer levels are inadequate, proof of a vaccination booster is required.
  - The Hepatitis B vaccination series (or receiving an additional injections should titers from a previous immunization show inefficient protection) is highly recommended to provide the best protection possible as an individual pursuing a career in the health care field. Proof of the vaccine series or proof of revaccination will be recorded on the health record. **If the student chooses NOT to undergo the vaccination series, the Hepatitis B Declination Form must be sign and submitted with all health record documentation.** The Heritage Valley Kennedy School of Nursing cannot guarantee that certain experiences may require proof of vaccination. **Failure to have received the vaccination may require the student to forego a clinical experience.** Make up will be required.
  - Special considerations for medical restrictions may be given with approval by the Director, School of Nursing, in conjunction with the student health coordinator (employee health representative).
- c. All applicants accepted to the School of Nursing are required to have a pre-entrance urine drug screen completed through HVHS Business Fit. Applicants found to be in violation of the substance abuse policy of HVK will be dismissed from the program and will be ineligible for readmission consideration.

**5. CPR / BASIC LIFE SUPPORT CERTIFICATION**

Students are required to complete the American Heart Association course in CPR for the Health Care Provider. Certification is valid for two (2) years. All freshman and readmitted students will attend the mandatory CPR certification course held during orientation in August to secure certification for the duration of the program.

**6. LPN ADVANCE STANDING**

An applicant who possesses previous education and/or experience in nursing will be given consideration, **on an individual basis**, for Advanced Standing in our RN-diploma program. An official academic transcript from the accredited school of nursing, trade, and/or technical school must be submitted with the application. Please include course descriptions with the academic transcript to be evaluated for comparable content hours and subject matter, as taught at Heritage Valley Kennedy School of Nursing.

Licensed Practical Nurses- applying for Advanced Standing must meet the following conditions:

- Be a graduate of an accredited practical nursing program with a minimum Q.P.A. of 2.5, verified by official transcripts from the school.
- Have verification of active licensure (without disciplinary action ) in the United States.



## VII. Admission Policies

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- If not presently working as a LPN- must have graduated within six (6) months from an approved accredited program.
- If working as an LPN, the applicant must have completed the second consecutive required science course within five (5) years. (Consecutive science courses completed at different institutions will be considered based on the judgment of the second institution accepting the credits from the first).
- Submission of a favorable professional letter of recommendation from the most recent employer.
- Have successfully met all admission requirements.
- LPN applicants must also fulfill all admission requirements.

### 7. READMISSION ..... Revised 7-2019, 6-2021, Reviewed 7-2022

In order to be considered for readmission, the candidate must submit the reapplication form three months prior to the start date of the course in which the student requests readmission. A \$25.00 fee must be submitted along with the application.

Any student applying for readmission must meet the following criteria:

- Must have withdrawn from the course with a “W” before midpoint, or after midpoint, with a grade of greater than or equal to 75% in the incomplete / unsuccessful course. Scores <75% may be considered in extenuating circumstances (and may require an audit agreement contract).
- Must have displayed adequate attempts to meet an average of 2.0 in all clinical outcomes on the Clinical Performance Review (CPR); a 1.8 in 3A.
- Must not have any significant documented disciplinary behaviors. The re-admittance of any student dismissed due to disciplinary actions will be at the discretion of the Director, School of Nursing.
- Must have completed all general education courses required prior to and included in the course for which the student is requesting readmission.
- Any applicants returning to the Fundamentals course will go into the pool of applicants and will be notified of a decision by the waitlist deadline date on or before April 30<sup>th</sup>.
- Must return to the next cohort.
- Must pass the skills competencies of all prior HVK SON nursing courses.
- Must pass a readmission exam with a 77% or greater. The readmission exam is a combination of selected questions from the final exams from all courses previous to the course for which the student is seeking readmission.
- Clearances completed upon admission will be accepted for readmission. A new set of clearances must be obtained within the first semester to maintain current status throughout the program as clearances over two years old are not considered current by the Heritage Valley Kennedy School of Nursing.
- Must complete and submit the **Readmission Form**
- Mitigating circumstances for admission approval or denial are at the discretion of the Admission Committee and Director, School of Nursing

#### **Audit Agreement Contract**

An Audit Agreement Contract may be required, as determined by the Admissions Committee, to be developed and signed for any student returning under mitigating circumstances, who does not meet readmission criteria. The Contract will specify audit requirements of the course prior to the return and may require other activities including, but not limited to: skills work, Nursing Process documentation, and exam completion with required scores, to return to the program.

### 8. TRANSFER AND TRANSFER OF CREDITS ..... Added 7-2022

## **VII. Admission Policies**

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- An applicant with previous nursing school or college general education credits must complete the application process for consideration of transfer of credits. It is the policy of HVK SON to accept credits earned at other colleges, universities, or ACEN accredited schools of nursing. This process includes:
  - a. Submission of an official transcript from the previous nursing program, institution, college, or university.
  - b. Submission of course descriptions for the courses requested to be approved for transfer.
  - c. To be accepted for transfer, courses per the official academic transcript must:
    - Nursing course: be from an ACEN (or the equivalent) accredited and State Board approved nursing program.
    - Co-requisit/General Education or Science course: be from an institution that has been accredited by Association of Colleges and Schools or its equivalent.
  - d. Be of comparable content hours (nursing) and/or credits (general education and science courses) to those detailed in the HVK SON curriculum
  - e. Nursing Courses: reflect the subject matter and outcomes of the HVK SON program
  - f. General Education Courses – reflect the content required for the HVK SON curriculum (Ethics is a Medical Ethics, Psychology is a Developmental Psychology).
- Science courses (Anatomy and Physiology, Nutrition, Microbiology) must be completed within five (5) years of the cohort start date. Anatomy and Physiology I and II must have both courses completed at the same institution in subsequent semesters. (Consecutive science courses completed at different institutions will be considered based on the judgment of the second institution accepting the credits from the first).
  - Display an average of a 3.0 in all nursing courses deemed transferable by the Director, HVK SON.
  - Display a 2.0 in each general education/science course considered for transfer.
  - The last of the nursing courses must have been completed within the previous 12 month period with all accepted courses completed in subsequent semesters (no interruption in nursing education semesters).
- All transfers must fulfill readmission requirements.
- Credits accepted for transfer will be recorded and kept in the student's permanent record.
- The Pennsylvania State Board of Nursing requires that transfer students complete, as a minimum, the senior or final level in the school granting the diploma. This equates to the final two (2) courses (Nursing III and Leadership) at the HVK SON.

### **B. CRIMINAL, AND CHILD ABUSE CLEARANCES (ACT 33/34)/ FBI FINGERPRINTING** *reviewed 7-2022*

Act 33/34 Criminal, child abuse background checks and Act 72 FBI fingerprinting must be completed on all students during the admission process and completed prior to the first day of class (students are responsible for fees associated with clearances). Prior clearances will not be accepted. Prior conviction of a felony or certain misdemeanors, other than minor traffic offenses, may make students ineligible to participate in various clinical experiences and possibly may make it impossible for an individual to complete the scheduled program of study. Additionally, prior conviction of a felony or misdemeanor may make students ineligible for professional licensure, professional certification, or professional registration, dependent upon the specific regulations of individual health professions and state of practice. It is the student's responsibility to obtain verification of ability to acquire licensure through the Pennsylvania State Board with said violation.

A person convicted of any felonious act may be prohibited from licensure by the State Board of Nursing at any time. Acceptance into the Heritage Valley Kennedy School of Nursing does not guarantee approval by the State Board of Nursing to permit licensure.

**VII. Admission Policies**

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If a student is charged of a felony, misdemeanor, or other various offense, other than a minor traffic offense, during the time they are a student, it is the student's responsibility to notify the Director, School of Nursing. A conviction may lead to program dismissal due to the inability to obtain state licensure.

Any false statements made by the applicant at any time during the application process, or refusal to submit or consent to a criminal and child abuse background check will disqualify the applicant from participation in laboratory/clinical aspects of the program. If you have any questions or concerns regarding the criminal and child abuse background check, contact the Admissions Office.

All background checks must be completed by the start of clinical. Students must adhere to the deadlines set by the Admissions Office and the faculty to file the background checks. All students must comply with this requirement. The student cannot attend clinical experience if this requirement is not satisfied and may fail the course due to missed experiences if this requirement is not satisfied. HVK SON is required to give proof to the clinical agencies that students have passed the criminal and child abuse background checks.

**Criminal Clearance**

Criminal clearance will be completed on the web-based computer application called "Pennsylvania Access to Criminal History (PATCH)" at the web address documented on the instruction form in the application packet.

**The student is responsible for paying the required processing fee electronically.**

**Child Abuse Clearance**

Child abuse clearance will be completed on the web-based computer application of the Pennsylvania Child Welfare Portal. The website is documented on the instruction form in the application packet.

**The student is responsible for paying the required processing fee electronically.**

**FBI Fingerprinting**

Register **BEFORE** arriving at the designated fingerprint site. Register at <https://uenroll.identogo.com> and enter service code number: 1KG756.

**The student is responsible for paying the required processing fee electronically.**

**PROCESSING OF CLEARANCES AND FINGERPRINTING MAY TAKE UP TO 6 WEEKS.** Please leave adequate time to ensure all clearances are completed by the designated deadline. Once clearances and fingerprinting are completed, provide the Admissions Office at the School of Nursing with the original copies.

**FAILURE TO PROVIDE PROOF OF THESE CLEARANCES WILL RESULT IN THE STUDENT BEING UNABLE TO ATTEND CLINICAL EXPERIENCES, POTENTIALLY UNABLE TO FULFILL COURSE CLINICAL REQUIREMENTS, AND MAY RESULT IN PROGRAM DISMISSAL.**

Returnees or transfers with prior clearances may enter under the premise of the prior clearances. A new set of clearances must be obtained within the first semester to maintain current status throughout the program as clearances over two years old are not considered current by the Heritage Valley Kennedy School of Nursing.

Questions about this process should be directed to the Admissions Coordinator, School of Nursing.

## VII. Admission Policies

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### C. ESSENTIAL FUNCTIONS OF A NURSING STUDENT .....reviewed 7-2022

If a student signs acknowledgement of the Essential Functions of a Nursing Student Form, then they are responsible to notify HVK SON of any changes in physical or learning needs ability, so that reasonable accommodations can be made. See Accommodations Policy for additional details.

### D. FERPA .....reviewed 7-2022

Heritage Valley Kennedy School of Nursing implements policy regarding student education records in compliance with Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 (<https://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>) - “FERPA” and the Buckley Amendment. These laws state that educational records of students attending or having attended the school are confidential and can be released to others only with written permission of the student or to other institutions to which the student has applied, certain state and federal educational and financial aid officials, certain accrediting and research groups who may have a legitimate need to review records, and to comply with a subpoena. No one else may view the student’s educational records unless the student specifies such parties on the Buckley Amendment Waiver at the time of admission. Students may review their records upon request. FERPA also authorizes the school to release “directory information” without prior written permission.

#### **Annual Notification of Rights**

Heritage Valley Kennedy School of Nursing provides students annual notification of their rights as defined by FERPA presented during orientation week and via the student guidebook, posted and available throughout the program.

#### **Directory Information**

Heritage Valley Kennedy School of Nursing designates the following items as directory information, which may be disclosed without the student’s prior written consent, unless the student notifies the School of Nursing in writing by September 15<sup>th</sup> of each academic year:

- Name of student
- Student’s email address
- Certificate/Awards awarded
- Dates of attendance
- Scholarships received
- Membership or office in National Student Nurse Association
- Previous Schools attended

### E. NOTICE OF NONDISCRIMINATION

It is the policy of the Heritage Valley Kennedy School of Nursing not to discriminate in student selection for the educational program on the basis of age, race, color, creed, sex, national origin or disability.

This policy adheres to the regulations and provisions of the Department of Health, Education, and Welfare Rehabilitation Act of 1973, Section 504; the Civil Rights Act of 1964; the Pennsylvania Human Relations Act of October 27, 1955, P.L. 744, as amended February 28, 1961, P.L. 47; and the Internal Revenue Procedure 75-50, Section 4.03-1.

