Heritage Valley School of Nursing Student Guidebook

2026-2028 Revision

The Art and Science and Nursing Begin Here.

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Abbreviations and Definitions

The following abbreviations and initialisms are commonly used throughout this guidebook and within the Heritage Valley School of Nursing. Understanding these terms ensures clarity when reviewing policies, procedures, and academic requirements.

- ANA – American Nurses Association
- ANR – Alternative Nursing Role
- CPR – Clinical Performance Review
- FCPR – Final Clinical Performance Review
- FERPA – Family Educational Rights and Privacy Act; a federal law that protects the privacy of student education records
- HIPAA – Health Insurance Portability and Accountability Act; a federal law that protects the privacy and security of patient health information
- PIP – Performance Improvement Plan
- QPA – Quality Point Average
- SAP – Satisfactory Academic Progress
- SLO – Student Learning Outcome
- SON – School of Nursing

Heritage Valley School of Nursing Guidebook

I. Preface: Welcome/Purpose

Welcome to the Heritage Valley School of Nursing! We are pleased to have you join our community dedicated to excellence in nursing education, clinical competence, and compassionate patient care.

As you begin this journey, you are entering a rigorous and rewarding program that will challenge you academically, professionally, and personally. Our faculty and staff are committed to providing the support, guidance, and instruction you need to succeed. The knowledge, skills, and values you gain here will serve as the foundation for a meaningful and impactful career in nursing.

We are honored to partner with you on this path to becoming a professional nurse. The art and science of nursing begin here!

The *Student Guidebook* is designed to serve as a comprehensive reference for navigating the academic journey at the Heritage Valley School of Nursing. It includes essential information about the school and the health system's policies, procedures, and expectation. By referring to the guidebook regularly, students will be better prepared to meet the academic and clinical requirements of the program with confidence and professionalism.

As part of the orientation process, students are introduced to the location of the electronic posting for their cohort's *Student Guidebook* on Canvas. This guidebook is accessible throughout the student's time in the program and serves as the primary location for any addendums or updates issued during enrollment. All changes will be communicated both verbally and electronically, with a clearly stated effective date.

All students are expected to review the *Student Guidebook* thoroughly and consult it regularly. Students are responsible for adhering to all policies and procedures outlined within the guidebook and any subsequent updates.

A. Student Accountability

Accountability is a fundamental component of nursing education and practice. Therefore, students enrolled in the Heritage Valley School of Nursing are expected to uphold the highest standards of personal and professional responsibility. As such, each student is responsible for the following:

Active Participation in the Learning Process

Students are expected to actively engage in all aspects of their education including:

- Preparing thoroughly for all theoretical and clinical experiences.
- Participating fully in classroom, lab, and clinical learning opportunities.
- Pursuing academic goals with honesty, integrity, and dedication.

Professional Conduct in Clinical Practice

Students are accountable for their actions when delivering nursing care. They are expected to:

- Provide nursing care that aligns with their level of education and scope of practice.
- Follow all institutional policies and procedures during clinical experiences.
- Seek guidance or supervision from a nursing instructor when performing any skill or treatment for which they do not feel fully competent or authorized to perform independently.

B. Student Bill of Rights

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.
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.
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.

Heritage Valley School of Nursing

Class of 2028 - Student Guidebook Acknowledgement Form

I, _____, acknowledge I have been informed of the location of the electronic posting of the *Student Guidebook*, *Student Accountability, and the Student Bill of Rights.* I understand that all updates to the guidebook will be verbally communicated and electronically posted with an effective date.

I further understand I am responsible for reviewing, knowing, and adhering to the information, policies, and procedures contained within the *Student Guidebook*, and I agree to comply with its contents.

Signature: _____ **Date:** _____

II. Philosophy and Mission of the School

A. Philosophy of the School

The philosophy of the Heritage Valley School of Nursing reflects the beliefs of the faculty and supports the mission of the Heritage Valley. 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 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 School of Nursing.

B. 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 affect the humans' physiological, psychosocial, developmental, cultural, and spiritual dimensions relative to their environment.

C. 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.

D. 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 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.

E. 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.

F. 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) 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.

Watson's Carative Factors

- Humanistic-Altruistic System of Values
- Faith-Hope
- Sensitivity to Self and Others
- Helping-Trusting Human Care Relationship
- Expressing Positive and Negative Feelings
- Creative Problem-Solving Caring Process
- Transpersonal Teaching-Learning

- Supportive, Protective, and/or Corrective Environment
- Human Needs Assistance
- Existential-Phenomenological- Spiritual Forces.

G. 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 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. Teaching occurs in a variety of settings. It may take place in formal environments such as classrooms and clinical laboratories, as well as in informal settings like clinics, clients' homes, and community locations. Learning is a dynamic, interactive, continuous, self-directed, life-long process characterized by the acquisition of knowledge, self-awareness, and self-discovery. Learning is enhanced by the breadth and depth of an individual's critical thinking, as well as by their cognitive, affective, and psychomotor skills—all of which contribute to behavioral change in the learner. The learner's behavioral change results from the interaction of the individual with his/her environment. Each individual has a unique learning style. Learning is a personal, holistic process that is most effective when the learner's rights are respected and they take responsibility for self-direction and decision-making in pursuit of personal or professional goals. Learning proceeds from simple to complex, and is enhanced by the correlation of theoretical concepts with clinical experiences over 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.

H. 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. Therefore, we base our nursing education on Patricia Benner's theory from Novice to Expert. 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.

I. Mission

Based on our Philosophy, we the faculty of the Heritage Valley 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.

III. Program Outcomes

The Heritage Valley School of Nursing program will prepare students 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 / clinical judgement 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.

	End of Program SLO's	**Introduction to Nursing SLO's**	**Medical-Surgical Nursing SLO's**	**Specialties SLO's**	**Advanced Medical-Surgical Nursing SLO's**	**Leadership SLO's**
1	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	Evaluate interventions for the client with advanced health care needs, related to an identified aspect of holism related to Watson's Carative Factors: psychosocial,	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.

				cultural, and spiritual		
2	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.	Integrate the nursing process in client care situations, progressing to "advanced beginner" in 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.
3	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.	Evaluate the effectiveness of evidence-based practice interventions for the client with advanced health care needs, implemented to maintain/improv e client safety.	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.
4	Utilize therapeutic communication, based on the developmental needs of the client, to promote optimal wellness.	Name therapeutic communicati on 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.	Determine the client/family member's developmental stage and implement appropriate therapeutic communication techniques to optimize positive nurse-client relationships.	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.
5	Perform in the role of nurse educator to facilitate client, family, and community learning of	State the importance of recognizing areas of knowledge deficit in the	Provide evidence-based education to the client/family related to an identified area of knowledge	Provide evidence-based education to the client/family with advanced health care needs related to	Provide evidence-based education to the client/family with advanced health care needs related to an identified area of	Determine and evaluate effectiveness of teaching/learning strategies utilized for of the client/family/com

	evidence-based practices for the promotion of health.	client and/or family.	deficit to promote health.	an identified area of knowledge deficit to promote health.	knowledge deficit to promote health.	munity 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 client with advanced health care needs.	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.	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.	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	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.

IV. Academic Calendar

HERITAGE VALLEY HEALTH SYSTEM
SCHOOL OF NURSING

Academic Curriculum Calendar

Class of 2028 (June 2026 - May 2028)

School days are 8-4 (Clinical 6:30-3) Monday thru Friday with occasional evening responsibilities.

Schedule subject to change | * Denotes affiliate college course | Add/Drop date - last day of first week per semester

First Year

Pre-Fall (8 weeks)		Fall 1 (16 weeks)		Spring 1 (16 weeks)	
June 15, 2025 - August 7, 2025		August 24, 2026 - December 18, 2026		January 11, 2027 - May 8, 2027	
		Introduction to Nursing (N100)		**Medical-Surgical Nursing (N101)**	
Anatomy and physiology 1 *	4 Credits	Intro to Nursing (7 Theory/3 Clinical)	10 Credits	Medical-Surgical - (8 Theory/4 Clinical)	12 Credits
		Anatomy and Physiology 2 *	4 Credits	Psychology	3 Credits
Credits Completed:	**4**	**Credits Completed:**	**14**	**Credits Completed:**	**15**
		HVHS FALL BREAK - 1 Week		**HVHS SPRING BREAK - 1 Week**	

Second Year

Summer		Fall 2 (16 Weeks)		Winter (8 wks)		Spring 2 (10 Weeks)	
May 2027 - August 2027		August 23, 2027 - December 17, 2027		January 10 - March 3, 2028		March 13 - May 19, 2028	
Co-requisites		**Specialties (N200)**		**Adv Med-Surg (N201)**		**Leadership (L202)**	
Microbiology w/lab	4 Credits	Mental Health (4 Theory/2 Clinical)	6 Credits	Advanced Med-Surg		Leadership/Preceptorship	
Sociology	3 Credits	Developing Families (4 Theory/2 Clinical)	6 Credits	(4 Theory/2 Clinical)		(4 Theory/6 Clinical)	
Nutrition	3 Credits	English II	3 Credits		6 Credits		10 credits
English I	3 Credits			Ethics			3 credits
Credits Completed:	**13**	**Credits Completed:**	**15**	**Credits Completed:**		**Credits Completed:**	**19**
						Graduation - TBD May 2028	
		HVHS FALL BREAK - 1 Week				**HVHS SPRING BREAK - 1 Week**	

Once admitted to HVHS SON, all general education courses must be taken through the affiliate college.

One nursing theory credit = 15 clock hours
One nursing clinical credit = 45 clock hours

Total Nursing Credits = 50
Total Affiliate Credits = 30
Total Program Credits = 80

V. General

A. Professional Standards

The faculty of the Heritage Valley School of Nursing (SON) believes that certain behaviors are essential to uphold the professional status nursing has earned. As a student in the professional nursing program, you are expected to:

- Exhibit professionalism in words, actions, and behavior at all times as a student of the Heritage Valley School of Nursing, particularly when wearing the Heritage Valley School of Nursing uniform and/or student nurse ID badge.
- Display respectful behavior toward yourself and others while upholding the standards of the nursing profession.
- Respect the dignity and worth of all individuals without prejudice.
- Comply with the designated dress code for both class and clinical experiences.
- Uphold privacy and confidentiality by adhering to State and Federal laws, including the Health Insurance Portability and Accountability Act (HIPAA). This includes maintaining the rights of patients and safeguarding their information.
- Maintain the integrity of nursing practice by promptly reporting errors to the appropriate personnel and accepting responsibility for your actions.
- Collaborate with healthcare professionals and community members to meet the public's health needs.
- Advance through educational experiences honestly, adhering to the Academic Integrity Policy.
- Complete assignments and fulfill requirements by the specified deadlines, respecting appointment schedules and policies related to absences or tardiness. (Refer to the *Absence/Tardiness and Paperwork Repercussions Table* for more details.)
- Adhere to the Social Media Policy to ensure appropriate conduct in all online interactions.

Failure to comply with these professional standards may result in consequences ranging from receiving a "0" in the Professionalism Outcome on the weekly Clinical Performance Review (CPR) to disciplinary action under the *Student Misconduct Policy*, up to and including dismissal from the program. Refer to the *Student Misconduct Policy* for more information.

B. Faculty Hallway and Student Access

The School of Nursing is committed to maintaining an open-door environment in which students feel comfortable seeking assistance, guidance, and support from faculty. Faculty welcome and encourage communication with students.

To maintain a professional work environment, minimize disruptions to instruction and faculty responsibilities, and protect the privacy and confidentiality of student information, students should limit their presence in the faculty hallway to times when they have an immediate need to meet or speak with a faculty or staff member.