# HERITAGE VALLEY KENNEDY SCHOOL OF NURSING STUDENT GUIDEBOOK

## VIII. GENERAL INFORMATION AND GUIDELINES

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### VIII. GENERAL INFORMATION AND GUIDELINES

*reviewed 7-2022*

#### A. ACCREDITATION BODY / STATE BOARD OF NURSING COMMUNICATION POLICY

Students and individuals are free to communicate and comment regarding the HVK School of Nursing to the State Board of Nursing and the Accreditation Commission for Education in Nursing (ACEN) via:

Pennsylvania State Board of Nursing	Accreditation Commission for Education in Nursing
2601 N 3 <sup>rd</sup> Street	3390 Peachtree Road NE Suite 1400
Harrisburg, PA 17110	Atlanta, Georgia 30326
717-783-7142	404-975-5000

#### B. AFFILIATE COLLEGE/UNIVERSITY ..... *Reviewed 7-2022*

Once admitted to the HVK SON Program, ALL general Education courses MUST BE COMPLETED through the affiliate university in the semester provided. Transfer of credits from a program other than the affiliate during the course of the nursing program will NOT be accepted unless previously approved.

##### 1. Completion Requirements:

- The affiliating college may provide one (1) quality point for a “D” grade; however, a “C” (2.0) grade must be achieved to receive credit for the course in the nursing program.
- The following affiliating college courses must be successfully passed with a “C” (2.0) or better **in the semester offered** to progress in the nursing program: Anatomy I with lab, Anatomy II with lab, and Psychology.
- If the student does not receive a “C” (2.0) or better in Sociology, Nutrition, Microbiology (if offered), English I, or English II in the semester offered, the student may retake the course, but must successfully pass with a “C” (2.0) or better by the end of the program. (The course must be taken again through the affiliate university and will only be approved to be taken elsewhere if the affiliate university is unable to offer the course prior to graduation). Ethics, offered in the final semester, must be successfully passed with a “C” (2.0) or better or the student will not graduate nor be able to sit for boards. Ethics must be completed with a “C” (2.0) or better within one semester or four (4) months of the end of the program to receive the nursing diploma and sit for boards.
- Any General Education course provided by the affiliate university which offers the student an ‘Incomplete’ or ‘extension for completion’ beyond the final day of the course must also be approved for “Incomplete” or extension by the Director, School of Nursing. Inability to complete general education courses through the university affiliate in the School of Nursing semester presented is means to withhold progression in the nursing program. Mitigating circumstances will be considered.

2. **Add/Drop:** Affiliate university courses may be added or dropped per the policies of the affiliate university. Refer to the policy manual of the affiliate university.

#### C. ARTICULATION AGREEMENTS ..... *Revised 7-2022*

The Heritage Valley Kennedy School of Nursing had an established relationship and Articulation Agreement with California University of Pennsylvania, now Pennsylvania West University. A merger of the University into Penn West has called for a review of the prior agreement. A new agreement for the transfer of HVK SON nursing credits toward a Bachelor of Science degree at Penn West University will be developed prior to the graduation of the Class of 2024.

# HERITAGE VALLEY KENNEDY SCHOOL OF NURSING STUDENT GUIDEBOOK

## VIII. GENERAL INFORMATION AND GUIDELINES

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### D. BUILDING ENTRY..... Revised 7-2022

The main entrance to the School of Nursing is accessible by ID badge only. Access by badge is available seven days a week, 24 hours a day. All other School of Nursing doors are emergency exits available for egress only. Any difficulty entering the School of Nursing building outside of class hours is to be addressed at the security office located near the emergency room department. Security has the right to request to see identification for access.

### E. BULLETIN BOARDS..... Reviewed 7-2022

Student bulletin boards are available for student posting in the back of the SON Resource Center. Any information posted on the bulletin boards must be approved by the Resource Center Instructor before posting. Volunteer opportunities will be posted in the Canvas Classroom via email and/or Announcements and posted for sign up outside the door of the Faculty Volunteer Coordinator. It is the student's responsibility to check these sites daily for announcements and general information updates as per the Communication Policy.

### F. CHANGE IN PERSONAL INFORMATION ..... Reviewed 7-2022

Change of name, home address, telephone number, or e-mail address must be reported to the school Admissions office as soon as possible.

### G. CHAIN OF COMMAND..... Reviewed 7-2022

Any issues within the School of Nursing must be reported through the Chain of Command

Course/Curriculum/Program Issues	Issues with Students	Issues with Faculty
Individual Faculty Member involved	Individual Student	Individual Faculty Member
Course Chair	Student Representative	Director
Curriculum/Simulation Coordinator	Director	
Director		

Professionalism dictates any issue to be directed first to the individuals directly involved.

### H. CHANNELS FOR RESOLVING ISSUES..... Reviewed 7-2022

A complaint about the curriculum or a student policy, individuals, or a faculty member should be addressed as defined in the chain of command above. If a satisfactory resolution is not obtained through the chain, then an appointment to discuss the issue with the Director should be made. If a resolution to the complaint is not obtained at this level, the student will then be advised of the grievance process.

# HERITAGE VALLEY KENNEDY SCHOOL OF NURSING STUDENT GUIDEBOOK

## VIII. GENERAL INFORMATION AND GUIDELINES

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### I. EMPLOYMENT ..... Reviewed 7-2022

- A student may seek employment on his/her own time, but is advised to consider the physical and psychological demands of the nursing program before accepting employment. **A student's work hours must not conflict with class (8am-3pm) or clinical (generally 7am-2pm) experience.**
- Any student currently or who subsequently begins or end employment within the HVHS MUST communicate this to the Curriculum Coordinator or Director so the coordination of required modules through the Health System platform can be appropriately assigned.
- The School of Nursing assumes no responsibility for student employment and actions while employed.
- A student **IS NOT PERMITTED** to wear the Heritage Valley Kennedy School of Nursing student uniform during work hours.
- **Excessive hours of employment may negatively impact academic success.**

### J. EXAMSOFT ..... Reviewed 7-2022

- ExamSoft/Examplify offers students a test taking environment that is similar to the computerized testing environment of the NCLEX Exam.
- Students will take all HVHS theory exams through the ExamSoft Examplify application.
- Students will be provided with an individual User ID and password for Examplify.
- Students are only permitted to log in with their unique User ID. If a student logs in with any other User ID other than their own, disciplinary action will be taken in accordance with the Student Misconduct Policy.
- Students will use the school supplied laptops to take scheduled exams.
- During an exam, Examplify restricts the use of other applications when testing.
- Exam Soft has parameters and tools such as the ability to go back to a question, immediate exam review, calculator, highlighter, etc. The ability to use these tools will be defined and maintained in each course. The inclusion and exclusion of these tools is for the purpose to assist the student to adjust to computerized testing environment.
- Any issues should be reported to the instructor and/or academic IT coordinator immediately.

#### **Examsoft Disputes**

Examsoft monitors and records all actions taken when testing in Examplify. Therefore, it is extremely unlikely that an answer will be submitted that the student did not choose. Care should be taken when selecting answers in Examplify. If the student believes there was a computer error in answer choice selection, please notify the instructor and the Academic IT coordinator, and the issue will be investigated. The Director, School of Nursing will render a final decision after consulting with the Academic IT coordinator.

### K. GRADUATION AWARDS ..... Reviewed 7-2022

1. The *Medical Staff Award* is given to a member of the graduating class with the highest QPA.
2. The *Board of Directors Award\** is presented to the graduate who is identified by faculty members as having the personal and professional qualifications to achieve well in any nursing endeavor. The awardee maintained a high academic status and demonstrated outstanding clinical performance and personal and professional growth by consistently meeting the following criteria:
  - Demonstrates an interest and enthusiasm for learning.
  - Provides for the promotion, maintenance, and restoration of health for all clients.
  - Utilizes management skills including collaboration, coordination and communication with patients, families and the healthcare team.

# **HERITAGE VALLEY KENNEDY SCHOOL OF NURSING STUDENT GUIDEBOOK**

## **VIII. GENERAL INFORMATION AND GUIDELINES**

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- Begins to assume a leadership role within the health care system.
  - Teaches individuals, families and groups based on identified health needs.
  - Functions as an advocate for the consumer and the health care system in order to improve the quality and delivery of care.
  - Practices nursing based on a theoretical body of knowledge, ethical principles and legal standards.
  - Evaluates nursing practice for improvement of nursing care.
  - Accepts personal responsibility and accountability for professional practice.
  - Utilizes opportunities for continued personal and professional development.
  - Demonstrates a commitment to community service and excellence in health care.
  - Utilizes critical thinking in professional practice.
  - Functions in a consistent caring and empathetic manner.
  - Demonstrates commitment to excellent health care.
3. The *Frank Fairbanks Award\** is presented to a graduate who is identified by faculty members as having provided outstanding service to the community, and demonstrating the following characteristics:
- Volunteers to assist with health screening efforts in the community.
  - Participates in school and hospital-sponsored activities in the community.
  - Demonstrates a high degree of enthusiasm and motivation throughout the program.
  - Displays strong assessment ability and early development of critical thinking and clinical judgment
  - Represents the Heritage Valley Kennedy and the School of Nursing to the community in a professional manner.
  - Demonstrates positive guest relations skills.
4. The *Ronita DiClemente Nursing Award\** is a donor restricted award for the benefit of Heritage Valley Kennedy School of Nursing Students. This award is presented to a graduate who is identified by the faculty members who consistently:
- Demonstrates strong academic performance.
  - Demonstrates a high degree of enthusiasm and motivation throughout the program.
  - Displays strong assessment ability and early development of critical thinking and clinical judgment.
  - Represents Heritage Valley Kennedy and the School of Nursing to the community in a professional manner.
  - Demonstrates positive guest relations skills
5. The *Anthony F. Lisanti Memorial Award\** is presented to a graduate who is identified by the faculty members who consistently:
- Achieves academic excellence.
  - Exhibits compassion and kindness.
  - Displays a high degree of enthusiasm and motivation throughout the program.
  - Demonstrates a strong commitment to nursing and critical thinking.
  - Represents Heritage Valley Kennedy and the School of Nursing to the community in a professional manner.

\*Award criteria is being revised for the Class of 2023 and after.



# HERITAGE VALLEY KENNEDY SCHOOL OF NURSING STUDENT GUIDEBOOK

## VIII. GENERAL INFORMATION AND GUIDELINES

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### L. HOLIDAYS

.....Reviewed 7-2022

The student is exempt from class and clinical experience on:

New Year's Day  
Labor Day

Memorial Day  
Thanksgiving

Independence Day  
Christmas Day

Note: Exemption from class and clinical will be given individual consideration by the Director related to cultural, spiritual, and ethnic practices.

### M. LIABILITY INSURANCE ..... Reviewed 7-2022

Each student is covered by a liability insurance policy during enrollment in the School of Nursing. Coverage is effective during student required experiences and activities.

### N. LOCKERS ..... Reviewed 7-2022

Lockers are provided for the convenience of the students but they remain the property of Heritage Valley Kennedy Hospital School of Nursing. Accordingly, any agent or representative of Heritage Valley Kennedy School of Nursing or Heritage Valley Health System can inspect them, as well as any articles found within them, at any time, either with or without prior notice. HVK SON is not responsible to replace any lock broken for the purpose of inspection.

Each student is requested to store textbooks and personal belongings in assigned lockers. It is suggested that combination locks purchased by the student be used for security. **The school and hospital are not responsible for any missing articles.** Upon withdrawal or graduation from HVK SON, locker must be cleaned and lock removed.

### O. MEALS..... Reviewed 7-2022

Students will be given an hour for lunch during class days.

- Meals or lunches may be purchased in the hospital cafeteria or snack shop. Cafeteria seating is available to all.
- Within the SON meals may be eaten only in the student lounge.
- Snacks only are permitted in the classroom and the designated area in the Resource Center. Failure to dispose of all remnants of your snack may result in loss of privilege to all
- Lunches requiring refrigeration may be placed in the designated refrigerator in the student lounge.

On clinical days, lunch and break will be scheduled at the discretion of the instructor and based on clinical responsibilities of the student.

### P. PARKING.....Revised 6-2021, Reviewed 7-2022

**Student parking is available only in the Willow Lane parking lot, Heckel Road.**

- All students are to park in the Willow Lane parking lot across from the main entrance of the hospital off Heckel Road.
- No student is permitted to park in visitor parking (patient parking), Emergency parking, employee lot, or the "S" lot/ physician lot.
- When visiting other campuses, designated student parking areas will be communicated to you.

# HERITAGE VALLEY KENNEDY SCHOOL OF NURSING STUDENT GUIDEBOOK

## VIII. GENERAL INFORMATION AND GUIDELINES

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- Failure to park in the designated student parking lot and designated areas on other campuses will result in institution of the Student Misconduct Policy.
- A student with two (2) parking violations will no longer be permitted to park on hospital property and the vehicle may be towed away at the offender's expense.
- During the Leadership course clinical, senior nursing students may park in the employee parking lot or the "S" lot/physician lot when working 3pm-11pm or 11pm-7am only.
- Any student who parks in handicap zones must have a placard registered in THEIR NAME. Handicap parking spaces are located behind the Medical Office Building.
- Students who are employees may park in the employee lot ONLY during their scheduled work shift. If a scheduled work shift follows a class day, the student must park in the designated student parking area during the school day and then may move their vehicle to the staff parking area for their work shift.

### Q. SAFETY.....Reviewed 7-2022

Heritage Valley Hospital School of Nursing completes the annual Campus Safety and Security Act (CSSA) disclosure. Results are posted online annually at the National CSSA website:

<http://ope.ed.gov/campussafety> The HVK SON Annual Report is posted in the Canvas Classroom and distributed electronically throughout the organization.

#### 1. CAMPUS SAFETY

- Students are encouraged to act in a safe manner and be responsible for their own security.
- The School of Nursing provides lockers to students. Security (locks) of the lockers are the student's responsibility.
- Hospital grounds are under 24/7 continuous camera surveillance.
- Hospital property is patrolled 24/7 by security personnel.
- Appropriate escort service by security personnel is available upon request.
- Students are encouraged to practice crime prevention.

#### 2. FIRE SAFETY

Students are oriented to the HVK Fire Safety Program annually via the HVHS online continuing education platform. HVHS training teaches the RACE acronym to help remember the steps for what to do in a fire emergency. These steps are summarized here:

R – Rescue – Remove anyone from immediate danger posed by the fire if safe to do so.

A – Alarm – Pull the fire alarm. Notify faculty, staff, or security of the location of the fire. The emergency number, 111, can be used to report the fire.

C – Contain – Ensure fire doors are closed to help prevent the spread of the fire.

E – Extinguish – If safe to do so, an attempt can be made to extinguish the fire. This should be attempted only if there is knowledge of the source of the fire, whether there is a compatible fire extinguisher available, and there is knowledge of how to operate the extinguisher.

Fire extinguisher operation is covered during the Fire Safety Program training.

#### 3. REPORTING CRIMINAL ACTIONS AND/OR EMERGENCIES

Students who identify a criminal action and/or emergency should notify the Heritage Valley Kennedy Safety and Security Department immediately. The Hospital Security Department will investigate and report the incident to determine the course of action to be taken.

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All police reports are forwarded to the Director, School of Nursing, who will follow up jointly with the Chief of the Safety and Security Department.

### **4. SAFETY AND SECURITY**

The Heritage Valley Kennedy Hospital School of Nursing has policies and procedures to ensure the safety and security of students and employees. The Hospital Security Department is located on the first floor of the hospital, and is responsible for the safety and security of the buildings and grounds of the Heritage Valley Kennedy.

Statistical reports are maintained in accordance with the Crime Awareness and Campus Security Act of 1990. While attending classes at the School of Nursing, students are subject to the security policies of the hospital. Security policies, procedures, and reports of the School of Nursing may be reviewed at any time by submitting a request to the Director, School of Nursing.

### **R. SEXUAL HARASSMENT .....Reviewed 7-2022**

It is the policy of the Heritage Valley Kennedy School of Nursing to provide an educational environment free from any form of sexual harassment.

Sexual harassment shall be defined as:

- Unwelcome sexual advances
- Requests for sexual favors
- Other verbal or physical conduct of a sexual nature

These types of activities will not be tolerated by any individual, including, but not limited to the following: Heritage Valley Kennedy School of Nursing faculty and staff, affiliated college faculty, Heritage Valley Health System healthcare workplace employees, affiliated healthcare workplace employees, student peers, volunteers, visitors, or patients.

Should any student have a complaint related to this policy, they should contact the Director of the School of Nursing immediately. Fact-finding and documentation activities will commence immediately so as to resolve the complaint as soon as possible. All complaints will be handled in a confidential manner and no retaliation will be sought by any member of Heritage Valley Kennedy School of Nursing faculty and staff, affiliated college faculty, Heritage Valley Health System healthcare workplace employees, affiliated healthcare workplace employees, student peers, or volunteers.

### **S. SMOKING .....Reviewed 7-2022**

In order to protect the health and safety of students, patients, visitors, employees, physicians and others, Heritage Valley Health System School of Nursing maintains a smoke and tobacco-free environment as outlined below:

- Smoking, including the use of e-cigarettes, vaping and tobacco products, by students is prohibited anywhere within the School, Hospital or on the HVK campus, including the W. Laird Davis Center of Learning, Facilities Management Building, Wound Care Centers, Pain Treatment Center, Medical Office Building, offices of physicians employed by the Hospital, The Willows and vehicles owned by the Hospital.
- Students in violation of this policy shall be subject to the Misconduct policy.

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- The sale of smoking materials and tobacco is prohibited in any HVHS or HVK SON facility.
- Violations of the smoking policy can be reported anonymously through the Hospital's Compliance Hotline at 1-800-826-6762.

### **T. SNAP POLICY** ..... Revised 7-2022

The Student Nurses Association of Pennsylvania (SNAP) is a statewide organization for student nurses associated with the National Student Nurse Association. The purpose of SNAP is to acquaint students with the professional, civic, and legislative responsibilities. Through SNAP, students become acquainted with the functions and accomplishments of the graduate nurse professional organizations. Heritage Valley Health System School of Nursing (HVK SON) maintains a chapter of SNAP. As members, students participate in various events, including the annual statewide convention. Participation in SNAP activities gives students the chance to interact with student nurses from other nursing programs.

#### **1. Goals**

The goals of SNAP are to introduce HVK SON students to a professional organization and promote leadership. SNAP members:

- Participate in educational meetings.
- Organize charitable events.
- Attend conferences with student nurses across Pennsylvania.

#### **2. Guidelines for Membership in SNAP**

Membership in SNAP is voluntary. Dues are non-refundable. Students who wish to become members will be enrolled during their first semester and will have the option to renew their membership for the second year. The cost for a new member is \$40 and renewal is \$45.

#### **3. Benefits**

Members benefit from leadership opportunities, exam preparation courses, scholarships, career information, publication discounts, legislative representation and a quarterly association newsletter. Benefits for members are listed on the website: [www.nсна.org](http://www.nсна.org).

#### **4. Meetings**

School chapter meetings are held monthly and as needed.

#### **5. Election of Officers**

Students will nominate members to serve as officers-elect (President, Vice President, Secretary, and Treasurer) for each new cohort entering the program during the first SNAP meeting. Elections are held in accordance to the procedures established by the HVK SON chapter.

- **Nominations:** A nomination is the act of choosing a candidate for an election. All nominations are completed before any balloting (voting) takes place. Class Officers are not permitted to run for SNAP offices.
- **Voting:** Voting for all offices is done by a single ballot method of voting for each new cohort. An officer-elect takes possession of their office immediately upon their election becoming final.

#### **6. Duties of the Officers**

##### **President**

1. Preside at all chapter meetings, appoint committees as needed, and perform all other

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duties pertaining to the office, as directed by SNAP faculty advisor.

2. Keep informed of all current and proposed resolutions at the state and national levels and report information to chapter membership.
3. Organize all fundraising and community service events.

### **Vice President**

1. Assume responsibility of the office of President in the event a vacancy occurs until the next regular election.
2. Preside at meetings in the absence of the President.
3. Assist the President as needed.

### **Secretary**

1. Record, distribute, and submit to the SNAP Faculty Advisor the minutes of all meetings, according to *Robert's Rules of Order Newly Revised* using the **Agenda and Meeting Minute Template** supplied.
2. Keep on file as a permanent record all reports, papers and documents.
3. Assist the President with state or national correspondence.
4. Deliver all chapter papers to the newly -elected Secretary.

### **Treasurer**

1. Submit financial reports to the SNAP Faculty Advisor and membership as directed.
2. Keep a permanent record of all dues received from members and any other income and disbursements.

### **Senior officers**

Mentor all freshman officer-elect positions during senior academic year.

### **7. SNAP Faculty Advisor**

A member of the HVK SON faculty is appointed to act as the consultant to the HVK SON chapter of SNAP. The role of the SNAP Faculty Advisor is varied and dependent upon the needs and resources of the HVK SON chapter. The Faculty Advisor will:

- Provide guidance to students in carrying out their organizational functions.
- Assist in providing direction and assistance in operational aspects as necessary (i.e., financial planning, record keeping, parliamentary procedure).
- Identify potential resources and expertise needed for the chapter in decision-making and program planning.
- Foster problem-solving, objective analysis, and goal-centered planning in the pursuit of the objectives and activities of the local chapter.
- Serve as a resource person in planning, deliberations, implementation, and evaluation of chapter activities.
- Stimulate and encourage personal and professional growth in skill development of officers and other members of the local chapter.
- Foster closer relationships and serve as a communication link and interpreter on the responsibilities, policies, and goals of the local chapter, the Student Nurses' Association of Pennsylvania, the National Student Nurses' Association, and other community and professional organizations.

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- Maintain communications with other faculty to provide support in student activities and programs.

### **8. SNAP Conference Eligibility**

Students wishing to attend SNAP related conferences are only eligible to be excused from theory and clinical attendance if they meet the following criteria:

- Theory:
  - Have a grade of “C” (80%) or better in theory.
  - Provide SNAP Faculty Advisor with written confirmation from the Course Chair that the above academic requirement has been satisfied.
  - The student is responsible for obtaining missed theory content.
  - Theory hours missed will be excused and not considered in the total percentage permitted to be absent. Content is the responsibility of the student to obtain from peers or the instructor.
  - If the conference falls on a test day, the student is responsible for taking the exam prior to the conference or other arrangements may be made at the discretion of the SNAP Faculty Advisor and Director, SON.
- Clinical:
  - Currently passing clinical with a 2 or an average of 2.0 in each clinical outcome.
  - Clinical time missed (direct or indirect) will not be considered in the total percentage permitted to be absent. Experiences MAY require clinical (not necessarily direct clinical) make up depending on the experience, at the discretion of the Course Chair and Director, SON.
- Misconduct:
  - Students must not have acquired any Misconduct Warnings in the current semester or have a “Non-expiring Misconduct Warning”. Exceptions may be made by the SNAP Faculty Advisor. Final approval is at the discretion of the Director, School of Nursing.
- Make up:
  - Students attending the conference are responsible to acquire approval from the clinical instructor for the clinical activities which will be missed due to attendance at the conference. Make up, whether on another date (not the official clinical make-up date as this I may be needed for an ill or weather make-up), or paperwork, must be arranged and communicated to the SNAP advisor.
- Presentation:
  - Upon return from conference activity, the student must present to the school information about one of the sessions attended during the conference as directed by the SNAP faculty advisor (i.e. a power point presentation, verbal recount, or poster).

### **9. Conference Application Guidelines**

SNAP Guidelines for Application to National and State (NSNA and SNAP) Conference:

The student(s) applying for attendance at conferences (national and local), must meet the following guidelines in order to apply:

- Attendance at a minimum of three (3) SNAP meetings during the past six (6) months (excluding the first conference in the fall).
- Participation in minimum of two (2) SNAP sponsored activities/events during the past six (6) months (excluding the first conference in the fall).
- Attendees at the NSNA or SNAP conference to include:
  - a. SNAP officers
  - b. Member(s) in good standing in the chapter

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- Final determination will be made by SNAP Faculty Advisor(s) and Director, School of Nursing.