Students who need extended assistance, advising, or a private conversation are encouraged to contact the appropriate faculty member to arrange a mutually convenient time. Students should not congregate, socialize, or remain in the faculty hallway while waiting for faculty members.

This expectation is not intended to limit student access to faculty, but rather to ensure that faculty remain accessible while maintaining an appropriate environment for confidential conversations, academic work, and other faculty responsibilities.

C. Dress Code

1. The school uniform is required for **all classes and clinical** on the Heritage Valley School of Nursing campus and other contracted clinical sites, as well as all school-sponsored functions on and off the Heritage Valley campus, unless otherwise specified. The uniform must be properly fitted, hemmed, clean, and wrinkle-free. Hair should be clean and neat. Hair color must be professional in appearance. Make-up should be complimentary to natural color and is worn in moderation. Male students are to be clean-shaven, or may wear a beard or mustache that is neatly trimmed.

2. Heritage Valley School of Nursing uniform will consist of the following:

   - Royal blue scrub pants, top and optional School of Nursing lab jacket. Students may elect to wear a **white or black** shirt under the scrub top.
   - The 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, and coats are NOT part of the uniform.
   - Clean socks and non-cloth, skid proof, **white or black** shoes are to be worn. Shoes and shoelaces must be clean and well-kept at all times. Shoes must enclose the entire foot; heel included, and have no openings. Crocks are not permitted.
   - 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. If the 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.
   - Tattoos – Heritage Valley SON reserves the right to require coverage of any tattoo deemed offensive, unprofessional, or inappropriate.

3. Additional requirements for clinical experiences: Specific modifications may be implemented at individual clinical sites.

   - A wristwatch that displays seconds. No other wrist jewelry permitted.
   - A black ballpoint pen.
   - 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.
   - Jewelry restrictions on the clinical unit are as follows, specified as per the Heritage Valley direct care dress code:
     - A plain (wedding) band is permitted. No rings with stones or similar adornments.
     - Necklaces may not be visible or dangle outside of clothing.
     - No bracelets.
     - Small spherical (no larger than ¼ inch in diameter) post-type pierced earrings are permitted. No dangling earrings or hoops are permitted. No other **visible** body piercings or gauges are permitted.

  - Small single stud nasal piercings are permitted.
- Specific modifications may be implemented at individual clinical sites
- Assessment kit equipment as indicated by instructor for specific days.

4. 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.

5. Any inability to conform to the above dress code due to medical reasons must be supported by physician documentation.

D. Communication

Canvas Communication/Email

Canvas serves as the primary platform for course communication, including announcements and messaging. Students are expected to check both Canvas announcements and email before and after class each day, Monday through Friday between 8:00 AM and 3:00 PM (or later if class extends). Emails may contain time-sensitive or critical academic information. Failure to check or respond to emails in a timely manner does not excuse students from responsibilities outlined in those communications. Repeated failure to respond may result in a conduct form. Students are encouraged to monitor Canvas/email during break weeks and between semesters for important updates or changes. Students who forward SON email to personal accounts do so at their own risk, and the School is not responsible for missed communications due to forwarding errors or third-party server issues. Students remain accountable for all email content regardless of delivery method. Faculty are held to the same response expectations and may defer non-emergent replies sent after 5:00 PM until the next morning. Urgent matters should be directed to the Director, School of Nursing.

Telephone Calls

Phone communication between students, faculty, and administration may occur as needed for emergencies, class delays, clinical changes, call-offs, or assignment questions. Calls should be respectful, clearly state the caller's name and purpose, and be made at an appropriate volume. FaceTime is not permitted. Faculty are not expected to answer calls after 6:00 PM on weekdays, and students should avoid calling on weekends.

Text Messaging

Texting may be used for the same purposes listed above and is the preferred method over phone calls. Messages must be professional, use appropriate grammar and punctuation, and include the sender's name and purpose. Faculty may set additional communication expectations at the start of each course.

E. Notice of Nondiscrimination

The School of Nursing is committed to providing an inclusive and equitable educational environment. The School does not discriminate in admission, access to programs, or educational opportunities on the basis of age, race, color, creed, sex, national origin, disability, or any other status protected by applicable federal, state, or local laws.

This policy is in accordance with Section 504 of the Rehabilitation Act of 1973, Title VI and Title VII of the Civil Rights Act of 1964, the Pennsylvania Human Relations Act, and other relevant state and federal regulations.

VI. Academic Policies

A. FERPA

Heritage Valley 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 SON 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 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 15th 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

B. Academic Integrity

Professional nursing is grounded in integrity and ethical behavior. Students are expected to uphold the standards outlined in the American Nurses Association (ANA) Code of Ethics. Faculty are responsible for reinforcing these standards in both academic and clinical settings.

The School of Nursing maintains a zero-tolerance policy toward academic misconduct. Any attempt to gain an unfair academic advantage undermines the integrity of the nursing profession and will result in disciplinary action.

Definitions of Academic Misconduct

• Cheating: Using unauthorized materials, information, or assistance in any academic exercise to gain an unfair advantage.

• Plagiarism: Presenting someone else's work, ideas, or words—whether published or unpublished—as one's own without proper citation.

Consequences and Procedures

Violations of academic integrity will trigger the Student Misconduct Policy, which may result in a permanent misconduct record, and can lead to dismissal from the program. Students are entitled to due process. They will receive written notification of the charges, evidence, and disciplinary procedures via certified mail or in person. Final decisions will be made by the Director of the School in collaboration with the course chair. Proven violations may result in the maximum penalty, including dismissal. Students under review for misconduct may not withdraw from the program during the investigation.

C. Artificial Intelligence

Heritage Valley School of Nursing prohibits the use of AI to complete graded academic work. Students must demonstrate their own understanding without relying on AI-generated content. Doing so without proper acknowledgment is considered academic dishonesty and may result in disciplinary action per the Academic Integrity and Student Misconduct Policies.

Students may use AI tools as study aids, but they are responsible for critically evaluating the accuracy and relevance of any AI-generated information. All submitted work must meet academic integrity standards and be the student's own. Faculty will provide guidance on acceptable AI use and clarify expectations as needed. This policy may be updated as AI technologies evolve, and tools may be implemented to detect unauthorized use.

Violations may result in penalties ranging from a warning to course failure or further disciplinary action. By enrolling, students agree to comply with this policy. Questions should be directed to the Director of the School of Nursing.

D. Assessment Technologies Institute (ATI)

Assessment Technologies Institute (ATI) resources are integrated throughout the nursing curriculum to support student learning and promote academic success, including preparation for the NCLEX-RN examination. Faculty will provide orientation to ATI products, and guidance on their effective use will be offered at designated points throughout the program.

Disclosure

All products developed and offered by ATI are deemed beneficial as supplemental educational activities. 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 Heritage Valley SON. All Curriculum decisions are determined and implemented solely by faculty and administration of Heritage Valley SON.

E. Classroom Expectations

- Students are expected to demonstrate regular attendance and punctuality for scheduled class.
- Daily attendance must be accurately recorded by each student.
- Students may only record their own attendance. Falsifying or recording attendance for others is strictly prohibited and could result in discipline up to and including termination.
- Professionalism, courtesy, and respect for faculty members, staff, and fellow students must be shown at all times.
- Scheduled breaks will be provided during theory presentations. Students are expected to return promptly, adhering to the break time established by the instructor.
- At the conclusion of each class day, students are responsible for restoring the classroom to its original condition, including repositioning chairs, turning off lights, and properly disposing of trash.
- Loud conversation in hallways or classrooms while classes are in session is not permitted, as it is disruptive to the learning environment.
- Snacks and beverages are permitted in the classroom unless otherwise specified.
- Students are not permitted to bring their children to school.
- Audio recording are prohibited unless written permission from a faculty member is authorized in advance.

F. Attendance Policy

Administration and faculty of Heritage Valley School of Nursing believe punctuality, attendance, and active engagement in the learning process are essential to student success in classroom and clinical experiences. Additionally, Heritage Valley SON is governed by federal student financial aid regulations and is required to monitor student attendance and satisfactory academic progress in classroom and clinical experiences. Therefore, attendance in all scheduled classroom and clinical experiences is mandatory and will be monitored and documented by faculty. Excessive absenteeism may jeopardize a student's academic standing, financial aid eligibility, scholarship eligibility, and successful completion of a course.

Policy Purpose

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

G. Classroom Attendance

- Classroom attendance will be recorded and maintained in accordance with applicable federal financial aid requirements.
- Students are expected to attend all scheduled theory hours. A student who misses more than 10% of the total scheduled theory hours for a course may experience disruption or loss of financial aid eligibility and be subject to implementation of the student misconduct policy.
- Scholarship students who miss more than 10% of the total scheduled theory hours for a course may be at risk of losing their scholarship.
- Attendance records are maintained by the School of Nursing and become part of the student's permanent academic record.
- Classroom doors will be closed at the scheduled start time, and attendance will be documented for every class session.
- Students arriving after the scheduled start time may enter the classroom but should do so quietly and with respect for faculty and classmates. Repeated tardiness or frequent entering and exiting during class will be addressed on an individual basis.
- Students should notify the course chair or Admissions Coordinator in advance whenever a delay or absence is anticipated.
- Students are responsible for obtaining missed course content and announcements from classmates when absent. Faculty are not responsible for providing individualized instruction to replace missed classroom time.
- Assignments due during an absence must still be submitted electronically by the designated deadline unless an extension has been approved in advance.

H. Excused Absences

The program recognizes certain absences for classroom, clinical and examinations as excused.

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

1. Medical

a. Students who experience a significant illness, medical emergency or hospitalization may be granted one excused absence per semester for a medical occurrence.
b. A medical excuse must be provided. Excuses for communicable disease must be documented with a positive test result from a medical provider. Home tests will not be accepted.
c. Students who are absent for three or more consecutive days due to illness or injury must provide a written medical clearance to return. The clearance must be from a licensed healthcare provider and indicate student is cleared to resume classroom and clinical responsibilities.

2. Jury Duty/Court Subpoena and Military Service

a. In the event a student receives a subpoena to appear in court, is selected for jury duty or requires a leave for required military service, the student must meet with the director to discuss the situation.
b. The student must be able to provide a copy of the subpoena, court document or military orders prior to court appearance or military leave.

c. Time off that is approved for military service or jury duty will not be counted toward a student's class and clinical experience absences. The student may be required to attend clinical learning make-up if deemed necessary by the clinical instructor.
d. Voluntary traffic court appearance **does not** fall under the excused time-off.

3. Bereavement

a. Students are granted up to three days of bereavement leave for the death of an immediate family member (parent, parent-in-law, spouse, child, grandparent, daughter/son-in-law, sibling, or legal guardian). One day is granted for the death of a close relative (aunt, uncle, niece, nephew, and brother/sister in law). Missed clinical experiences may require make-up in accordance with course requirements.

For exam absences, refer to the Examination Policy

I. Exam Policy

a) Exam Day

Prior to exams, the classroom is to be a quiet, secure environment for students to prepare for the exam.

Arrival & Setup

- Arrive 15 minutes prior to the scheduled exam start time to obtain a laptop, log in and prepare for the exam. Prepare the laptop by signing in and verifying Wi-Fi connectivity.
- Students must be prepared to begin the exam five minutes prior to the start of the exam. If a student arrives late they will receive a two percent (2%) deduction of the total points earned for the exam and must complete the exam in the time remaining.
- Store all belongings—including phones, smartwatches, and personal devices—in designated lockers. Oversized backpacks or electronics brought into the classroom must be placed at the front.