### **10. Delegate Representation**

School constituents:

1. The chapter, when recognized as an official NSNA constituent, will be entitled to one voting delegate and alternate at the NSNA House of Delegates, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.
2. The chapter delegate(s) and alternate will be a member(s) in good standing in the chapter and will be selected and/or elected by members of the school chapter.

### **11. Professional Conduct at SNAP related functions**

HVK SON chapter members are representatives of HVK SON and are expected to conduct themselves in a professional and courteous manner, showing respect to others at all times. The conduct of our chapter members at professional functions, such as conventions, chapter meetings, and related activities and events, will reflect on the public's opinion of the nursing profession. Members are expected to arrive on time to meetings, events and programs and to attend the entire function. Professional business attire or business casual is the acceptable dress for most functions. Participation in the conference is school related and supported, therefore all activity during and after the conference including any related events should be conducted in a mature, professional, and adult manner. Any inappropriate behaviors will result in disciplinary action upon returning.

## **U. STUDENT RECORDS .....reviewed 7-2022**

Official student education records consist of the following:

- Admissions Documents
  - (Admission Health Record is maintained by the Governing Agency)
- Clearances
- Competencies
- Financial Aid Records
- Final Clinical Performance Review (FCPR)
  - Including any conduct or attendance forms
- Orientation Documents
- Transcripts
- If applicable:
  - Accommodation Forms
  - Medical Clearance Forms
  - Grievance Notification Form

The above listed official student education records are maintained throughout enrollment and one year after the last date of attendance except as specified below. Requests to review, inspect or obtain specific education records should be sent to the Director, School of Nursing at 25 Heckel Road, McKees Rocks, PA 15136.

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## **VIII. GENERAL INFORMATION AND GUIDELINES**

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### **School of Nursing education records: types, locations, and custodians**

<b>Type</b>	<b>Retention Period</b>	<b>Location</b>	<b>Custodian</b>
Admissions Records	One year after last date of attendance	Admissions Office	Admissions Coordinator
Academic Records (FCPR, Competencies, Conduct, Attendance Forms)	Five years post-graduation	Records Room and electronically filed	Admissions Coordinator
Clearances	Five years post-graduation	Records Room	Admissions Coordinator
Cumulative Academic Transcript	Indefinitely, after last date of attendance	Records Room	Admissions Coordinator
Financial Aid Records	Five years after last date of attendance	Financial Aid Office	Financial Aid Coordinator
Financial Aid Records of Withdrawn/Dismissed Students.....	Three years after last date of attendance	Financial Aid Office	Financial Aid Coordinator
Health Records	Three years after last date of attendance	Employee Health	Employee Health Staff
Grievance	Eight years from date of grievance/complaint	Records Room and electronically filed in the administrative team drive.	Admissions Coordinator

**Other** course related student papers, recordings, or other course documents of any type not listed above are either returned to the student or maintained by faculty for one year after the last date of attendance.

**Unofficial correspondences** and/or emails, faculty Communication Logs, and other Grievance documents are not considered part of the Student Education Record but are maintained a minimum of one year after the last date of attendance.

### **Requests To Review Education Records**

Requests to review, inspect or obtain specific education records should be sent to the Director, School of Nursing at 25 Heckel Road, McKees Rocks, PA 15136. Review and inspection of the official student education record is done by scheduled appointment and with assigned School of Nursing or Health System personnel.



# HERITAGE VALLEY KENNEDY SCHOOL OF NURSING STUDENT GUIDEBOOK

## VIII. GENERAL INFORMATION AND GUIDELINES

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### V. TITLE IX: HVK SON SAFETY AND SECURITY/MANDATORY EDUCATION POLICY

The Crime Awareness and Campus Security Act of 1990 was enacted by the U.S. Department of Education to supply students, parents, and the public with information regarding campus security, campus crimes, and related campus policies. The Act, generally referred to as the Clery Act or Title IX, requires each Title IV institution to annually compile, report, and make public campus crime statistics encompassing a three-year period. These statistics are recorded via a web-based data collection tool and are available to students and the public at: <https://ope.ed.gov/campussafety/#/>.

The Heritage Valley Kennedy School of Nursing's annual disclosure is titled *The Heritage Valley Kennedy School of Nursing Annual Safety and Security Report*. [A copy is posted annually, for the student on the School Education Platform and distributed to staff via email.](#) The report contains a review of the three year Crime Statistics Report, a review of the policies and programs in place fulfilling all Title IX requirements, and a review of required mandatory education in place fulfilling the Clery Act/Title IX requirements. The HVHS Director of Staff Development/education develops the Hospital-wide safety programs available on the Health System education Portal. All employees, students, and contracted staff receive initial orientation and annual education on workplace violence via the learning portal. In addition, the School of Nursing incorporates Title IX and safety education along with this institutional required education as part of the August Program Orientation presented to all incoming students. This introduction to Title IX and Campus Safety and Security is presented in person by the Title IX Coordinator. The policies in Section VII of the posted report are reviewed including a specific focus of campus security, the process to report crimes, and anti-discrimination. Time is allotted to all students to complete education modules prior to the start of classes in August and again the following summer prior to the start of their second and final year.

For the purpose of satisfying Title IX / Clery Act requirements, through an online platform of purchased and institutionally developed courses, the following educational modules are assigned and completed yearly by all School of Nursing students:

- **Workplace Environment** – This module includes information on recognizing acts which constitute discrimination or bias on the basis of gender, race, and culture. It includes recognizing workplace harassment of all types.
- **Emergency Codes** - This module defines all the facility wide overhead code announcements for all emergency situations along with an abbreviated description of the response based on policy.
- **School of Nursing Department Safety** – This module reviews general safety precautions in place for fire, escape and materials protection specific to the School of Nursing W. Laird Davis Center of Learning
- **Abuse – Assessment, Documentation, and Reporting** – This module includes the reporting of abuse, including assessment and documentation of it. It encompasses domestic violence, abuse, sexual assault and rape.
- **General Safety and Crisis Management** - This module includes managing and reporting non-violent crisis prevention and diffusion techniques.
- **Fire, Oxygen, and Electrical Safety** - This module includes fire safety education and training programs provided to the students and employees.
- **Dating Violence and Stalking** - This module includes a description of dating violence and stalking and directs students and staff in the recognition, response and reporting of such events.

## IX. Student Services

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### IX. Student Services..... Reviewed 7/2022

**STUDENT SERVICES INCLUDES: HEALTH, COUNSELING, ACADEMIC ADVISEMENT, LIBRARY SERVICES AND FINANCIAL AID.**

#### 1. ADVISEMENT PROGRAM..... Revised 7-2022

##### Purpose

The purpose of the advisement program is to provide academic and professional guidance to the student.

##### Objectives

- To assist the student to establish realistic academic and professional goals.
- To assist the student to identify individual strengths and areas for growth.
- To support the student in adjusting to the demands of the nursing program.
- To assist students to problem solve academic and professional problems.
- To assist students with career placement.

##### Scope

- Following acceptance into the program, the student is assigned a faculty advisor. Each subsequent semester, the student is reassigned to a faculty advisor within the same course. Continuity will be maintained when possible.
- Advisors are committed to work with students assigned per semester to the Success Program. Students and advisors must coordinate a meeting every two weeks to twice a month either on the day specified or prior to the 'Advisement Time Deadline' noted on the course schedule.
- Advisors are responsible to perform all final clinical evaluations.
- Advisors are also responsible for all general assignment submission and review: Medication Competency remediation, Math book assignments, weekly ATI assignments, ATI remediation, community teaching projects, and any other general course documents as determined and communicated by the Course Chair.
- Faculty Advisors will also follow and communicate volunteer hour requirements.
- At the end of each semester, both students and faculty can request a change of advisor/advisees to the Director
- Documentation of an advisement session is made by the advisor on the communication log maintained electronically in the student file.
  - a. For each advisement session, the record indicates date, time, general nature of session (academic, professional, etc.), and resolution.
  - b. Students are encouraged to seek out their advisors after any unsuccessful exam performance and/or any difficulties with clinical performance.
  - c. Advisement records will be kept in a secure electronic file.

#### 2. DISABILITIES..... Revised 7-2022

The HVK SON will comply with Section 504 of the Rehabilitation Act of 1973 (<http://www.dol.gov/oasam/regs/statutes/section504.htm>) and Section 202 of the Americans with Disabilities Act of 1990 ([http://www.dol.gov/oasam/regs/statutes/ada\\_iaa.htm](http://www.dol.gov/oasam/regs/statutes/ada_iaa.htm)) in order to provide reasonable accommodations for students.

Reasonable accommodations are based on the nature and extent of the student's disability. The School of Nursing requires specific documentation from the appropriate medical clinician that supports the students' request for academic adjustment and auxiliary aids. Documentation can be provided using the **Request for Accommodations Form**.

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The School of Nursing is not responsible to assess, determine, or diagnose a disability. The responsibility lies in supplying physician ordered accommodations to the best or the institutions ability.

Reasonable accommodations under this policy may include, but are not limited to:

- requests for academic adjustments, such as modification of academic requirements and flexibility in test-taking arrangements
- adjustments in nonacademic services and other rules
- auxiliary aids and services

HVK SON will make modifications to academic requirements:

- necessary to ensure that those requirements do not discriminate, or have the effect of discriminating, against a qualified student with a disability based on that disability
- which do not impose undue financial and administrative burden on the school or require fundamental alteration of a service, program or activity.

A student who seeks reasonable accommodation based upon a disability is responsible for documenting the nature and extent of the disability. The student may request specific accommodations; however, the final determination of the appropriate accommodations rests with the SON. To ensure that needed accommodations are provided in a timely manner, the student shall:

- Use the **Request for Accommodations Form**.
- Request accommodations prior to the beginning of the semester. Accommodations are valid for a 12 month period.
- Provide complete, thorough documentation to the Director, School of Nursing.
- Failure to submit appropriate documentation may delay the availability of an accommodation. **Any scored performance or theory exams completed prior to the acceptance of an appropriately documented accommodation and initiation of said accommodation will stand.**
- Provide such additional documentation on the nature and extent of their disability as the SON may require to determine appropriate accommodations, including current information from a physician specific to the functional limitations and their severity within an academic setting.
- Promptly notify the Director, School of Nursing of any problems in receiving the identified accommodations.

The SON will:

- Review and determine the feasibility to provide ordered accommodations within seven (7) days of receipt of completed **Request for Accommodation Form**.
- Work collaboratively with eligible students and their physicians to determine which accommodations are reasonable and appropriate. In determining what type of auxiliary aid and service is necessary, the SON will give primary consideration to the eligible student's request; however, the final determination of the ability to provide ordered accommodations rests with the Director, School of Nursing.
- Work with the student, faculty, and staff on a case-by-case basis, to determine and provide those accommodations and/or core services appropriate for each qualified student with a disability.
- Keep information confidential regarding the nature of the student's disability.
- Note – it is not feasible to accommodate complete privacy for exams for each student requiring such accommodations. Any student requiring accommodations is aware, by this policy, that up to four students requiring privacy may be asked to test together.

## IX. Student Services

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The Student Health Program operates within a collaborative relationship with the Heritage Valley Health System Emergency Rooms and Community Care Centers and with the guidance of the Coordinator of Employee Health (Employee Health Nurse). The Student Health Program is governed by written policies and objectives, and functions in keeping with the philosophy and outcomes of the School of Nursing.

### Purpose

The purpose of the Student Health Program is to assist in the promotion, maintenance and restoration of the physical and mental health of the nursing student.

### Objectives

- Compile and maintain health records of the student.
- Protect the student from certain communicable diseases by requiring immunizations and annual testing.
- Provide the student access to health care services as needed.