After the Exam

- Return the laptop to the computer cart at the front of the classroom.
- Return all scratch/calculation paper to the designated table.
- Exit the room quietly.
- If desired, proceed directly to the individual proctored exam review location.
- Do not return to the classroom until the proctoring instructor reopens the door.

b) Exam Absence

In the event a student is absent for an exam, the following guidelines will be in effect:

- The student must notify the course chair of absence at least 1 hour prior to the scheduled start of the examination.
- It is the responsibility of the student to contact the course chair within 24 hours of the original examination date and time in order to reschedule. If the course chair is not contacted within 24 hours the student will receive an additional 7% reduction of their total percentage earned (total 14%). With the exception of the medication administration exams, any of the following testing formats may be utilized: essays, true-false, fill in the blank, short answer, etc.

- Failure to take the exam at the originally scheduled time, with an appropriate call off will result in:
    - 1st offense: no penalty with valid excuse
    - 2nd offense: decrease of 7% of the total exam points earned by the student.
    - Each additional offense will result in an increasing decrease of points by an additional 2% for each offense. For example:
        - 3rd offense: 9%
        - 4th offense: 11%
        - 5th offense: 13%
- Failure to take the exam at the originally scheduled time, without appropriate call off will result in a decrease of 7% of the total exam points earned by the student for the first offense. Each additional offense will result in an increasing decrease of points by an additional 2% for each offense.
- If a student is absent from an exam due to approved medical excuse, jury duty, military duty, or bereavement, no reduction in the exam score will occur.

c) Faculty-Conducted Exam Review

A faculty-led exam review will be conducted at the end of the day the exam is administered, provided all enrolled students have completed the exam. No faculty-conducted review will be held following the final exam.

All instructors who contributed questions to the exam will be present during the review to address student questions and clarify the rationale for both correct and incorrect answers. Exam question scoring 60% or less will be reviewed, and students will have the opportunity to seek clarification on additional questions as needed. The purpose of the exam review is to support learning and understanding, it is not a forum for challenging, or rebutting exam answers.

Before the exam review begins, students must clear their desks. No paper, writing utensils, or other materials are permitted. Cell phones must be turned off and put away for the duration of the review.

d) Exam Challenge

If a student disagrees with the rationale provided for a specific exam question during the faculty-conducted exam review, they may submit an **Exam Challenge Form** to the course chair after the review session has concluded. Challenges will not be accepted from students who did not attend the exam review.

The Exam Challenge Form must include a clear, evidence-based rationale supporting the student's selected answer. This rationale must be documented with a reference to a credible source, such as a textbook page number, scholarly article, or content from faculty presentation materials. The form may be submitted either in writing or via email and must be received by the course chair prior to the start of the next scheduled class or clinical session. Students must present support for their chosen answer and are not permitted to dispute the validity of the correct answer.

Two course faculty members will review each exam challenge form. A written response, including the final decision, will be documented in the lower portion of the Exam Challenge Form and returned to the student by the end of the next non-clinical school day. If the challenge is upheld, the student's exam score will be adjusted accordingly. Only students who follow the complete process as outlined will be considered for a grade change.

e) Evaluation

Student evaluation is based on, but not limited to, performance on examinations, written assignments, and other course projects.

All examinations are computer-based and administered through ATI in a proctored classroom setting. Students are responsible for maintaining current ATI login credentials and password information.

Students earning less than 77% on any examination or assignment are strongly encouraged to meet with their faculty advisor to review performance and develop strategies for improvement.

A minimum grade of **C (77%)** in the theory portion of all nursing courses is required to remain in the program. In the Leadership course, the theory grade is divided into two components:

- Unit Examinations
- Other Didactic Evaluations

Students must achieve a **minimum of 77%** in *each* component to pass the theory portion of the course. The final theory grade will be the average of these two percentages.

All scores are calculated to the tenth decimal place and are not rounded. Final course scores will be rounded and grades are assigned according to the following scale:

Grade	Quality Points	Percentage
A	4	92.5% - 100%
B	3	85.5% - 92.4%
C	2	76.5% - 84.4%
F	0	0 – 76.4%

At the time of the mid-clinical evaluation, the student's current theory grade will be recorded. If the grade is below 77%, a Performance Improvement Plan will be initiated. At any point during the semester, if it becomes mathematically impossible for a student to achieve the required 76.5% in theory, the student will be dismissed from the program and will not be permitted to continue in the semester.

The Quality Point Average (QPA) is calculated using a point-based computerized system to ensure accuracy and minimize errors. All courses required for program completion, including transfer credits, are included in the QPA calculation. If a student earns less than 77% on any examination, it is recommended they schedule a meeting with their faculty advisor prior to the next exam.

Student Success

Faculty Advisement

Each student is assigned a faculty advisor at the beginning of each semester. The purpose of academic advisement is to provide individualized support and guidance throughout the nursing program.

Faculty advisors are available to:

- Assist students in setting realistic academic and professional goals
- Identify individual strengths and areas for growth
- Support student adjustment to the academic and clinical demands of the program
- Guide students in academic or professional challenges
- Offer career planning and placement support

Students are strongly encouraged to schedule advisement following an unsuccessful exam performance or clinical difficulty.

Scope of Faculty Advisor Responsibilities:

- Faculty advisors will work closely with students enrolled in the Success Program, meeting every twice monthly, prior to the Advisement Time Deadline as noted in the course schedule
- Faculty advisors are responsible for conducting all final clinical evaluations
- Faculty advisors review and manage all general assignment submissions including:
    - Medication Competency remediation
    - Weekly ATI assignments and remediation
    - Community teaching projects
    - Other general course documents as designated by the Course Chair

- Faculty advisors will also monitor and communicate volunteer hour requirements

Advisement Documentation:

Each advisement session is documented by the advisor in the student's electronic communication log.

Accommodations

The Heritage Valley School of Nursing complies with Section 504 of the Rehabilitation Act of 1973, Section 202 of the Americans with Disabilities Act of 1990, and the Pregnancy Discrimination Act (PDA) to provide reasonable accommodations for qualified students with documented disabilities.

General Guidelines:

- Students must submit a completed Request for Accommodations Form along with official documentation from a licensed medical provider detailing the disability and recommended accommodation. Accommodations remain valid throughout the program.
- Returning students must submit new documentation upon re-entry.
- Notify the Director of the School of Nursing promptly if accommodations are not being received or are no longer sufficient.
- The School of Nursing does not diagnose or assess disabilities, but implements physician-ordered accommodations to the best of its ability.

Accommodations may include:

- Academic adjustments (e.g., modified testing conditions)
- Adjustments to nonacademic services or policies
- Auxiliary aids and services

School Responsibilities:

- Review accommodation requests within seven (7) business days of receiving completed documentation.
- Collaborate with the student and their provider to determine reasonable and appropriate accommodations.
- Consider the student's requested accommodations but reserve the right to determine what can be provided.
- Maintain confidentiality regarding all disability-related information.

Study Sessions

Study session are scheduled periods of faculty-guided instruction designed to support students in targeted areas of course content. While attendance is suggested for success, it is optional unless enrolled in the Success Program.

Success Program

The **Success Program** is designed to support student retention and academic achievement for those who experience challenges in meeting course outcomes. Placement in the program is dynamic and may change each semester based on individual student performance and demonstrated improvement.

Students will be placed into the Success Program if they meet any of the following criteria:

- Returning to the program after an interruption
- TEAS admission score below 68
- Final course theory grade below 80%
- ATI Assessment score below Level 1

Students enrolled in the Success Program are required to:

- Attend all scheduled Study Sessions
- Participate in all Exam Reviews
- Meet with their assigned Faculty Advisor **twice per month**

Removal from the Success Program:

- Students placed in the program due to a course grade below 80% will be removed after successfully achieving a final course theory grade of 80% or higher in a subsequent course.
- Students placed in the program due to an ATI score below Level 1 will be removed after scoring **above Level 1** on a subsequent ATI Assessment.

Participation in the Success Program is a proactive step toward academic success and is intended to support students in achieving their full potential. Failure to adhere to the requirements of the Success Program will result in implementation of the Misconduct Policy.

J. Clinical Expectations

- Clinical experiences present the opportunity for students to apply theory in simulated and real-life situations.
- Students are to remain on the clinical unit, not in lounges, throughout the experience pursuing every possible learning opportunity, assisting other personnel, researching information on their patient, or completing assigning learning activities as directed by the instructor.
- Students must notify the clinical instructor and the staff nurse assigned to the student's patient(s) prior to leaving the unit and upon returning from break.
- No eating or drinking is permitted on the clinical unit.
- Students are not permitted to make or receive personal telephone calls when on the clinical unit.
- When answering the telephone in the hospital, the student should state the name of the unit and the student's name.
- 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.
- Any incidents in the clinical setting must be reported to the clinical instructor and nurse in charge. Incident reports will be filed per site policy.

Clinical Absence

- Attendance is mandatory for all clinical experiences, including indirect activities such as skills labs, simulations, clinical conferences, and alternative role experiences. Any scheduled activity that is designated as a clinical experience and is missed by a student will be a clinical absence and student will receive a clinical demerit.
- Two missed clinical conferences, skills lab, simulations, etc will count as one clinical experience absence and the student will earn a clinical demerit.
- For direct clinical absences, students must notify the clinical instructor at least one hour prior to the start.
- For indirect clinical absences, the student must notify both the instructor and the alternate nursing role site.
- Students must be present for the entire clinical experience to receive credit for the day, otherwise they will be considered absent.
- Most clinical absences require makeup. Refer to the Clinical Makeup Policy.
- Students with four clinical absences within a course will result in failure of the course.
- All clinical absences are documented on the student's final transcript and Clinical Performance Review.

a) Direct

- Students are required to notify the clinical instructor prior to the scheduled start time if they anticipate being late.
- Students arriving within 30 minutes of the start time, with appropriate notification, may still participate in the experience; however, a "0" in professionalism will be assigned on the Clinical Performance Review (CPR) for the week.

- Students who arrive more than 30 minutes late or fail to notify the instructor appropriately should not report to or remain at the clinical site and will receive a "0" in professionalism. Time missed will be recorded as an absence.

b) Indirect Clinical Experiences

- Students are required to notify the clinical instructor and the site contact in advance, if they expect to arrive late.
- The site contact will determine if the student may still attend.
- Late arrival will result in a "0" in professionalism on the Alternate Nursing Role CPR.

c) Alternate Clinical Experiences (Skills Labs, Simulations, Conferences)

- Students must be fully prepared and dressed according to the clinical dress code. Any correction must be completed before the scheduled start without penalty
- A student who does not arrive prepared for an alternative clinical experience has until the scheduled start time to correct the indiscretion with no penalty.
- If the student is late due to correcting a dress code violation, the instructor will determine whether participation in permitted.
- If not permitted to stay, the student will be charged with time lost and a make-up will be required.
- Tardiness without valid reason or failure to meet readiness requirements will result in a “0” in professionalism on the Alternate Nursing Role CPR.
- If the interaction cannot be scored appropriately on the CPR, the Student Misconduct Policy will be applied.

Clinical Tardy

Arriving up to 15 minutes after the designated start time of a clinical experience is considered tardy.

- Students are required to notify the clinical instructor prior to the scheduled start time if they anticipate being late.
- If a student is tardy greater than 15 minutes after the designated start time, the student will be dismissed from the clinical experience. This equates to a clinical experience absence.
- All incidents of tardiness will be documented on the clinical evaluation form.
- Students arriving within 15 minutes of the start time, with appropriate notification, may still participate in the experience; however, a "0" in professionalism will be assigned on the Clinical Performance Review (CPR) for the week.
- Four tardy occurrences will result in a clinical failure of the course.

Clinical Demerit

A demerit is defined as a characteristic of deficient performance. A demerit/demerits will be earned for any clinical experience absence, or no call/no show as outlined below.