### Policies

- Each student must provide proof of health insurance upon acceptance into HVK SON. This is a requirement of the clinical sites utilized by the school. Each student will be held responsible for their own personal health policy issues.
- A cumulative health record is maintained throughout the enrollment of each student. The Coordinator of Student Health maintains student health records. Confidentiality is maintained and the records are disposed of five (5) years after the student's graduation or withdrawal.
- The Coordinator of Student Health reviews all health records of incoming students for abnormalities and notifies the student of unusual findings that require follow-up.
- Annual tuberculin test is required. A positive tuberculin test must be followed by a full size chest x-ray, if the previous tuberculin test was negative. A chest x-ray does **NOT** need to be obtained yearly if the student has a remote history of a positive tuberculin test.
- Annual flu vaccines will be provided by the school as soon as they become available. Flu vaccines are a requirement of clinical agencies. If a student does not receive the vaccination, the student may not be able to participate in the clinical component of the course resulting in the student being unable to meet the outcomes for the course.

### Students Returning to School

- Students absent for three (3) or more consecutive clinical/theory days must obtain a written physician's permission to return to school.
- A student who returns from a leave of absence must meet all the health requirements and be cleared for return by the Coordinator of Student Health.
- When indicated, a student will be referred to the Emergency Department or to the student's private physician.

## 4. RESOURCE CENTER

*Reviewed 7-2022*

The Resource Center is available for student use 24 hours a day, 7 days a week.

- 12 computers will be equipped with access to the Canvas Classroom, EBSCO Nursing Reference Center, and affiliated university library resources.
- Textbooks: A copy of current required texts and other resources are available in the Reference Room of the Resource Center. **Textbooks are for Resource Center use only and are NOT TO**

**IX. Student Services**

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**BE REMOVED under any circumstances.** Theft of library materials is cause for immediate dismissal from the program.

- A photocopier/printer is available for student use in the Resource Center. All photocopying will be done in compliance with Copyright Law. A notice concerning restrictions and violations of this law is posted next to the copier. Students must supply their own paper.
- A HIPPA bin is placed directly beside the copier for appropriate disposal of confidential client related material. (See SUNRISE HIPPA policy)
- **Absolutely no food or drinks permitted within the computer area.**
- The Resource Center is provided for all student use. Each student is responsible to maintain the cleanliness of the environment for the enjoyment of all.

**X. Financial Aid** .....*Reviewed 6/2019, 7/2022*

The School of Nursing participates in federal and state financial aid programs. To receive financial assistance through the Student Financial Aid Program at Heritage Valley Health System School of Nursing, you must:

- Have a financial need, excluding some loan programs;
- Have a high school or General Education Development (GED) certificate;
- Be enrolled or accepted for enrollment in an eligible program of study toward a degree or certificate;
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security Number
- Make Satisfactory Academic Progress (SAP)
- Complete a FAFSA and use funds for educational purposes
- Certify that you have not defaulted on federal student loans and that you are not required to repay any federal grant funds
- Register with selective service, if required

**A. ACADEMIC YEAR***Revised 7-2022*

HVK School of Nursing defines its academic year as at least 24 semester credits and 30 weeks.

**B. AID PROGRAMS AVAILABLE** ..... *Revised 7-2022*

The three forms of student financial assistance are:

- Grants - Awards are usually based upon financial need and do not need to be paid back.
- Community Scholarships - Awards are usually based upon residency to a specific township or borough and do not need to be paid back.
- Loans - Awards need to be repaid with interest\*

*\*Note: If a parent(s) is deemed ineligible to borrow funds under the PLUS Loan program, the student may request to borrow additional Direct Loan funds. These additional loans are always unsubsidized and can total up to \$6,000 for first and second year students.*

**1. FEDERAL DIRECT LOANS**

Federal Direct Loans are borrowed in the student's name and can be either Subsidized or Unsubsidized. The principal payment is not required provided the student is enrolled at minimum half-time status. The student is given a six -month grace period after graduation (or withdrawal/dismissal from program) before repayment begins.

A student must demonstrate financial need to qualify for a Subsidized Federal Direct Loan. No interest accrues on a Subsidized Loan provided the student is enrolled at a minimum of half-time status.

A student with no demonstrated financial need can borrow an Unsubsidized Federal Direct Loan. Interest accrues on an unsubsidized loan. The student has the option of paying the interest or allowing the interest to accrue while still enrolled at a minimum of half-time status. Principal is repaid six months after graduation (or withdrawal/dismissal) from program.

The below chart provides interest rates for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans first disbursed on or after July 1, 2020, and before July 1, 2021. (Revised 7-2020)

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## X. Financial Aid

Federal Direct Subsidized/ Unsubsidized Undergraduate Loans:	2.75%
Federal Direct PLUS Loans:	5.30%

The maximum annual and lifetime amounts a student can borrow through the Federal Direct Loan program is determined by a student's grade level and or program of study.

<b>Federal Direct Loans for Dependent Undergraduate Students</b>		
Loan Limits:	Year 1 (0-23 credits)	\$5,500
	Year 2 (24-53 credits)	\$6,500
	Lifetime Limits	\$31,500
<b>Federal Direct Loans for Independent Undergraduate Students</b>		
Loan Limits:	Year 1 (0-23 credits)	\$3,500 + \$6,000
	Year 2 (24-53 credits)	\$4,500 + \$6,000
	Lifetime Limits	\$57,500

All students that complete a Free Application for Federal Student Aid (FAFSA) will be reviewed for Federal Direct Loan eligibility. Students who meet the following conditions may qualify for a Federal Direct Loan:

- Must be fully admitted into HVK School of Nursing
- Must be at least half-time enrollment
- Must not be in default on any federal loans
- Must not have borrowed the annual and/or lifetime maximum loan amounts
- Must make Federal Aid Satisfactory Academic Progress

Students will be notified of their loan eligibility on their annual Financial Aid Award Letter. If you are a first time borrower at HVK School of Nursing, you must complete a Master Promissory Note (MPN) and an entrance counseling session before the loan(s) can be applied to the account. The Financial Aid Office will notify the student when it is time to complete these important steps.

The loan information is reported to the National Student Loan Data System (NSLDS). NSLDS is the U.S. Department of Education's central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program and other Department of Education programs. This data can be viewed by guaranty agencies, lenders and other authorized users of this data system. In addition, the student may access NSLDS to view your Title IV loan and grant history.

A returning student must also complete an MPN. Heritage Valley Health System School of Nursing requires annual submission of this document. All students need to file the FAFSA or Renewal FAFSA each academic year to borrow a Federal Direct Loan. The loan will be created in the amount listed on the Financial Aid Award Letter, unless the student indicates a desire to reduce or decline the loan amount.

To complete an MPN, directions are as follows:

Visit [www.studentaid.gov](http://www.studentaid.gov)

1. .... Click on the "Sign in" button under "Manage My Direct Loan"
2. .... Sign in with the requested information, including your Federal Student Aid PIN number
3. .... Choose the "Complete Master Promissory Note" link
4. .... Complete your MPN for the loan type that you need (Subsidized/Unsubsidized/ Parent PLUS)

### **2. FEDERAL DIRECT PLUS LOAN**

Federal Direct PLUS Loans are funds that may be borrowed by creditworthy parent(s)\* for a dependent undergraduate student. The student may be enrolled on at least a half-time basis and be in good academic standing according to the *Federal Financial Aid Satisfactory Academic Progress Policy* at the time of application. Parent(s) can borrow up to the cost of the student's education. The interest rate is fixed at 6.31% and an origination fee of 2.5% is deducted by the lender from the actual amount of the loan. Repayment begins 60 days after the loan is fully disbursed to the student's account. Parents can apply at the following website ([www.studentaid.gov](http://www.studentaid.gov)).

After completing the Master Promissory Note (MPN) for the first PLUS Loan, a new promissory note will be required each academic year. The parent(s) must also initiate a new credit approval and request an updated loan amount each academic year.

The School of Nursing participates in several federal and state financial aid programs as well as offering institutional aid.

### **3. FEDERAL PELL GRANT**

- is based upon financial need, and awarded thru the Federal Government. The maximum Pell grant award for 2020-2021 is \$6,345 for eligible students with a 0 EFC, and students apply by completing the FAFSA. Students may qualify for a Federal Pell Grant regardless of the number of credits for which they are enrolled. The amount of Federal Pell Grant funds you may receive over your lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the amount of a scheduled Pell Grant award you can receive each award year is equal to 100%, the six-year equivalent is 600%.

#### **Pennsylvania Higher Education Assistance Agency, PA State Grant:**

This program allows eligible Pennsylvania residents to obtain financial assistance for undergraduate studies at any PHEAA-approved institution of higher education. The FAFSA (Free Application for Federal Student Aid) serves as the program's application and must be received by May 1st annually. Eligibility requirements include:

- Be a resident of Pennsylvania (domiciliary) for at least 12 months
- Meet criteria for financial need
- Be enrolled at least part-time (6-8 credits)
- Be a high school graduate or recipient of a GED
- Demonstrate academic progress (for continued aid)

State grant awards are dependent upon financial need and are determined by family size, financial resources, educational cost and your EFC (expected family contribution). As with Pell grant awards; state grants are awarded a maximum of one (1) academic year (July 1- June 30). Eligibility is subject to annual review and may change yearly.

The Pennsylvania Higher Education Assistance Agency (PHEAA) requires that both full and part-time grant recipients make academic progress. If a student does not meet the academic progress required, he or she will not be eligible to receive a PA state grant for the next academic term of enrollment.

- For each full-time PA grant received, a student must complete 12 credits per semester/24 credits per academic year with a minimum grade of "C" or better with no repeat course(s).
- For each part-time PA grant received, a student must complete six credits per semester/12 credits per academic year with a minimum grade of "C" or better with no repeat course(s).

If a student received a full-time grant for one semester and a part-time grant for another, the requirement would be 18 completed credits with a minimum grade of "C" (2.0) or greater with no repeat course(s). A student who loses



the PA grant due to lack of academic progress can regain eligibility only by achieving the number of credits deficient for progress with a “C” (2.0) or greater during the next semester of enrollment. Academic progress is monitored on a semester basis. In order to be eligible to receive a PA State Grant if you're taking more than half of your classes online, you must be attending a school that is headquartered and domiciled in Pennsylvania.

### 4. OTHER FUNDING SOURCES

- **Ohio Instructional Grant (OIG)**

Gift assistance based upon financial need and awarded through the Ohio state government. The OIG Grant is available to qualifying permanent residents of the state of Ohio. Award amounts are established by the state legislature. Students apply by completing the FAFSA. In order to qualify for the OIG Grant, the student must be enrolled at least half-time (6 credits).

- **HVK Full Tuition Scholarship**

The School of Nursing offers institutional scholarships from the HVK Board of Directors and Administrative team and federal and state grant programs to support the cost of tuition for students. Eligibility is limited to US citizens or eligible non-citizens and is generally based on pre-entrance exam scores and academic merit. The Full Tuition Scholarship requires a three (3) year work commitment within the Heritage Valley Health System, as defined on the contract, following graduation. If the work commitment is not fulfilled, institution scholarships must be repaid. Scholarship recipients must complete 50 mandated volunteer hours while in attendance in the program.

### 5. PA FORWARD UNDERGRADUATE LOAN

The PA Forward Loan is designed specifically for students enrolled or plan to be enrolled at least half-time in a Title IV undergraduate approved degree, certificate, or diploma granting program.

This loan is meant for:

- PA residents attending an approved school in or out of PA
- Students from an approved state (MD, NJ, DE, NY, VA, and OH) attending an approved PA school
- U.S. citizens or eligible non-citizens of the U.S.
- Students and/or co-signers who meet minimum credit requirements

*NOTE:* PA Forward Student Loans are separate from the PHEAA Pennsylvania State Grant. Eligibility for a PA State Grant does not mean you will be approved for a PA Forward Student Loan

.....  
The PA Forward Student Loan Program is credit based, with competitive, fixed interest rates of 4.03% – 6.56% APR. Many students will need to secure a qualified co-signer for approval. Plus, by adding a co-signer, you may get a better interest rate.

### 6. TRADE ADJUSTMENT ASSISTANCE

Federal assistance is offered to workers, firms, and farmers adversely affected by foreign trade. HVK SON participates in the Trade Adjustment Assistance for Workers (TAA), administered by the U.S. Department of Labor, which aids displaced workers. Please contact the Financial Aid Officer for details.