Clinical Occurrence	Definition	Demerit (s) Earned

Clinical Absence	Failure to attend clinical experience direct or indirect with proper notification to clinical instructor. Two missed clinical activities such as skills labs, simulations, clinical conferences, competencies in the same course will count as one clinical absence.	1
No call/No show	Failure to attend any clinical experience without notifying the clinical instructor within the scheduled clinical experience.	2

Clinical demerits will be cumulative throughout the nursing program. The following actions will occur with student accrual of demerits.

- A notification letter from the director will be sent to any student who accrues six clinical demerits, cumulative.
- Eight demerits will result in dismissal or termination from the program.
- The course in which the final allotted demerit is earned will result in failure of the clinical component of that course.
- Clinical experience make-up does not eliminate accumulated demerits.
- Students are responsible for tracking the accumulation of demerits.
- Demerits will not be carried over if there is a dismissal from the nursing program. Upon return to the program, a student will begin with zero (0) demerits.

Clinical Makeup

- Students are required to make up all missed clinical experiences, including direct (instructor-guided or alternate nursing roles) and indirect (skills labs, simulation, or clinical conferences)
    - Direct clinical experiences must be made up in person. The make-up sessions may be scheduled during break periods or at the end of the course, prior to the final exam at the discretion of the clinical instructor.
        - A fee of $75 per clinical day will be charged for all direct clinical make-up experiences. This fee must be paid in advance of the scheduled make-up session.
    - Indirect clinical makeup is assigned at the discretion of the clinical instructor and may include written assignments, computerized activities, or alternate clinical experiences. Some assignments may be required to be completed prior to the next scheduled clinical day.
- Makeup assignments do not replace missed clinical hours or eliminate demerits.
- Failure to follow appropriate procedures when call off will result in a score of "0" in professionalism on the Clinical Performance Review (CPR) for the corresponding week. If the absence does not fall within a week that includes a direct clinical experience assess via the CPR, the student misconduct policy will be enforced.

d) Makeup of Direct Clinical Experiences

- Two-Day Clinical Week – Appropriate Call-Off (One Day Missed):

- The student will be evaluated on the day attended, provided clinical outcomes and paperwork can be assessed. If not, clinical paperwork must be completed during the make-up session

- One-Day Clinical Week – Appropriate Call-Off:
  - All categories on the Clinical Performance Review (FCPR) will be evaluated based on the make-up clinical experience.
- Inappropriate Call-Off:
  - A score of "0" in professionalism will be assigned for the week. A make-up clinical session will still be required as outlined above.
- Clinical Make-Up Fee:
  - A fee of $75 per clinical day will be charged for all direct clinical make-up experiences. This fee must be pain in advance of the scheduled make-up session.

e) Make-Up of Indirect Clinical Experiences (Simulation, Skills Labs, Clinical Conferences)

- Appropriate Call-Off:
  - Make-up is required. Written or computerized assignments do not offset missed clinical hours. Only time spent in on-site simulation or alternate in-person indirect clinical make-up will count towards required hours.
- Inappropriate Call-Off:
  - Make-up is required. However, no time for this make-up will offset the absence in clinical hours. Additionally, a "0" in professionalism will be assigned for the corresponding week. If the missed indirect clinical experience does not coincide with a direct clinical week scored via the CPR, the Student Misconduct Policy will be enacted.

Faculty Cancellation

If faculty cancels a clinical experience, 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 outcomes and clinical judgement paperwork requirements. No loss of clinical hours is recorded when the experience is cancelled by the faculty.

Preceptorship

The preceptor program at Heritage Valley SON was designed to be an integral part of the student's clinical learning process. It provides students the ability to maintain a balance between nursing theory and practice. This opportunity allows the students to apply nursing theory to clinical practice while preparing for 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 communication techniques to promote an effective working environment and positive client outcomes.

5. Determine and evaluate effectiveness of teaching/learning strategies utilized for the client/family/community in the promotion of health.
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.

Student Clinical Responsibilities: Students are expected to function as a member of the nursing team while on preceptorship. Students 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.

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 instructor or RN. The instructor/RN must cosign the administration in the MAR.
- Set-up or co-sign PCA pumps
- Administer or monitor blood products (may assess vital signs)
- Co-sign medication withdrawals or documentation of high-risk medications
- Administer IV chemotherapeutic agents
- Participate in the titration of any medication but may monitor and assess the client throughout.

Documentation/Communication

Students May Not:

- 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

f) Simulation Confidentiality Policy

Nursing students at Heritage Valley School of Nursing will participate in various simulation activities, including clinical scenarios, task training, standardized patient encounters, debriefings, and discussions. To preserve the educational value of these experiences, all simulation content must remain strictly confidential.

Students may observe their peers during simulations but are not permitted to discuss any student performance outside the simulation setting, except with designated instructors.

The following are strictly prohibited:

- Sharing or discussing simulation content outside authorized settings
- Mishandling or releasing confidential simulation-related information
- Engaging in any inappropriate exchange of simulation details

All students must sign a Simulation Confidentiality Agreement acknowledging these expectations. Any breach of this agreement may result in disciplinary action under the Student Misconduct Policy.

Clinical Evaluations

Clinical performance is evaluated on a Pass/Fail basis, determined by the final faculty clinical evaluation, student paperwork, the Clinical Performance Review (CPR) document, and successful completion of all required clinical competencies specific to the course.

To pass the clinical component, students must demonstrate satisfactory achievement of all course clinical competencies and meet the minimum cumulative average score in each designated SLO category on the final CPR.

Failure to meet these requirements by the end of the clinical rotation indicates an inability to demonstrate the required level of competence in the established student learning outcomes and clinical performance standards. As a result, the student will receive a failing grade for the clinical component of the course, be immediately dismissed from the program, and not be eligible to sit for the final theory examination.

g) Clinical Evaluation Documents

The Progress Report, student paperwork, Clinical Performance Review (CPR), and Alternative Nursing Role Review (ANR) are faculty tools used to document the student's clinical performance. They are used as a report card of clinical scores for mid and final clinical evaluations. The Clinical Evaluation, CPR, and ANR with grading rubrics can be viewed in the Canvas classroom. Clinical paperwork required for each course can be located in the course's Canvas classroom.

h) Clinical Competencies

Clinical competencies are essential components of each nursing course and are required to demonstrate clinical competence. Clinical competency is defined as the ability to apply knowledge, skills, critical thinking, and professional behaviors to provide safe and effective patient care in a clinical setting.

Successful completion of all assigned clinical competencies is mandatory. Failure to demonstrate competency in any required area will result in clinical failure, as it indicates the student has not met the minimum expectations outlined in the clinical student learning outcomes. Clinical failure will result in immediate dismissal from the nursing program.

Clinical competencies required for each course will be outlined in the course's Canvas classroom. Students will be evaluated for competency at the end of each course and are expected to complete all assigned competencies in the skills lab on the scheduled date at the end of the semester. Each student must perform the assigned skills independently and demonstrate safe and competent practice to receive a passing evaluation. If a student is unsuccessful on the first attempt, one final attempt will be allowed. All clinical competency performance will be documented on the Final Clinical Performance Review (FCPR).

(1) Medication Calculation Competency

Introduction to Nursing: Medication Calculation Competency

A medication calculation competency will be administered during the Introduction to Nursing course. This competency is based on basic dosage calculation principles. Students are required to achieve a minimum score of 80% to demonstrate competency.

- Attempts: Students will have up to three (3) attempts to achieve the required score.
- Remediation: If a student scores below 80% on the first attempt, mandatory remediation and group tutorial sessions will be assigned. Individual sessions with faculty or advisors may also be scheduled upon request.

- Eligibility for Reattempts: Failure to complete assigned remediation or tutorial sessions by the designated date and time will result in forfeiture of eligibility to take the second and/or third competency attempt.
- Program Progression: Because accurate medication calculation is essential for patient safety, failure to achieve an 80% score after the third attempt will result in dismissal from the nursing program, as the student will be unable to meet the clinical outcomes of the course.
- Clinical Restriction: Students may not administer medications in the clinical setting until they have successfully passed the competency.

Ongoing Medication Calculation Competencies

Additional medication calculation competencies will be administered in Medical-Surgical Nursing **and** Advanced Medical-Surgical Nursing courses. The same passing criteria (80% or greater within three attempts) and policies outlined above will apply.

Scoring and Course Points

Medication calculation competencies contribute to the overall theory grade in the corresponding course. Points will be awarded as follows:

Competency Attempt	Score 100%	Score 80–99%	Score <80%
First Attempt	10 points	9 points	N/A
Second Attempt	9 points	8 points	N/A
Third Attempt	8 points	7 points	0 points (Dismissal)

Additional Guidelines:

- Only school-provided calculators will be permitted.
- Tardiness/Missed Exams: follow the exam absence policy and will be handled accordingly.

(2) Mid-Clinical Evaluation

Students will receive a mid-clinical evaluation based on their performance to date in relation to clinical student learning outcomes (SLOs) and completion of required clinical paperwork. The instructor will also review the gradebook for any missing assignments and assess the student's current theory grade.

If a student is found to be deficient in a clinical SLO or is not meeting the required theory grade, they will be placed on a Performance Improvement Plan (PIP). Student performance and any assigned PIPs will be documented on the mid-clinical evaluation form and must be reviewed and signed by both the student and the clinical instructor.

A Performance Improvement Plan may be initiated at any point after the mid-clinical evaluation if concerns regarding clinical or academic performance arise.

(3) Final Clinical Evaluation

Students will receive a final clinical evaluation based on their complete clinical performance in relation to clinical student learning outcomes (SLOs) and completion of required clinical paperwork. The instructor will also review the gradebook for any missing assignments and assess the student's current theory grade.

If a student is found to be deficient in a clinical SLO or is not meeting the required theory grade, they will be dismissed due to an inability to meet minimal competence of the clinical student learning outcomes. At any time throughout the course if it becomes mathematically impossible to achieve the required clinical score for any individual SLO category, the student will be immediately dismissed due to the inability to meet minimal competence of the clinical student learning outcomes.

Graduation

To be eligible for graduation from the nursing program, a student must:

- Earn a minimum grade of 77% or higher in the theory component of all nursing courses
- Achieve a passing clinical grade in all nursing courses
- Earn a grade of "C" or higher in all required general education courses.
- Fulfill all required volunteer service hours
- Satisfy all financial obligations to the School of Nursing

Graduation Ceremony Attendance

Attendance at the graduation ceremony is mandatory. Students must adhere to the ceremony standards established by the graduating class and the School of Nursing.

Diploma and Licensure

A nursing diploma will be awarded to each student who has successfully met all program requirements and attended the graduation ceremony. Upon completion of the nursing program, graduates seeking to become registered nurses must take and pass the NCLEX-RN licensure examination.

i) Graduation Awards

In recognition of the dedication, professionalism, and academic excellence demonstrated by our students, the School of Nursing presents a series of graduation awards. These awards celebrate outstanding achievement in areas such as clinical performance, leadership, service, and scholarship, reflecting the values of Heritage Valley and the standards of the nursing profession.

The *Board of Directors Award* is presented to the graduate who is identified by faculty members as having developed the personal and professional skills to successfully represent Heritage Valley and the School of Nursing. This awardee demonstrated an interest and enthusiasm for learning, maintained a high academic status, demonstrated outstanding clinical performance, and displayed both personal and professional growth as they consistently embodied the Heritage Valley values:

- Ethical behavior
- Responsibility

- Collaboration
- Proficiency
- Service Excellence

The *Medical Staff Award* is given to a member of the graduating class with the highest QPA.