**C. APPLYING FOR FINANCIAL AID ..... Reviewed 7/2022**

**Steps To Apply For Financial Aid Assistance**

The School of Nursing will assist the student and his/her family in every way possible. In order to be awarded financial aid, students must be officially accepted into Heritage Valley Health System School of Nursing and the affiliate college. Following are the steps required to apply for financial aid assistance:

**1. STEP ONE-**

Request your FSA ID (<https://studentaid.gov>)

*If you are a dependent student, one of your parents must also request a FSA ID. Print and save your FSA ID in a safe place because you are required to use it again for other applications each academic year which you apply for financial aid.*

**2. STEP TWO-**

Enter your completed FAFSA information, using HVK School of Nursing's school code of 00656000 online at [www.studentaid.gov](http://www.studentaid.gov).

**3. STEP THREE-**

Use the IRS Data Retrieval Tool to transfer your tax information and your parent's (if applicable) information to your FAFSA.

**4. STEP FOUR-**

Sign your FAFSA using your FSA ID and your parent's FSA ID as electronic signatures.

**5. STEP FIVE-**

Keep a copy of your completed FAFSA. Print a copy of your Student Aid Report, with the confirmation number, and keep for your records.

**STUDENTS are required to file their FAFSA once per academic year (July 1- June 30<sup>th</sup>).**

**D. AWARDS..... Reviewed 7/2022**

**1. Determination Of Awards**

Most aid dollars are awarded on the basis of a congressional formula, called "need analysis", which measures each family's ability to pay educational expenses. The formula takes into account factors such as family income and assets, family size, non-discretionary family expenses, retirement needs, student earnings and savings, and the number of household members in college. The U.S. Congress, not the School of Nursing, establishes the formulas used for measuring a family's ability to contribute to educational expenses. Only Congress can make changes to the formula.

A student's eligibility for financial aid is generally based on financial need. Financial need is defined as the difference between the student's Cost of Attendance (COA) budget and the Expected Family Contribution (EFC), as calculated using the Congressional formulas.

- **Notifications**

Financial aid award (explaining eligibility and amounts) notices will be mailed to all students.

- **Award Conditions and Responsibilities:** Be sure to read the materials accompanying your award letter for conditions attached to your award. If awarded federal loan assistance, a promissory note must be signed and returned before funds will be disbursed.

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- **Entrance Loan Counseling:** Prior to receiving your first disbursement of Federal Direct Loan funds, you will be required to complete an entrance loan counseling session. Federal Direct Loan Entrance counseling is provided online at [www.studentaid.gov](http://www.studentaid.gov).
- **Complete your Direct Loan MPN:** If you are awarded a Federal Direct Loan, your eligibility will be certified electronically. You must follow the steps provided via the US Department of Education's web page at [www.studentaid.gov](http://www.studentaid.gov) and complete your master promissory note. You will receive an official loan disclosure from the US Department of Education once your loan has been approved and certified.
- **Financial Aid Disbursement:** Financial aid is awarded by the Office of Student Aid, but is disbursed thru the hospital accounting department. Financial awards made for the academic year will be disbursed each semester, assuming you are registered for the number of credits on which your financial award was based. If your award package includes Federal Direct Loan funds, the aid will be disbursed to your student account with confirmation of completion of both Direct Loan Entrance Counseling and submission of a completed Electronic MPN.

### 2. COST OF ATTENDANCE

The following cost of attendance example is based on the following assumptions:

- All tuition charges for full time, flat rate undergraduate students
- Commuter- a student that resides at home with parents/relatives
- Off Campus- a student that lives in an apartment or their own home
- Books- Cost of books and supplies
- Transportation- Transportation to and from home, school and clinical sites
- Miscellaneous- This category represents every other student expense, personal hygiene, Student
- Health Insurance, entertainment, etc.
- Loan fees: Most federal loans have a 3% origination fee that is deducted from the loan prior to the funds posting to the student's account. Fees will be added to the budget for each student that borrows a loan based on their loan level.

The COA budget is set by the School of Nursing and includes direct costs (tuition and fees) and indirect costs (books, uniforms, room and board, transportation, and personal expenses). Budgets are created for different categories of students based on the start date level and living arrangements. The budget amount is not the amount the student owes the school for charges.

The School of Nursing has established the following monthly allowances for the academic year (2020/21), which are indirect costs included in student budgets:

Room and board for students living with parents	\$500
Room and board for students not living with parents	\$800
Transportation	\$200
Personal expenses	\$170

### E. CODE OF CONDUCT FOR FINANCIAL AID ..... Reviewed 7-2022

HVK School of Nursing Student Financial Aid is committed to the highest standards of professional conduct. All financial aid staff are members of the National Association of Student Financial Aid Administrators (NASFAA) and adhere to the ethical principles and the institutional code of conduct.

#### **NASFAA Statement of Ethical Principles:**

NASFAA's *Statement of Ethical Principles* provides that the primary goal of the institutional

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aid professional is to help students achieve their educational potential by providing appropriate financial resources. To this end, this *Statement* provides that the financial aid professional shall:

Be committed to removing financial barriers for those who wish to pursue postsecondary learning. ....

- Ensure equity by applying all “need analysis” formulas consistently across the institution’s full population of student financial aid applications.
- Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age or economic status.
- Recognize the need for professional development and continuing education opportunities.
- Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
- Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
- Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.
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### Heritage Valley Health System School of Nursing Code of Conduct:

Our financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out responsibilities, specifically including all interactions with all entities involved in any manner of student financial aid. In doing so, the financial aid professional should:

- Refrain from taking any action for his or her benefit.
- Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the student and parents, he or she serves.
- Ensure the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Be objective in making decisions and advising the institution regarding relationships with any entity involved in any aspect of student financial aid.
- Refrain from soliciting or accepting anything other than nominal value from any entity (other than an institution of higher education or a government entity such as the US 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.
- Refrain from recommending options of lenders for private loans.

### F. CREDIT BALANCES .....Reviewed 7/2022

A credit balance occurs anytime the institution receives payments in excess of institutional charges. Credit balances are disbursed to students within 14 days of being created. All cash disbursements to students are in the

following order: 1) Direct loan, 2) PLUS loan, 3) Federal Pell grant, and 4) state grant funds. Credit balances are returned to the lender, as applicable, if the student withdraws from the institution.

**G. FEDERAL FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP)**    New 7-2021

Federal regulations mandate that the Student Financial Aid office monitor and evaluate the academic progress of all enrolled students at HVK School of Nursing, regardless of whether or not the student received prior student financial assistance. SAP for Title IV recipients is as least as strict as the institution policy for students not receiving Federal Student Aid program assistance. The following requirements apply for all periods of enrollment and all academic work attempted, including transferable work. The measurement of academic progress is a monitoring process by which HVK School of Nursing compares the number of credit hours successfully completed to credit hours attempted. The standards of measurement used in this process for the academic year are listed below and these standards are in compliance with federal and HVK School of Nursing regulations. Students are required to meet minimum academic standards, (as defined in the Progression/Promotion Policy) in order to retain eligibility for federal financial aid, which includes grants and loans. Financial aid regulations require that all students, within categories (full time, part-time, different programs of study, etc.) maintain SAP towards program completion in order to receive student financial aid. The guidelines used to assess academic progress for financial aid purposes include a qualitative (time-based) and qualitative (grade-based) evaluation based on guidance from federal regulations HEA Sec. 484(c); 34 CFR 668.16(e), 34 CFR 668.32(f), 34 CFR 668.34.

**1. SAP PROCESSING**

The academic standards assessed include: (1) Grade Point Average (GPA); (2) Pace of progression; and (3) Maximum Timeframe. At the end of each term, the Financial Aid Coordinator will review all students' academic records to ensure that the following minimum standards are met, required by federal regulation.

**Failure to meet one or more of these academic standards will result in the loss of financial aid eligibility.**

GPA is based on a 4.0 scale and includes classes taken at HVK School of Nursing (nursing courses) and our affiliate college (non-nursing courses) to determine this average. The academic standards are assessed as follows:

**a. Grade Point Average Evaluation**

GPA is evaluated at the end of each semester.

Scale:	Grade	Quality Points	Percentage
	A	4	93 – 100%
	B	3	85 – 92.9%
	C	2	77 – 84.9%
	F	0	0-76.9%

- A student must achieve a “C” (77% - no rounding) in theory in all nursing courses to remain in the nursing program. In the Leadership course, the theory grade will consist of two parts: Unit Exams and other didactic evaluations. The student must achieve a 77% (no rounding) in each of the two theory parts to pass the theory portion of the course. The overall theory grade will be an average of these two percentages. At the mid-point of clinical of all courses, the present theory grade to date will also be recorded. At this point, failure of a 77% or greater, will result in a theory algorithm. The requirement of all non-nursing courses is that students must achieve a solid “C” (2.0) or better.
- QPA is calculated using a computerized point system to avoid any errors. All courses required for completion of the program (including transfer credits) are included in the QPA calculation.

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- If a student scores less than the required passing score of 77% on any nursing exam, the student is encouraged to schedule a meeting with faculty or their advisor prior to the next exam. Failure to adhere to this policy may result in the implementation of the Student Misconduct Policy.
- Students must maintain at least a 2.0 Grade Point Average (GPA), complete 2/3 (at least 66%) of all units attempted, and graduate with a diploma/certificate within 150% of the published unit requirement.
- Students who receive an incomplete grade (I) will negatively impact their completion percentage until such time that the incomplete changes to a graded course. There is no effect on GPA. Incomplete courses are counted in the maximum time frame calculation.
- Students must earn a minimum cumulative QPA of 2.0 at the end of each academic year (July 1 – June 30).

### b. Pace Of Progression

- The Pace of Progression is the ratio of successfully completed credits divided by attempted credits. “Earned credits” is defined as nursing and college courses completed with a grade of: “A” thru “C” (4.0-2.0), and clinical grades of “P”. “Earned credits” does not include grades of: “F”, “W”, or “I”. Students may only receive credit for a course once per academic year. For financial aid purposes, a student at HVK School of Nursing must maintain a Pace of Progression of at least 66%. This Pace of Progression should ensure that students will complete the program within the maximum timeframe described below. An attending student is considered to be in Good Academic Standing for purposes of HVK School of Nursing financial aid eligibility, reports, and communication to other institutions unless the student has not successfully completed the required number of credit hours, fallen below the minimum cumulative grade-point average, or been dismissed, suspended, or dropped from HVK School of Nursing and not readmitted.

### c. Maximum Timeframe

- The **Maximum Timeframe** is up to 150% of the published length of the program. Transfer credits are included in the total number of attempted hours for determining the maximum time frame. All repeated course work will count in the maximum number of attempted credits each time the course is taken. If a student drops a course before the semester census date (usually the end of the 100% refund period), that course will not be counted toward credit hours attempted. For instance, the published length of the program is 80 credits/units, then the student must complete the program by the time he or she reaches 120 credits/units (80 credits/units x 150%= 120 credits). Therefore, in order for students to complete their program within the maximum time frame students must complete a minimum of 66% of all credits/units attempted.

## 2. DROPPING OR WITHDRAWING FROM CLASSES:

Reducing enrollment during any semester can create serious consequences for financial aid recipients. Proper withdrawal from classes prior to the 14<sup>th</sup> day of enrollment will not affect minimum completion percentage. At the close of each year, the completion percentage from each semester are added together. Students with a completion percentage of less than 66% for the year are ineligible to receive federal and other forms of aid. Withdrawn courses after the 14<sup>th</sup> day period, will negatively impact their completion rate. There is no effect GPA. Before dropping or withdrawing from class, students should check with the Financial Aid Office to avoid one or more of the following:

- a. An alteration in successfully meeting Satisfactory Academic Progress- students that reduce or withdraw from classes may not meet credit hour attempted/completed calculation.
- b. Repayment of Financial Aid- in cases of complete withdrawals, students may be required to repay a percentage of financial aid received for that semester- see Title IV Return of Funds policy

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- c. Repayment of Federal Direct Loans- students receiving Federal Direct Loans may go into repayment if current enrollment drops below six credit hours or a period of time greater than the six-month grace period (or you may lose your grace period).
- d. Cancellation of future Disbursement of Loans- all future disbursements of loans will also be canceled once enrollment drops below part-time (6 credits) hours.