The *Ronita DiClemente* Nursing Award is a donor-restricted award for the benefit of Heritage Valley School of Nursing Students. This award is Presented to a graduate identified by faculty members who consistently:

- Demonstrated strong academic performance and has maintained a high degree of enthusiasm and motivation throughout the program
- Has displayed strong assessment ability and development of critical thinking and clinical judgment on the clinical unit throughout the program
- Represents Heritage Valley and the School of Nursing to the community in a positive and professional manner
- Represents nursing as a caring, compassionate profession

The *Anthony F. Lisanti* Memorial Award is Presented to a graduate identified by faculty members who consistently:

- Exhibited compassion and kindness
- Demonstrated a strong commitment to nursing as a caring profession
- Displayed positive interactions with patients through trust, empathy, and kindness.

The *Frank Fairbanks* Award is presented to a graduate who is identified by faculty members as having provided outstanding service to the community. One who:

- Participated in school and hospital-sponsored activities in the community with enthusiasm and motivation
- Represented Heritage Valley and the School of Nursing to the community in a manner that demonstrated professional growth
- Used therapeutic communication with members of the community to demonstrate caring and empathy

Leave of Absence (LOA)

Students may request a leave of absence by submitting a written request to the Director, School of Nursing. Each student may take one leave of absence within a twelve-month period, with a maximum duration of two weeks (excluding scheduled breaks). All missed coursework, including theory and clinical components, must be completed to remain in good standing.

If a medical leave is needed for more than two weeks, the School of Nursing considers it an extended medical leave, not a withdrawal. A letter from a healthcare provider is required to support the request. Students approved for extended leave will be placed with the next cohort and remain active in school records. No additional admission fee is required to return. Before returning, students must demonstrate competence in both theory and clinical skills to ensure patient safety.

During extended leave, students may choose to continue co-requisite courses through the affiliated college. If the medical leave extends beyond the start of the next cohort, it may result in withdrawal from the program.

Withdrawal

Students in good standing may withdraw from the program at any time by submitting a written notice to the Director, School of Nursing, including the effective date and reason for withdrawal.

If a student withdraws before completing 50% of a course, a grade of "W" is assigned, which does not affect the student's QPA. If withdrawal occurs after 50% of the course is completed, the student receives a "WP" (withdrawn passing) or "WF" (withdrawn failing), based on performance at the time of withdrawal. These grades do not affect QPA but the course must be repeated to remain on track in the program.

Before withdrawing, the student must meet with the Financial Aid Coordinator to review financial and scholarship responsibilities. Students who do not complete official withdrawal or fail to finish a course without notification receive a grade of "F."

Dismissal

A student may be dismissed from the School of Nursing for serious offenses including, but not limited to:

- A criminal act.
- A violation of the Nurse Practice Act.
- Violation of a school or hospital policy.
- Any purposeful act, which endangers the safety and wellbeing of patients.
- Failure of the theory or clinical component of a nursing course.
- Failure of A&P I, A&P II, and/or psychology (Final grade of "D" or "F") during the semester the course is required.
- Failure to pass a medication calculation competency.
- Violation of HIPAA.
- Theft of any school (library books, sim or skills supplies/equipment, etc.) or institution property.

Any prospective or current student terminated by Heritage Valley 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.

VII. Student Conduct and Resolution Pathways

A. Student Conduct

Students are expected to conduct themselves with professionalism, courtesy, and respect as defined by the Professional Standards and Classroom Expectations sections of the guidebook. In addition, student must adhere to the following:

Smoking

To protect the health and safety of students, patients, visitors, employees, physicians, and the community, the Heritage Valley School of Nursing maintains a **smoke- and tobacco-free environment** as follows:

- Smoking, vaping, and the use of e-cigarettes or any tobacco products are **strictly prohibited** anywhere within the School of Nursing or on any Heritage Valley campus.
- Students found in violation of this policy will be subject to disciplinary action under the **Misconduct Policy**.
- The sale of smoking or tobacco products is prohibited in all Heritage Valley facilities.
- Violations may be reported anonymously through the Hospital's **Compliance Hotline** at **1-800-826-6762**.

Substance Abuse

Consistent with the Heritage Valley's commitment to a drug-free environment and to the safety and the well-being of its patients, the School of Nursing follows the Heritage Valley Human Resources Policy HR 111. HR111 states (in part):

- The unlawful manufacture, distribution, dispensing, possession or use of alcohol and other drugs is prohibited for employees/students while on hospital property or on hospital business. 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 Employee Assistance Program (EAP) is available as a resource for managers and employees
- When an employee/student demonstrates inappropriate behavior or performance or is involved in an incident that gives rise to concern about fitness for duty, this policy provides that the employee is formally observed.
- The employee/student may be referred for assessment and/or testing and, if suspected of being under the influence of alcohol or other drugs, or otherwise unfit for duty, may be suspended to protect him/herself, other employees, and/or patients and then be referred to the EAP.

Prescribed Medication (including Medial Marijuana)

- All incoming students are subject to a urine drug screen, which is reviewed and evaluated by the Medical Review Officer (MRO). Any student 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 upon admission to the MRO, and at any time in which a new or change in medication occurs to the Director, School of Nursing immediately.

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 Heritage Valley 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.
- 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 directly the Director, School of Nursing.

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.

Financial Responsibility

The initial cost of drug screening is included in the $399 acceptance fee. Any additional drug screening will be covered by the SON.

Admission/Enrollment Status

- The Heritage Valley School of Nursing reserves the right to rescind admission to the nursing program if the results of a pre-entrance or post-enrollment drug screening are determined to be positive for illegal drug use by the Medical Review Officer (MRO) of Heritage Valley.
- Any student who receives a positive drug screen result, as verified by the MRO, while enrolled in the program will be permanently dismissed and will not be eligible for re-enrollment.
- Students attending the School of Nursing on a scholarship will automatically forfeit the scholarship if found to be non-compliant with this policy.

Title IX

Title IX is a US federal law, part of the Education Amendments of 1972 that prohibits sex discrimination in any educational program or activity receiving federal funding. It ensures equal opportunities and protection for all individuals, regardless of sex, in educational settings. This includes protection against sexual harassment, sexual violence, and other forms of sex-based discrimination. The U.S. Department of Education Office for Civil Rights (OCR) is responsible for enforcing Title IX.

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 School of Nursing's annual disclosure is titled *The Heritage Valley 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.

Heritage Valley safety programs are available on the Health System Education Portal. All employees, students, and contracted staff receive initial orientation and annual education on workplace safety and violence via the learning portal. In addition, the School of Nursing incorporates Title IX education as part of initial student orientation presented to all incoming students. Time is allotted for all students to complete the education modules prior during the first week of classes and again the following summer prior to the start of their second year.

To satisfy Title IX requirements, 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 based on 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 emergencies 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.

Sexual Harassment

Heritage Valley School of Nursing is committed to maintaining an educational environment that is free from all forms of sexual harassment.

Definition

Sexual harassment includes, but is not limited to:

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

Such conduct will not be tolerated from any individual, including:

- Any Heritage Valley or SON employee

- Employees of affiliated healthcare workplaces or affiliate college
- Student peers, volunteers, visitors, or patients

Reporting and Resolution

Any student who believes they have experienced sexual harassment should report the complaint to the Director of the School of Nursing immediately. An investigation, including fact-finding and documentation, will begin promptly with the goal of resolving the matter as quickly as possible.

Confidentiality and Non-Retaliation

All complaints will be handled confidentially to the extent possible. Retaliation against anyone who reports a complaint or participates in an investigation is strictly prohibited and will not be tolerated by the School of Nursing, affiliated institutions, or any individuals within these environments.

B. Resolution Pathways

Students are expected to approach concerns with professionalism by first addressing the matter directly with the individuals involved. If the issue remains unresolved after addressing it with the individual involved, students can then escalate the issue by utilizing the Chain of Command listed below.

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

If the issue remains unresolved after following the appropriate steps, the student will be direct to the formal grievance process.

Grievance Policy

The purpose of the grievance policy is to provide a formal process for the prompt and fair resolution of student complaints, unresolved via the resolution pathway, regarding impingement upon a specific student right (See: Student Bill of Rights) or violation of a specific policy. Students may not grieve test questions (See: Exam Challenge Policy).

Grievance Process

Step 1. Student must notify the Chair of the Grievance Committee (Director, School of Nursing) of intent to file a grievance via written communication/email using the **Grievance Form** within 72 hours of the event.

Step 2. Student must contact the employee/person involved in writing/email to arrange a meeting to discuss the event and seek resolution within 24 hours of step one. Student must communicate that they have completed step one (notification to the Director). Meeting must be scheduled within 72 hours of request.

Step 3. If a satisfactory solution is reached, grievance will be documented as complete and filed in the student's record. If a satisfactory solution is not reached, the student and the employee will meet with the Director of the School of Nursing within 48 hours of the original meeting. Step two and three can be combined in one meeting if the student requests/permits.

Step 4. If the grievance is resolved, the grievance will be documented as complete and filed in the student's record. If the grievance remains unresolved, the student must submit a written request to the Director within 48 hours of the step three meeting, requesting continuation of the grievance process. The Director will convene the Grievance Committee.

Step 5. The Grievance Committee will convene within one week of the written request.

Step 6. Any evidence to be presented by the student at the meeting is to be supplied to the Grievances Committee Chairperson at least 48 hours prior to the meeting. Any evidence to be presented by the School of Nursing at the meeting is to be presented to the student at least 48 hours prior to the meeting. All evidence is confidential.

Step 7. The decision of the Grievance Committee is final and will be documented in the student's record. The decision will be communicated to the student, nursing administration, and human resources personnel involved immediately following the vote at the end of the meeting.

Grievance begins with the student having a fair opportunity to present the relevant details of the event in question/the grievance. Grievance Committee members may ask objective questions for clarification.

The school then has the opportunity to presents their position and facts. 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 and vote.

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.

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 chairperson will be asked to cast the tie-breaking vote (unless there is a conflict of interest). In the event of a conflict of interest, the recorder will be asked to vote.

The decision of the Grievance Committee is final; all parties are bound by the decision. There is no further level of appeal.

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.

Outside Representation

This is an internal process. Neither the school nor the student will be represented by legal counsel or other outside third party. Matters in litigation cannot be the subject of this process.

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 a non-voting position, mainly for organization and continuance of the grievance process).
- 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 from each class (Class President).
- One member of hospital management/human resources.
- One staff member to document minutes.

C. Misconduct Policy

All students are required to adhere to Heritage Valley School of Nursing and hospital policies and procedures. Violations of these standards and/or policies, including those not reflected in the Clinical Performance Review (CPR), will be addressed via the following steps:

1. A documented Misconduct Warning will be issued for each offense and forwarded to the Course Chair and Director of the School of Nursing.
    - A third Misconduct Warning within a semester will result in *Program Dismissal (PD)*.
2. Misconduct Warnings will apply only within the semester they occur and will not carry over to subsequent semesters.
3. A completed Misconduct Warning will be placed in the student's permanent record, and a copy will be provided to the student.
4. The Director of the School of Nursing will review and consider mitigating circumstances on a case-by-case basis.
5. Serious Offense Violations, as defined by the *Academic Integrity Policy* or *Professional Standards Policy*, may result in:
    - A Program Misconduct Warning (PMW): A permanent warning for a serious offense. Unlike standard Misconduct Warnings, a PMW does not expire and will remain in the student's record. A student with a PMW requires only two additional misconduct warnings within a semester to face program dismissal.
    - Program Dismissal Permanent (PDP): Immediate and permanent dismissal, depending on the severity of the offense, at the discretion of the Director of the School of Nursing.
6. If impaired behavior is observed, the Heritage Valley Fit for Duty Policy will be followed.
7. Removal from School or Clinical Grounds
    - Students may be required to leave the school or clinical grounds to diffuse a situation.
    - If a student is asked to leave during theory time, they may receive a zero for any graded activity missed as a result.
    - If a student is asked to leave a clinical setting, they will receive a zero in the professionalism category for that clinical week, as well as in any other CPR category they are unable to fulfill due to their absence.