**3. TRANSFER CREDIT HOURS**

Transfer hours count as hours both attempted and earned when determining minimum completion percentage. This positively impacts completion percentage, but could negatively impact maximum timeframe.

**4. REPEAT COURSES**

Repeated courses are individually counted when calculating completion percentage. For example, if a student takes Fundamental of Nursing twice, and it is a 10 credit course, the 10 credits will be counted as attempted; thus, impacting the maximum timeframe calculation. If the student fails the course the first time and receives a C or higher the second time, five credits are counted as earned. Repeated courses do positively impact GPA as the highest grade received is only counted in the GPA calculation.

**5. SAP APPEALS**

In the following provisions, warning or suspension means financial aid warning or suspension, not academic probation or suspension.

Students who do not meet these minimum academic standards will be placed on a financial aid warning status. In the first review period, in which the standards of academic progress are not met, the student will be placed on warning and will be notified of the status. Students can receive financial aid for the subsequent semester while on warning status. At the end of the semester, progress will be reviewed to determine if the student now meets SAP standards. If a student on financial aid warning does not meet the minimum academic standards at the end of the following term, the student will be placed on financial aid suspension. Students CANNOT receive any federal aid (including grants, loans or institution funding) while on suspension. Financial aid suspension can only be removed after a student has met the minimum grading standards, as listed above, for the credits attempted. This will require a student to enroll for courses at his/her own cost, if such student remains in good academic standing otherwise.

**Notification:** If you are placed on warning or suspension according to the terms of this policy, you will receive written notification by USPS mail to the home address, as listed on file.

If a student does not meet the requirements while on financial suspension, the student may file a written appeal. Financial Aid suspensions can be appealed to the Financial Aid Appeals Board by submitting a written request to the Financial Aid Coordinator. The board will review appeals, as requested. Appeals must include the reason why the student was not able to meet SAP and what has changed that will allow the student to make SAP progress at the next evaluation. Appeals must include: Dates, details and documentation of any extenuating circumstances, including:

- Death of an immediate family member
- Documented illness
- Major accident or injury to (self, child, parent or spouse)
- Victim of a crime or unexpected disaster

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Appeals will be reviewed by the Financial Aid and Admissions office to determine if the student's circumstances warrant probationary reinstatement, requests that the student provide additional information, or continued ineligibility. Students will be notified to the decision by USPS mail to the home address, as listed on file. Reinstatement of all aid is subject to professional judgement, submission of proper documentation of the student's circumstances and availability of funds. Students will retain the option of attending/enrolling in classes when an appeal is pending.

### 6. FINANCIAL AID REINSTATEMENT

Students with an approved appeal will be placed on financial aid probation for one semester, and will receive an official academic plan which allows a student- who does not meet SAP, but has successfully petitioned to continue- to receive aid to ensure deficiencies are overcome in a timely manner. Students will be required to demonstrate specified academic progress every term of their academic plan, and after the last term of the academic plan, future eligibility of aid will be determined. On a per semester basis, if the student does not meet the stipulations, as set forth in their Academic Plan, financial aid will be terminated. A re-appeal will not be permitted under most scenarios.

If SAP is met for that semester, the probationary status will be cleared. The student is responsible for all tuition, fees and other educational expenses for any period of enrollment with or without financial aid. Additionally, HVK School of Nursing does not consider the student paying for classes on his/her own or sitting for a period of time as sufficient to re-establish eligibility for Title IV aid.

## H. FINANCIAL AID VERIFICATION POLICY AND PROCEDURES ..... Reviewed 7-2022

This Financial Aid Verification Policy describes HVK School of Nursing's method of informing students of verification selection, specific items to be verified, and communication of changes to students Free Application for Federal Student Aid (FAFSA).

Verification is the process of checking the accuracy of submitted information supplied by the financial aid applicants on the FAFSA. The verification requirements delineated in this policy statement apply to all applicants for Federal student aid under the following programs:

- Federal Pell Grant Program
- Federal William D. Ford Direct Loan Program

For verification purposes, HVK School of Nursing defines a financial aid applicant as an enrolled student who is eligible to receive a Federal financial aid award. Aid will not be disbursed from any of the aforementioned Federal programs, the PA State Grant, or any institutional awards until the verification process has been completed.

### 1. Verification Selection

HVK School of Nursing's policy is to verify all applicants selected for verification by the Central Processing System (CPS). HVK School of Nursing also reserves the right to select additional applications for verification.

### 2. Notification of Selection

The Federal Student Aid Report (SAR) will indicate whether or not the file has been selected for verification. The SAR is typically accessed via a link sent by the Department of Education after filing the FAFSA. If the file is



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selected for verification, there will be an asterisk (\*) next to the Expected Family Contribution (EFC) figure on the SAR.

An email notification from the Financial Aid Office will be sent alerting the student of selection and detailing the additional documentation required to submit before financial aid awards are considered official and ready for disbursement. This statement will be sent when the Financial Aid Office sends notification of the award package.

### **3. Verification Documentation**

HVK School of Nursing encourages all eligible FAFSA filers to use the IRS Data Retrieval Tool to import financial information from the IRS into the FAFSA to ensure accuracy and reduce documents that must be submitted to satisfy verification selection.

- Dependent students selected for verification must submit a Federal Dependent Verification Worksheet signed by the student and a parent. Parent and student tax return transcripts must be obtained from [www.irs.gov](http://www.irs.gov) for selected students who do not use the IRS Data Retrieval Tool.
- Independent students selected for verification must submit a Federal Independent Verification Worksheet signed by the student and his/her spouse (when applicable). Students and spouse (when applicable) tax return transcripts must be obtained from [www.irs.gov](http://www.irs.gov) for selected students who do not use the IRS Data Retrieval Tool. Individuals reporting income, but not required to file a Federal tax return must submit copies of all Federal W-2's received the previous tax year.

### **4. Verification Submission Deadlines**

HVK School of Nursing strongly recommends all verification documents be submitted to the Financial Aid Office within two (2) weeks of the notification of selection. No Federal, State, and institutional aid will be disbursed until all required verification submissions are received by the Financial Aid Office.

### **5. Applicant Correction & Notification Procedures**

The Financial Aid Office will electronically submit to the Central Processor corrections to the FAFSA data resulting from verification. The Central Processor will then send an SAR Information Acknowledgment to the applicant as notification of these corrections. Applicants will also be notified of award changes resulting from verification by the receipt of an updated award notification from the Financial Aid Office.

### **6. Verification Items**

Dependency Status	Adjusted Gross Income
Household Size	Income Tax Paid
Number in College	Other Untaxed Income
Child Support Paid	Education Tax Credits
SNAP Benefits	IRA and KEOGH/SEP Deductions

### **7. Overpayments, Fraud, and Abuse**

The Financial Aid Office will report to the Office of Inspector General all instances of suspected fraud where a financial aid applicant, employee or other individual has misreported information and/or altered documentation for the purpose of increasing aid eligibility or fraudulently obtaining Federal aid funds.

### 8. Professional Judgment

The Financial Aid Office will make exceptions to the above guidelines for unusual/extenuating circumstances of the student and/or parent. For more information on Professional judgment visit the financial aid office.

Professional judgment cannot be used to waive general student eligibility requirements to circumvent the intent of the law or regulations.

### I. INSTITUTIONAL CHARGES ..... *Reviewed 7-2022*

Complete information regarding tuition and fee charges can be found in the school catalog handouts.

A student is expected to meet all financial obligations to the School of Nursing as scheduled; failure to do so could result in program interruption. A student having difficulty meeting his/her financial responsibilities should contact the Financial Aid Office immediately to discuss the problem and explore possible solutions. It is the School of Nursing's right to refuse admittance to class and withhold academic transcripts and/or diplomas if all financial obligations are not met. In order to graduate, students are expected to meet all financial obligations to the school.

### J. MAXIMUM TIMEFRAME ..... *Added 7-2022*

A financial aid recipient must complete the program within 150% of the normal program length as measured in months. The maximum time frame for transfer students will be adjusted. Students who exceed their maximum time frame are subject to the loss of financial aid, which can be appealed following the procedures outlined below.

### K. MEDICAL WITHDRAWAL AND IMPACT ON FINANCIAL AID POLICY ..... *Reviewed 7-2022*

HVK School of Nursing will support all students who request a withdrawal for medical reasons by limiting the impact of the withdrawal upon institutional scholarships and institutional need-based grants (if applicable).

Any student considering a medical withdrawal from the School of Nursing should consult with the Director, School of Nursing to review the process. The request for withdrawal and required supporting documentation must be submitted to the Director, School of Nursing prior to the end of the semester for which the withdrawal is requested, unless medical circumstances prevent the student from doing so.

The Director, School of Nursing will review each request for medical reasons and the supporting documentation on an individual basis. If the Director find the supporting documentation is insufficient or lacking in required detail, additional information may be requested. The Director will make a final decision to grant or deny withdrawal based on the medical documentation.

The Director will notify the necessary offices of the student's medical withdrawal, including the Financial Aid Office. If the student is a recipient of an Institutional Scholarship, or other need-based grant, his/her eligibility for that scholarship or grant will be extended for an additional semester to compensate for the medical withdrawal. The scholarship or grant will be prorated according to the date of withdrawal. All other forms of financial aid, loans, external scholarships, grants, etc. remain subject to the terms under which they were granted.

### L. PROGRESSION/PROMOTION.....Added 7-2022

If all academic, financial, and professional standards of the school are met, the student will progress to the next term. Academically, the student must successfully pass the theory portion of the course AND the clinical portion of the course (as explained above in policy J. Evaluation). Certain progress must be maintained for continued financial aid.

### M. RECORDKEEPING AND DISCLOSURE

Revised 7-2020, Reviewed 7-2022

The School of Nursing will disclose information from a student's education records only with the written consent of the student or as provided by FERPA those to be disclosed without consent when the disclosure is:

- To school officials who have a legitimate educational interest in the records.

A school official is:

- A person employed by the college in an administrative, supervisory, academic or support position
- Affiliate college personnel
- A person assigned, employed by or under the SON/college to perform a specific task, such as an attorney or auditor
- A person employed by public safety
- A student serving on an official committee, such as grievance, or who is assisting another school official in performing his or her task (*i.e. volunteer*)

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or contract agreement
- Performing a task related to a student's education
- Performing a task related to the discipline of a student
- Providing a service or benefit relating to the student or student's family, (*i.e. financial aid or other student service related assistance*)
- Maintaining the safety and security of the campus

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

- To school officials of another school, upon request by that school, in which a student seeks or intends to enroll.
- To certain officials of the U.S. Department of Education, the Comptroller General, and to state and local educational authorities, in connection with audit or evaluation of certain state- or federally- supported education programs.
- In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- To state and local officials or authorities if specifically required by a state law that was adopted before November 19, 1974.
- To accrediting organizations to carry out their functions.
- To parents of an eligible student who is claimed as a dependent for income tax purposes.
- To comply with judicial order or a lawfully-issued subpoena.
- To appropriate parties in a health or safety emergency.
- The results of any disciplinary proceeding conducted by the college against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

# ***HERITAGE VALLEY KENNEDY SCHOOL OF NURSING STUDENT GUIDEBOOK***

## **X. Financial Aid**

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Authorization of release forms required to release education records are available in the School of Nursing main office.

Questions pertaining to the procedures and their implementations should be directed to the Director, School of Nursing.