Students have the right to dispute findings or decisions using the *Student Grievance Policy*.

VIII. Student Services

A. Admissions

General Admission Requirements:

- Be a United States Citizen or an eligible non-citizen
- Have successfully completed Algebra, Chemistry with Lab, and Biology with Lab with a grade of C or better
- Complete and submit the admissions packet (available on our website)
- Achieve an Adjusted Individual Score of 65% or higher on the ATI TEAS exam
- Obtain 3 letters of reference
- Complete an interview with School of Nursing administration

Upon provisional acceptance applicant must pass health system administered physical, drug screen, and obtain the following clearances:

ACT 33 Child Abuse

ACT 34 Criminal/Elder Abuse

ACT 114 FBI Fingerprinting

National Sex Offender Registry (NSOR)

Application process

The application process can be found on our website: www.heritagevalley.edu

There is a $50 nonrefundable application fee.

Only official transcripts are accepted and must come directly from your previous institution. They may not be opened by anyone other than our Admissions department.

If you obtained a GED, please request high school transcripts up to the point of withdrawal and an official copy of GED test results to be forwarded to Heritage Valley School of Nursing. These may be requested via Diploma Sender www.diplomasender.com

Applications will not be considered for admission until all prerequisite classes (Algebra, Chemistry w/lab, and Biology w/lab) are complete with a grade of a "C" or better confirmed by high school, an accredited internet course, or a college transcript.

An applicant currently enrolled in high school at the time of application should submit a current transcript reflecting the cumulative QPA 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 and the required prerequisites must be sent to the School of Nursing.

General education credits with a grade of "C" or greater may be transferable if completed within the last 5 years from an accredited college/university when an official transcript is submitted. Anatomy and Physiology I and II must be 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). These include:

Anatomy & Physiology I and II (4 credits each) from the same institution
Microbiology (4 credits)
Nutrition
Psychology
Sociology
Ethics
English I & II

Previously earned nursing credits may be transferable if from an ACEN (or the equivalent) accredited and State Board approved nursing program. Credits must be of comparable content hours/credits to those detailed in the Heritage Valley SON curriculum and completed within the last 12 months.

Pennsylvania State Board of Nursing requires transfer students complete a minimum of the senior year at the school granting the diploma. This equates to the final three courses (N200, N201 and L202) at the Heritage Valley SON.

*All transcripts are subject to evaluation for validity

ATI Pre-Entrance Examination

Applicants interested in attending Heritage Valley School of Nursing must register and take the ATI Pre-Entrance (TEAS) exam.

Please visit: https://atitesting.com/teas/register to schedule the TEAS exam. ATI offers different options to take the exam.

Test results will be provided directly after you complete the exam. Once completed, please send your score sheet to sgyory@hvhs.org.

An Adjusted Individual Score of 65% or higher is required for admission to the program. In the event of a score less than 65%, the applicant may retake the TEAS exam prior to the registration deadline. Additionally, scores below 65% may be considered for admission if additional seats are available.

Clearances

Act 33 Child Abuse History Clearance, National Sex Offender Registry (NSOR), and Act 114 Federal Criminal History Record Check with fingerprinting must be completed during the admission process, prior to the stated deadline (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 may make it impossible for an individual to complete the scheduled program of study. 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. Acceptance into the Heritage Valley School of Nursing does not guarantee approval by the State Board of Nursing to permit licensure. It is the student's responsibility to obtain verification of ability to acquire licensure through the Pennsylvania State Board with said violation.

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 any of the clearances will disqualify the applicant from admission to the program. Any questions or concerns regarding clearances should be directed to the Admissions Coordinator.

Processing of clearances and fingerprinting may take up to 6 weeks. Please allow adequate time to ensure all clearances are completed by the designated deadline.

Basic Life Support/CPR Certification

Students are required to maintain certification in Health Care Provider Basic Life Support and Cardiopulmonary Resuscitation. This course is offered to all students free of charge during orientation to the program.

Essential Functions of a Nursing Student

Heritage Valley School of Nursing is a rigorous and intense program that will require both mental and physical functional ability as the student accepts responsibility and accountability for the care of clients in a variety of health care settings. The nursing program prepares graduates to function as clinicians at the bedside and in beginning leadership roles. It also provides the foundation for advanced education. The functional standards set forth are the essential standards considered necessary for the student to attain the knowledge, skills, and competencies necessary for the entry-level nurse.

The National Council of State Boards of Nursing has identified functional abilities required for nursing students and professionals. Heritage Valley SON has adopted these basic standards as requirements for all nursing students. While they are not required for admission into the nursing program. Individuals applying for admission should review these functional standards to better understand how they may address any disability or limitation through reasonable accommodation. In order to be considered for accommodation, the student must submit appropriate documentation of their disability to the Director, School of Nursing as described in the Accommodations Policy. Reasonable accommodation may be appropriate to mitigate the impact of a disability (e.g., amplified stethoscope, writing aids/software, stand-up wheelchair, etc).

Ability Group	Standard	Functional Abilities
Critical Thinking	Ability sufficient for clinical judgment	Identify cause and effect relationship. Problem solving. Predict and evaluation outcomes. Sequence information.
Reading	Ability to comprehend English language via written word and computerized English language skills	Read documents including but not limited to protocols, policies, graphs, computer screens and bedside monitors.
Arithmetic	Ability to perform mathematical computations in order to safely calculate and convert medication dosages, weight, and other forms of measurements	Add, subtract, multiply, and divide whole numbers. Compute fractions and decimals. Measure time, calculate medication dosage, and count rates.

Hearing	Ability to clearly receive and interpret sounds	Auscultate and interpret sound from within the organ systems of the body. Physically respond to voices, alarms, and emergency signals.
Visual	Ability to clearly visual the client, equipment, and environment.	Observe and inspect client visible appearance. Observe client response or condition. Distinguish color and intensity. Prepare medications; visualize measuring increments, read monitors and computer screens.
Smell	Ability sufficient to detect environmental odors	Detect foul smelling odors. Detect smoke and gases.
Physical Strength & Endurance	Ability to perform full range of patient care activities	Perform nursing duties for long periods at client bedside. Push/pull/support light and heavy objects. Carry equipment. Support clients in ambulation, positioning, and standing.

LPN Admission

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 demonstrating a QPA of 2.5 or greater 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 School of Nursing.

LPN licensure will be verified through the state board of nursing

Please note: If not presently working as a LPN, the applicant must have graduated within the last six months from an approved accredited LPN program.

LPN applicants must also successfully fulfill all admission requirements and all advanced standing testing.

Scholarship

Heritage Valley offers scholarships to students who meet eligibility requirements and agree to maintain employment within Heritage Valley for three years as a full time RN. In addition, scholarship recipients will be required to complete 50 hours of community service (37.5 for post Introduction to Nursing) throughout the academic program.

Eligibility requirements:

US Citizen or eligible non-citizen
Score 85% or higher on the TEAS entrance exam
Complete an interview with a health system representative

Post Introduction to Nursing Eligibility Requirements:

US citizen or eligible non-citizen
Achieve a final theory grade in Introduction to Nursing of 88% or higher
Complete clinical requirements with an average score of 2.0 or greater for all outcomes
Have no disciplinary issues: Misconduct Warnings and/or algorithms
Complete an interview with a health system representative

Readmission

The purpose of the Readmission Policy is to inform and guide students through the process of readmission.

Eligibility to Apply for Readmission

The applicant:

- Can only apply for readmission to the nursing program one time.
- Is eligible to apply for readmission if on a leave of absence, withdrew from, or failed one of the following nursing courses: N100 (Introduction to Nursing), NUR101 (Medical-Surgical Nursing), NUR200 (Specialties), or NUR201 (Advanced Medical-Surgical Nursing), L202 (Leadership).
- Is not eligible to apply for readmission if a clinical failure has occurred due to unprofessional or unsafe behaviors.
- Is not eligible to apply for readmission due to a violation of the Professional Standards or Student Conduct policies.
- Must apply for readmission within one year of the withdrawal or failure. If the student does not apply for readmission within one year, the student is ineligible for readmission. In such cases, the student may reapply to the nursing program as a new student. They will be evaluated based on the same criteria as first-time applicants.
- Has a maximum of two attempts to complete the nursing program, regardless of the chosen option (Traditional or LPN to RN). No more than two attempts are permitted across all options.

Minimum Requirements for Readmission

The applicant must meet the following minimum criteria to be consider for readmission:

1. 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 and may require an audit agreement contract.
2. Must have completed all general education courses required prior to the course for which the student is requesting readmission.
3. Must have BLS certification lasting through graduation or complete with the Introduction to Nursing cohort.
4. Complete re-entrance testing to verify adequate nursing knowledge and skill prior to placement in nursing courses. Re-entrance testing consists of two components:
    a. Pass a written re-entrance exam with a score of 77% or higher. Applicants will be able to take the re-entrance exam one time only.
    b. Pass clinical skills evaluation.
5. Successful completion of written testing is required prior to sitting for the clinical skills evaluation.

6. The re-entrance testing schedule is as follows:

To readmit into:	Pass re-entrance exam for:	Pass clinical competence thru:
N100	N/A	N/A
N101	N100	N100
N200	N101	N101
N201	N200	N200
L202	N201	N201

*All other readmission requirements apply

Applicants who do not pass the re-entrance testing can reapply to the Nursing Program as a new student. They will be evaluated based on the same criteria as first-time applicants. Readmission decision is based on seat availability. When there are multiple candidates who meet the minimum qualifications for readmission, applicants will be selected in rank order of their re-entrance exam score. If a tiebreaker is needed for selection, priority consideration will be given to applicants with a higher cumulative QPA.

Application Process for Readmission

Submit to admission coordinator:

1. Application for readmission.
2. Obtain new clearances
3. Provide transcripts for required general education courses completed
4. Schedule a personal interview with the admissions committee

Application Deadlines: July 31 for fall semester. October 1 for spring semester

NOTE: Students are responsible for meeting all (if any) new nursing program requirements for the new graduating year. A readmission fee of $100 (subject to change) is charged once the application is processed. After the application is processed, the admission coordinator will contact eligible applicants to schedule re-entrance testing.

Audit Agreement Contract/Success Plan

An Audit Agreement Contract and/or Success Plan may be required, as determined by the Admissions Committee, to be developed and signed for any returning student (specifically who does not meet readmission criteria). The Audit Contract will specify audit requirements of the course prior to return and may require other activities including, but not limited to skills work, nursing process documentation, and exam completion with required scores. A Success Plan will identify the factors that affected the applicant's progression in the nursing program and document a plan to achieve successful completion.

B. Student Health Services

The Student Health Program, in collaboration with Heritage Valley Emergency Rooms and Community Care Centers under the guidance of the Employee Health Nurse, supports the promotion, maintenance, and restoration of nursing students' physical and mental health.

Program Objectives

- Maintain confidential student health records.
- Protect against communicable diseases through required immunizations and annual testing.
- Provide access to health care services as needed.

Immunization Requirements

- Annual influenza vaccination is mandatory for participation in clinical activities and will be provided by the School when available.
- Students who do not receive the flu vaccine may be unable to complete the clinical component of their course, which may prevent successful course completion.

Return-to-School Requirements

- Students absent for three (3) or more consecutive clinical/theory days must provide a written clearance from a licensed physician.
- Students returning from a leave of absence must meet all health requirements and be cleared by the Coordinator of Student Health**.**
- When necessary, students will be referred to the Emergency Department or their private physician.

C. Financial Aid

The Student Financial Aid Office provides information to students and their families about the financial aspects of a student's enrollment at Heritage Valley School of Nursing. 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 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

Academic Year

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

a) Aid Programs Available

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.

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, 2025, and before July 1, 2026.

Federal Direct Subsidized/ Unsubsidized Undergraduate Loans: 6.39%

Federal Direct PLUS Loans: 8.94%

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.

Federal Direct Loans for Dependent Undergraduate Students		
Loan Limits:	Year 1 (0-23 credits)	$5,500
	Year 2 (24-53 credits)	$6,500
	Lifetime Limits	$31,500
Federal Direct Loans for Independent Undergraduate Students		
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 Heritage Valley 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 Heritage Valley 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 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

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

1. Choose the "Complete Master Promissory Note" link
2. Complete your MPN for the loan type that you need

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).

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.

Federal Pell Grant

This grant is based upon financial need, and awarded thru the Federal Government. The maximum Pell grant award for 2026-2027 academic year is $7,395 for eligible students, depending on your Student Aid Index (based on your FAFSA form). 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 Student Aid Index, from FAFSA form. As with Pell grant awards, state grants are awarded a maximum of one 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 are taking more than half of your classes online, you must be attending a school that is headquartered and domiciled in Pennsylvania.

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 (six credits).

- **Heritage Valley Scholarship**. See details under admission policy.

- Heritage Valley School of Nursing participates in the Yellow Ribbon Program for veterans who have been awarded 100% tuition benefits under the Post 9/11 GI Bill. The Yellow Ribbon Program closes the gap between your educational benefits and the cost of Heritage Valley School of Nursing tuition. The first step is to contact the VA Education Benefit phone number: 888-442-4551. The VA requires each veteran applying for VA Education Benefits be accepted to an approved program before initial certification of attendance can be sent to the VA. Once formal acceptance is approved, please schedule a meeting with the Financial Aid Office and have a copy of your DD214/DD215 available.

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. In addition, by adding a co-signer, you may get a better interest rate.

Trade Adjustment Assistance

Federal assistance is offered to workers, firms, and farmers adversely affected by foreign trade. Heritage Valley 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.

Applying For Financial Aid

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 School of Nursing and the affiliate college. Following are the steps required to apply for financial aid assistance:

1. Request a FSA ID at (https://studentaid.gov) and complete the FAFSA form, using Heritage Valley School of Nursing's school code of 00656000

2. 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).

Awards

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 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, 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 notices will be mailed to students.
- **Award Conditions and Responsibilities:** Be sure to read the materials accompanying the award letter for conditions attached to the award. If awarded federal loan assistance, a promissory note must be signed and returned before funds will be disbursed.
- **Entrance Loan Counseling**: Prior to receiving the first disbursement of Federal Direct Loan funds, students will be required to complete an entrance loan counseling session. Federal Direct Loan Entrance counseling is provided online at www.studentaid.gov.
- **Complete your Direct Loan MPN**: If awarded a Federal Direct Loan, eligibility will be certified electronically. Students must follow the steps provided via the US Department of Education's web page at www.studentaid.gov to complete a master promissory note. Students will receive an official loan disclosure from the US Department of Education once the 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, for the registered number of credits on which the financial award was based. If the award package includes Federal Direct Loan funds, the aid will be disbursed to the student account with confirmation of completion of both Direct Loan Entrance Counseling and submission of a completed Electronic MPN.

Cost Of Attendance

The 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 (2025/26), which are indirect costs included in student budgets:

Room and board for students living with parents	$800
Room and board for students not living with parents	$1,500
Transportation	$300
Personal expenses	$400

Code Of Conduct For Financial Aid

Heritage Valley 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 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 based on 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.

Credit Balances

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 award 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.

Federal Financial Aid Satisfactory Academic Progress (Sap)

Federal regulations mandate the Student Financial Aid office monitor and evaluate the academic progress of all students. SAP for Title IV recipients is 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.

- Students must earn a minimum cumulative QPA of 2.0 at the end of each term.
- Student must earn 2/3 of all credits attempted. (Pace of Progression)
- Students must complete the program within the maximum timeframe of 150% of the number of credits required.

The standards of measurement used to measure SAP for the academic year are listed below and comply with Heritage Valley School of Nursing and federal 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. 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.

b) SAP Measurement

The SAP assessed include QPA, pace of progression, and maximum timeframe. At the end of each term, the Financial Aid Coordinator will review students' academic records to ensure the minimum standards are met.

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

(1) Quality Point Average Evaluation

QPA is evaluated at the end of each semester and is based on a 4.0 scale. This includes classes taken at Heritage Valley School of Nursing and the affiliate college.

SON Grading Scale:	Grade	Quality Points	Percentage
	A	4	92.5 – 100%
	B	3	84.5 – 92.4%
	C	2	76.5 – 84.5%
	F	0	0-76.4%

- A student must achieve a "C" in theory for all nursing courses.

- Students must achieve a 2.0 QPA or greater at the affiliate college.
- Students must earn a minimum cumulative QPA of 2.0 at the end of each academic year (July 1 – June 30).

(2) Pace of Progression

Heritage Valley School of Nursing measures pace of progression by comparing the number of credit hours successfully completed or earned to credit hours attempted.

- Successfully completed/earned credits are defined as nursing and non-nursing courses completed with a grade of: "A" through "C" and clinical grade of "Pass". Successfully completed/earned credit does not include grades of "F", "W", or "I". Students may only receive credit for a course once per academic year.

- Credits attempted include credits for all courses a student has attempted.
    - Credits for courses in which a student has withdrawn.
    - Credits for courses with grades of incomplete or withdrawn

Credits transferred from another institution shall also be counted as both successfully completed/earned and attempted for financial aid purposes. A student at Heritage Valley School of Nursing must maintain a pace of progression of 66% or greater. This pace of progression ensures students will complete the program within the maximum timeframe described below. A student is considered to be in good academic standing for purposes of Heritage Valley 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 Heritage Valley School of Nursing and not readmitted.

(3) 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 timeframe. All repeated course work counts in the maximum number of attempted credits each time the course is taken. If a student drops a course before the add/drop date, the course will not be counted toward credit hours attempted. For instance, the published length of the program is 80 credits/units, 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 timeframe, students must complete a minimum of 66% of all credits/units attempted.

Dropping Or Withdrawing From Classes

Reducing enrollment during a semester can create serious consequences for financial aid recipients. Proper withdrawal from classes prior to the 14th day of enrollment will not affect minimum completion percentage. Students with a completion percentage of less than 66% for the year are ineligible to receive federal and other forms of aid. Withdrawal from a course after the 14th day period, will negatively affect the completion rate. Before dropping or withdrawing from class, students should check with the Financial Aid Office to avoid one or more of the following:

- An alteration in successfully meeting satisfactory academic progress - students that reduce or withdraw from classes may not meet credit hour attempted/completed calculation.

- 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
- 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).
- Cancellation of future Disbursement of Loans - all future disbursements of loans will also be canceled once enrollment drops below part-time (six credits) hours.

Transfer Credit Hours

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

Repeat Courses

Repeated courses are individually counted when calculating completion percentage. For example, if a student takes Introduction to Nursing twice, and it is a 10-credit course, the 10 credits will be counted as attempted; thus, affecting 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 positively affect GPA as the highest grade received is counted in the GPA calculation.

SAP Appeals

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

Students who do not meet the 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. 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 in courses at his/her own cost.

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

If a student does not meet 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. Appeals must include the reason the student was unable 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. The board will review appeals.

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 of the decision by USPS mail to the home address, listed on file. Reinstatement of aid is subject to professional judgement, submission of proper documentation of the student's circumstances and availability of funds. Students retain the option of attending/enrolling in classes while an appeal is pending.

Financial Aid Reinstatement

Students with an approved appeal will be placed on financial aid probation for one semester, and be placed on a performance improvement plan to assist the student to achieve satisfactory academic progress in a timely manner. If SAP is met, the probationary status will be cleared. Students will be required to demonstrate SAP each consecutive term to ensure future eligibility of aid. Should a student fail to demonstrate satisfactory academic progress as stated in the performance improvement plan, financial aid will be terminated. A second appeal is generally not permitted.

Financial Aid Verification Policy And Procedures

The Financial Aid Verification Policy describes Heritage Valley 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, Heritage Valley 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

Heritage Valley School of Nursing's policy is to verify all applicants selected for verification by the Central Processing System (CPS). Heritage Valley 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 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 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

Heritage Valley 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 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 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

Heritage Valley School of Nursing strongly recommends all verification documents be submitted to the Financial Aid Office within two 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

Students facing extenuating circumstances that affect their financial need at Heritage Valley School of Nursing may be able to have their situation reviewed through a process called professional judgement. Federal regulations allow financial aid administrators to use professional judgement on a case-by-case basis to adjust a student's financial aid eligibility when there are special or unusual circumstances.

Heritage Valley offers a "Request for Special Consideration" for students whose household income has significantly changed since the FAFSA was filed. Typical reasons for requesting special consideration include:

- Job Loss
- Change in employment status
- Divorce
- Death of a parent or spouse
- Unusually high medical expenses

Requests related to credit card debt, loan debt, or bankruptcy are generally not considered for special consideration adjustments. The Financial Aid reviews each request individually and strives to be fair and timely with each case. The review process typically takes 2-4 weeks to complete.

Dependency override

Students who do not meet the FAFSA criteria for independent status but have extenuating family circumstances that result in no parental contact may qualify for a Dependency Override. These are decided case-by-case, requiring documentation of unusual circumstances, as stated by the U.S. Department of Education. Some circumstances do not qualify, including parents refusing to contribute or provide FAFSA information, parents not claiming the student as a tax dependent, or the student being self-sufficient. Students must reapply each year.

Additional documentation may be requested. A review does not guarantee an increase in financial aid. For more information on Professional judgment, visit the financial aid office.

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

Institutional Charges

Complete information regarding tuition and fees can be found in the school catalog handouts or on the website at www.heritagevalley.edu.

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 financial obligations are not met. In order to graduate, students are expected to meet all financial obligations to the school.

Medical Withdrawal And Impact On Financial Aid

Heritage Valley 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).

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 a Heritage Valley scholarship, or other need-based grant, his/her eligibility for the 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.

Progression/Promotion

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 potion of the course (as explained above in policy J. Evaluation). Certain progress must be maintained for continued financial aid.

Disclosure and Recordkeeping

Disclosure

The School of Nursing will only disclose information from a student's education record with the written consent of the student or as provided by FERPA 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 school/affiliate college in an administrative, supervisory, academic or support position
  - A person assigned, employed by or under the school/affiliate 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 a determination must be made on a case-by-case basis.
- To school officials of another school (upon request) 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 a judicial order or a lawfully issued subpoena.
- To appropriate parties in a health or safety emergency.
- The result of a disciplinary proceeding conducted by the school against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

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.

Recordkeeping

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, private lender, or guaranty agency by our school on behalf of the student or parent
- Documentation of each student or parent 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

Required Record Retention Period

Records must be retained for a minimum of three years from the end of the award year (July 1-June 30). A school may retain records longer than the minimum period required. Moreover, Heritage Valley 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 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.

Record Maintenance Systems

Heritage Valley School of Nursing maintains required records electronically and in a secure, locked cabinet located in either the Financial Aid Office or Records Room located on the second floor in the School of Nursing building.

All record information, except for the Institutional Student Information Record (ISIR), which is computer-generated, is retrievable in coherent hard copy format (i.e. an understandable computer printout). Any document that contains a signature, seal, certification, other image, or mark required to validate the authenticity of its information is maintained in its original hard copy or imaged media format (i.e. scanned copy). Electronic documents are safeguarded against fraud and abuse through the use of password protection with regular changes and access revocation for unsuccessful logins.

Disclosure Requests for Information

Heritage Valley 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.