The School of Nursing maintains records for each FSA recipient that include, but are not limited to the following:

- The Student Aid Report (SAR) or Institutional Student Information Record (ISIR) used to determine a student's eligibility for FSA loans
- MPN (Master Promissory Note) submitted to the Department, or private Lender or guaranty agency by our school on behalf of the student or parent
- Documentation of each student's or parent's borrower's eligibility for FSA program funds (i.e., high school diploma or GED)
- Documentation of all professional judgment decisions
- Financial aid history information for transfer students
- Cost of attendance information
- Documentation of courses in which student is enrolled
- Data used to establish the student's admission, enrollment status and period of enrollment
- Required student certification statements and supporting documentation
- Documentation of the applicant/parent/spouse used in the verification process
- Documentation related to each student or parent borrower's receipt of FSA program funds, including but not limited to:
  - The amount of grant or loan awards; it's payment period; it's loan period, if appropriate; and the calculations used to determine the amount of grant or loan
  - The date and amount of each disbursement or delivery of grant or loan funds
  - The amount, date and basis of the school's calculation of any returns/refunds or overpayments due to or on behalf of the student; and
  - The payment of any refunds/returns or overpayments to the FSA program fund, lenders, or the Department, as appropriate
- Documentation of and information collected at any initial entrance or exit loan counseling required by applicable program regulations

### **1. Required Record Retention Period**

Records must be retained for a minimum of three (3) years from the end of the award year (July 1-June 30). A school may retain records longer than the minimum period required. Moreover, HVK School of Nursing may be required to retain records involved in any loan, claim or expenditure questioned in any FSA program review, audit, investigation, or other review, for more than three (3) years. If the three-year retention period expires before the issues in question are resolved, the school must continue to retain all records until resolution is reached.

### **2. Record Maintenance Systems**

HVK School of Nursing is maintains required records in a systematically organized manner. Our financial aid records are maintained electronically or in a secure, locked cabinet located in either the Financial Aid Office or Records Room located on the 2nd floor in the School of Nursing building.

However, other acceptable methods are as follows:

- Computer file

**X. Financial Aid**

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- Optical disk
- CD-ROM
- Other media formats

Regardless of what format is used to keep a record, all record information, except for the Institutional Student Information Record (ISIR), which is computer-generated, must be retrievable in a coherent hard copy format (i.e. an understandable computer print-out). Any document that contains a signature, seal, certification or other image or mark required to validate the authenticity of its information must be maintained in its original hard copy or imaged media format (i.e. scanned copy). The Department regulations also require that if a school chooses to use electronic certification it must adopt reasonable safeguards against possible fraud and abuse. Those safeguards include:

- Password protection
- Password changes at intervals, and
- Access revocation for # of unsuccessful log-ins

**3. Disclosure Requests for Information**

HVK School of Nursing is required to keep a record of each request for access and each disclosure of personally identifiable student information. The record must identify the parties who requested the information and their legitimate interest in the information. This disclosure record is maintained in the student's file as long as the educational records themselves are kept.

**Sample Disclosure Statement**

If student records are requested by Department reviewers during a program review, for instance, the school must document in each student's file that the student's records were disclosed to representatives of the Department. HVK School of Nursing provides a photocopied statement to this effect and includes it in each student's file. A sample of the statement is mentioned below:

*These financial aid records were disclosed to representatives of the US Department of Education or Pennsylvania Higher Education Assistance Agency representatives on (Month/Date/Year) to determine compliance with financial aid requirements, under 34 CFR Part 99.31 (a) (4).*

**N. REFUND POLICY .....Added 7-2022**

Students may withdraw from the nursing program at any time. Students may owe the school a balance after all refunds are made. Students must make arrangements with the Financial Aid Advisor to ensure that all financial obligations are met.

**1. Tuition Refund**

The percentage of tuition refunded will be calculated in accordance with the applicable refund schedules outlined below. The federal pro rata policy is only applicable to students enrolled for the first time at the School of Nursing and only during the first term. All other refunds are calculated in accordance with the federal refund policy.

**2. Federal Pro Rata Policy**

# HERITAGE VALLEY KENNEDY SCHOOL OF NURSING STUDENT GUIDEBOOK

## X. Financial Aid

	<u>8-10-week term</u>	<u>16-week term</u>	
	<u>Refund %</u>	<u>Refund %</u>	
1st day of class	100%	100%	
1st week	80%	90%	
2nd week	70%	80%	
3rd week	60%	80%	
4th week	50%	70%	
5th week	0%	60%	
6th week	0%	60%	
7th week	0%	50%	.....
No refund beyond 7th week			

### 3. Federal Refund Policy

	<u>All Terms Refund %</u>
1st day of class	100%
After the first day of class, through first full week	90%
Withdrawal after the second week, through third week	50%
Withdrawal after the third week	25%
After fourth week	0%

The student will receive a full refund of tuition charged for a term in which he or she never attends.

All fees are nonrefundable.

Tuition refunds are calculated using the student's last day of attendance. The school will make refunds within 30 days of the student's official withdrawal date or in the case of unofficial withdrawal, the date the school determines the student is no longer enrolled. The date of determination for unofficial withdrawal is no more than 15 calendar days after the student's last date of attendance. Sample refund calculations are available in the Financial Aid Office.

Refunds are made in the following order: 1) Unsubsidized Federal Direct Federal Direct Loans; 2) Subsidized Federal Direct Federal Direct Loans; 3) Federal PLUS loans; 4) Federal Pell Grant, 5) State grant programs (PHEAA, OIG); Institutional aid; 7) outside agency aid, and 8) student.

A student or parent who believes an exception to the published refund policy is warranted should submit a written appeal with documentation of any mitigating or unusual circumstances. The written appeal must be submitted within 45 calendar days of the last date of attendance. The appeal should be directed to the Financial Aid Officer at the School of Nursing.

### 4. Repayment Policy

A student who receives a cash refund from grant aid will have a repayment calculation performed upon complete withdrawal from the program. This calculation is used to determine if any of the aid paid to the student for indirect expenses must be repaid to the financial aid programs.

All non-institutional living expenses are prorated based on the number of weeks the student completes each term. A partial week is treated as equivalent to a full week. For students who begin attendance in the term, 100% of the books and supplies allowance is considered expended.

Repayments are made in the following order: 1) Federal Pell Grant, 2) State Grant, and 3) Institutional Grant.

**O. REPEAT OF COURSES.....** *Reviewed 7-2022*

A student can be paid financial aid for repeat course work as long as he or she is otherwise meeting satisfactory academic progress standards.

**P. RETURN OF TITLE IV FUNDS- REFUND CALCULATION .....** *New 6-2021, Reviewed 7-2022*

Title IV financial aid funds are awarded under the assumption that a student will attend for the entire period of enrollment. When a student withdraws from all courses, stops attending, or enrolls for less than half-time status, the eligibility for the full amount of Title IV aid may be lost.

HVK School of Nursing is required to recalculate federal financial aid eligibility for students who do not complete more than 60% of an enrollment period. After the enrollment for a semester reaches 60%, the student is considered to have earned 100% of the Title IV funds. The calculation is in accordance with the HEA amendments and are based on the refund calculation and the date the student ceases enrollment.

The following formula is used to determine the percent of unearned aid that must be returned.

- The 'enrollment period' for most students is the full semester. For students enrolled in eight-or 10-week sessions (if applicable), the enrollment period includes the days in the session for which the student is enrolled.
- The 'percent earned' is equal to the number of calendar days in the enrollment period up to the withdrawal date divided by the total number of calendar days in the enrollment period.
- The 'unearned percent' is equal to 100 minus the percent earned.
- The 'withdrawal date' is considered to be the date that the student begins the HVK School of Nursing's withdrawal process, the student's last date of recorded attendance or the midpoint of the semester for a student who leaves without notification.
- Students who do not plan to attend and will not be participating in a course should drop the class prior to the start of the term (or, at the very least, within the 100% refund period) to avoid Title IV aid recalculation.

*Example- (semester)*

There are 105 days in the enrollment period. The student attends classes for 35 days and processes a complete withdrawal:

$$35/105 = 33 \text{ percent of aid earned}$$

$$100 - 33 = 67 \text{ percent of aid unearned that would be returned to Title IV funding}$$

Unearned funds will be returned to the Title IV programs from which the student received assistance in the following order:

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

A letter from the Financial Aid Office will be sent to the student with details, including aid earned and unearned, amounts and type of aid returned, and any balance due back to the School of Nursing.

When Title IV aid is returned, the student may owe a balance to HVK School of Nursing. The Financial Aid Coordinator will invoice the student for amounts payable. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned. Any credit balances will be refunded in accordance with federal regulations.

If all of the funds were earned were not received, a post-withdrawal disbursement may be processed. HVK School of Nursing will automatically credit the student's account with a late disbursement of Federal Pell and PA Grant funds for current institutional charges (tuition and fees). Excess funds will be refunded to the student. The post- withdrawal disbursement will be made within 45 days of the date the institution determined the student withdrew.

### **1. Post- Withdrawal of Federal Loan Funds:**

If a post-withdrawal disbursement includes federal loan funds, HVK School of Nursing must obtain the student, or parent if PLUS LOAN, permission before it can be disbursed. The borrower will be notified within 30 days of determination of withdrawal of the opportunity to accept all or part of the post-withdrawal disbursement. After the determination of the student's withdrawal date, all post- withdrawal disbursements will be applied to student accounts first, and any resulting credit balance will be disbursed as soon as possible, and no later than 14 days after the calculation of R2T4 process.

Loan funds will be applied towards the outstanding semester charges, and other related institutional fees, as contracted on the student's account and may pay up to the amount allowable charges. Any remainder will be paid out directly to the student or parent in the form of a paper check, mailed to the home address, as listed on file.

If the post-withdrawal disbursement includes loan funds, permission must be given before HVK School of Nursing can disburse them. HVK School of Nursing may automatically use all or a portion of your post-withdrawal disbursement of grant funds to cover tuition and other related institutional fees, as contracted.

### **2. Student Notification of Repayment:**

The student and the school are both responsible for returning unearned federal aid to the federal government. HVK School of Nursing will return funds on the student's behalf to the appropriate federal programs and subsequently will bill the student for any balances owed back to HVK School of Nursing as a result of the return of Title IV funds. An email reflecting the adjustment(s) to the student's Title IV funds and the remaining student balance will be sent to the student. The student is responsible for any outstanding balance resulting from a Return of Title IV calculation. Students are encouraged to contact the Financial Aid Coordinator to make arrangements for any outstanding and/or past due balance owed to HVK School of Nursing.

### **3. Additional Loan Information to Consider when Withdrawing**

If the student is not enrolled at least half-time for more than 6 months, their loans will go into repayment. More specifically, the student's six (6) month grace period begins the day their enrollment status drops below half-time. The student must complete Exit Loan Counseling at [www.studentloans.gov](http://www.studentloans.gov) and contact their servicer to make payment arrangements. Loans must be repaid by the loan borrower (student/parent) as outlined in the terms of the borrower's promissory note. The student should contact the servicer of their loan if they have questions regarding their grace period of repayment status.

### **4. Consequences of Non-Repayment**

Students who owe the US Department of Education for an overpayment (unearned due to not attending for more than 60% of the payment period) of Title IV funds are not eligible for any additional federal aid until the overpayment is paid in full or payment arrangements are made with the US Department of Education.

Students who owe HVK School of Nursing because of the return of Title IV funds calculation will not be eligible to register for subsequent semesters or receive academic transcripts until the balance is paid in full.



**Adjusting Institutional Grants and Scholarships awarded by the HVHS system:**

In some cases, the award will have to be reduced. In other circumstances, if the award is less than tuition, the student may be permitted to keep the entire award. Policies may vary based on the fund and donor instructions. Students are encouraged to contact the awarding office/campus for specific instructions and guidelines.

**XI. Forms**..... *All forms Reviewed 7-2022*

**B. GLOSSARY**

**School Official-** is anyone that has direct control of the institution in respect to the use and maintenance of education records; this can include: assigned instructors, President, Board of Directors, School Director, Admissions and/or Financial Aid Coordinators. Attorney, Accountant, Human Resources professional, Information Systems Specialist, and support or clerical personnel.

**Legitimate Educational Interest** means a campus official, acting in the student's educational interest, who needs information in the course of performing advisory, instructional, supervisory, or administrative duties for the School.

Any academic or financial aid records should only be viewed by School Officials that have a legitimate interest in the student's academic/enrollment or financial aid records.

**C. AVAILABLE FORMS**

The following student forms – bolded green throughout the Student Guidebook - are available in the Canvas Classroom:

- Agenda and Meeting Minutes Template (Course and SNAP)
- ATI Active Learning Templates
- Curriculum Competency Form
- Exam Challenge Form
- Final Clinical Performance Review (FCPR) Student Worksheet
- Grievance Form
- ID Badge Request
- Readmission Form
- Request for Accommodations
- TB Declination Form
- Volunteer Hours Approval and Verification Form