Refund Policy

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

Tuition Refund

The percentage of tuition refunded is 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. All fees are nonrefundable.

Federal Pro Rata Policy	8-10-week term Refund %	16-week term Refund %
Never attended-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%
7thweek	0%	50%

No refund beyond 7th week

Federal Refund Policy	All Terms Refund %
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%

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); 6. 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 data of attendance. The appeal should be directed to the Financial Aid Officer at the School of Nursing.

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.

Repeat Of Courses

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

Return Of Title Iv Funds - Refund Calculation

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 loss.

Heritage Valley 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 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 ten-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 Heritage Valley 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.

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. Students are responsible for any portion of their institutional charges that are outstanding after Title IV funds are returned.

If not all of the funds earned were received, a post-withdrawal disbursement may be processed. Heritage Valley 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.

Post- Withdrawal of Federal Loan Funds:

If a post-withdrawal disbursement includes federal loan funds, Heritage Valley School of Nursing must obtain the student, or parent 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 withdrawal date, all post- withdrawal disbursements will be applied to student's account 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.

Student Notification of Repayment:

The student and the school are both responsible for returning unearned federal aid to the federal government. Heritage Valley School of Nursing will return funds on the student's behalf to the appropriate federal programs and subsequently bill the student for any balances owed to the School of Nursing because 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 arrange for any outstanding and/or past due balance owed to the School of Nursing.

Additional Loan Information to Consider when Withdrawing

If the student is not enrolled, at least half time for more than six months, loans will go into repayment. More specifically, the student's six-month grace period begins the day their enrollment status drops below half time. The student must complete Exit Loan Counseling at 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.

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 additional federal aid until the overpayment is paid in full or payment arrangements are made with the US Department of Education.

Students who owe Heritage Valley 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 Heritage Valley

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.

D. Student Records

Official student education records consist of the following:

- Admissions Documents
  - Admission Health Record (maintained by the governing agency)
  - Transcripts
  - Clearances
- Orientation Documents
- Financial Aid Records
- Clinical Performance Review (CPR)

- Competencies
- If applicable:
  - Conduct and/or attendance forms
  - Accommodation Forms
  - Medical Clearance Forms
  - Grievance Forms

The above listed official student education records are maintained throughout enrollments and one year from the last date of attendance except as specified below.

School of Nursing education records, types, locations, and custodians

Type	Retention Period	Location	Custodian
Admissions Records	One year after last date of attendance	Admissions Office	Admissions Coordinator
Academic Records	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	Electronically Filed	Financial Aid 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 returned to the student or maintained by faculty for 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 Heckle 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 personnel.

E. Information Technology

This policy outlines expectations for students' use of information technology at Heritage Valley School of Nursing. Violations of this policy may result in disciplinary action, up to and including dismissal from the program, at the

discretion of the Director, School of Nursing.

1. General IT Policy

- Confidential information must not be posted or transmitted in any manner that violates FERPA (Family Educational Rights and Privacy Act) or HIPAA (Health Insurance Portability and Accountability Act) regulations.
- To protect your privacy and security, do not share your passwords or grant access to your user accounts with anyone.
- Resource Center desktop computers are available for student use 24/7, except during scheduled maintenance or system updates.
- Students are responsible for removing all personal or private information from Heritage Valley computers after use, including items in the downloads folder and browser history/cookies on Resource Center desktops and Laptop Cart devices. Faculty and IT staff at Heritage Valley School of Nursing reserve the right to monitor all computer activity at any time, for any reason.
- Students are not permitted to install software or modify settings on any Heritage Valley or School of Nursing computer. If a third-party application is needed for academic purposes, students must notify the Academic IT Coordinator for review and approval based on risk and appropriateness.
- All social media activity must follow Heritage Valley Administrative Policy HR 210.11 A, including the following key points:
    - Do not post any information that could identify a patient or disclose their health details.
    - Do not share confidential, proprietary, or trade secret information related to Heritage Valley.
    - Social media content should reflect your personal views only and must not represent or speak on behalf of Heritage Valley.
    - Any social media posts (including text or photos) that reference Heritage Valley, its brand, or the School of Nursing must reflect a high level of professionalism, in accordance with the Professional Standards policy outlined in the Student Guidebook.
- Upon graduation, students lose access to the Heritage Valley email account. All other information systems (excluding Canvas) will be deactivated the day after graduation. Students retain access to the Canvas application for up to six months from the date of graduation or until all students have taken the NCLEX exam, whichever comes first.
- Access to all Heritage Valley systems will be revoked within 8 business hours of dismissal or termination. Students should not store coursework or materials for other programs in Heritage Valley systems, as access and data retention cannot be guaranteed after dismissal.
- If Canvas access is needed post-dismissal, a $50 administrative fee will apply. Access will be granted for one continuous 24-hour period, Monday through Thursday only. No access will be granted Friday through Sunday.
- Students may only connect personal devices (e.g., phones, laptops) to the OVHGuest Wi-Fi network. Connecting to any other Heritage Valley network without approval from IT or the Academic IT Coordinator is strictly prohibited.

For information on obtaining hospital policy documents, please contact the Academic IT Coordinator.

2. Printing

Heritage Valley School of Nursing provides a printer/copier in the Resource Center for student use. Students are responsible for supplying their own paper. If the printer/copier malfunctions or requires service, contact the Academic IT Coordinator. Refer to the Sunrise HIPAA Policy for guidelines on printing client information.

3. Evaluation of Courses and Data Collection

Accrediting agencies require Heritage Valley School of Nursing students to complete evaluations for courses, instructors, and clinical sites. These must be completed at the end of each term. Required evaluations are anonymous, and no identifying information is collected. Some evaluations, such as the Preceptor survey in the Leadership course, may collect identifying information and are required. Relevant anonymous survey results are shared with faculty as needed. Students who have concerns about anonymity may request a demonstration from the Academic IT Coordinator, who can explain and show how the evaluation process ensures responses remain anonymous.

4. Laptop/Computing Device Policy

- Students may use personal laptops and devices for schoolwork, note taking, and most other academic activities. During lectures, devices may only be used to view or take notes on the lecture. Any other use is prohibited and may result in loss of laptop privileges during class and possible disciplinary action under the Misconduct Policy.
- Heritage Valley IT policies, including Policy AD 253, apply to personal devices when connected to hospital resources such as the Heritage Valley GUEST Wi-Fi. Students are expected to follow all applicable system-use guidelines.
- Personal devices are not permitted during exams, ATI proctored assessments, Heritage Valley online training modules, or when accessing patient data.
- Laptops will be distributed to students from a laptop cart for testing, ATI activities, and Heritage Valley online continuing education programs. Once use is complete, laptops must be returned promptly to the laptop cart as directed by faculty or staff.
- If a mouse, wrist pad, or other accessory is needed for exam use, the Academic IT Coordinator must be notified in advance—prior to the exam day.

5. Laptop sign-out Policy

- Heritage Valley School of Nursing laptops are generally not available for student use outside of testing. However, in extenuating circumstances, a laptop may be signed out with prior approval from the Academic IT Coordinator, provided it does not conflict with the testing schedule.
- Laptops must be returned by the time specified by the Academic IT Coordinator. Late returns will incur a daily penalty, and students will be held accountable under the Laptop/Computer Damage Policy, including any applicable fees for damage.
- Requests must be submitted at least 24 hours in advance by emailing the Academic IT Coordinator prior to the scheduled distribution time.
- Laptops will be distributed between 1:00 PM and 2:00 PM on the last school day prior to the exam.
- Laptops must be returned before 12:00 PM on the next school day following the exam.

- Violations of this policy may result in disciplinary action under the Student Misconduct Policy and loss of future laptop sign-out privileges.
- A $50 penalty will be charged for each 24-hour period a laptop is not returned on time, beginning immediately after the missed return deadline.
- If accumulated late fees reach the full replacement value of the laptop, the student will be charged the replacement cost, and no further late fees will be applied.
- Students will not be permitted to graduate, receive transcripts, or progress to the next course until all penalties are paid in full.

6. Laptop/Computer Damage Policy

- Students are responsible for the cost of repairs for any damage to a Heritage Valley School of Nursing laptop or computer that occurs while in their possession, beyond normal wear and tear.
- In cases where responsibility cannot be clearly determined (e.g., lack of evidence), the student who signed out the laptop will be held accountable for repair costs.
- Students will not be permitted to graduate, receive transcripts, or progress to the next course until all repair or replacement costs are paid in full.

IX. Student Life

A. Class Officers

Officers of the Student Organization shall be the President and the Secretary/Treasurer for each class.

The Freshman Class will elect a President and Secretary/Treasurer of the Student Organization in an election that will occur prior to the mid-term of the first semester. A review of the duties of the officers will be reviewed prior to the election of nominees.

B. Representation on Faculty Committees

Curriculum Committee: One elected student representative from each class will attend regularly scheduled meeting to:

- Provide an avenue for 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 students.
- Communicate recommendations from the Committee to students.

Course Meetings: One elected student representative from each class will attend Planning, Midterm, and End of Course meetings 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 students.

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

- Provide an avenue for discussion and resolution of student grievances.
- Make recommendations regarding student grievances.
- Maintain confidentiality regarding the proceedings and voting of the committee.

Financial Aid Appeals Committee: one elected representative from each class will make up this committee and assist faculty to:

- Provide a formal mechanism for the prompt and fair resolution of appeals.

Refer to Appeals and Reinstatement of Student Financial Assistance policy for function and procedure.

Graduation Committee: one elected representative from the graduating class will be assigned to attend and supply input from the class for graduation events.

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.

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.

Students agreeing to serve on committees must uphold their responsibility to attend meetings in person or by representative and 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 submit a written report of student issues prior to the meeting.

C. Volunteer Hours

All nursing students enrolled at Heritage Valley School of Nursing are required to complete volunteer service hours as part of their program obligations.

- Students: are required to complete *20 volunteer hours* over the course of the two-year program.
  - A minimum of half (10 hours) must be completed prior to the start of the Specialties Course. Failure to meet this benchmark will result in a delay in program progression.
  - The remaining hours must be completed before the conclusion of the Leadership Clinical course to be eligible for a diploma.

- Scholarship Students: Students receiving a full scholarship are required to submit documentation of *50 completed volunteer hours* over the course of the two-year program.

  - A minimum of half (25 hours) must be completed prior to the start of the Specialties Course. Failure to meet this benchmark will result in a delay in program progression.
  - The remaining hours must be completed before the conclusion of the Leadership Clinical course to be eligible for a diploma.

- Post Intro to Nursing Scholarship Students: Student receiving a scholarship after the completion of Introduction to Nursing are required to submit documentation of *37.5 completed volunteer hours* over the course of the two-year program.
  - A minimum of 15 hours must be completed prior to the start of the Specialties Course. Failure to meet this benchmark will result in a delay in program progression.
  - The remaining hours must be completed before the conclusion of the Leadership Clinical course to be eligible for a diploma.

All volunteer hours must be completed through Heritage Valley, Heritage Valley-sponsored events, or school defined community events. Any hours completed outside of these parameters require prior approval by the Heritage Valley School of Nursing Volunteer Hour Chair. A maximum of four (4) non-Heritage Valley-related volunteer hours will be accepted.

Students who do not fulfill the required number of volunteer hours will:

- Receive a blank diploma, and
- Not have their name submitted to the State Board of Nursing until all volunteer hour obligations have been met.

To receive credit, students must complete the Volunteer Hours Form and upload it to the Volunteer Hour Canvas course in a timely manner. (This means within 3 weeks of the event or forfeit the hours.)

Additional Guidelines:

- Students may earn up to two (2) hours per academic year for blood donation.
- Once a student commits to a volunteer event, attendance is mandatory. If unable to attend, it is the student's responsibility to find a replacement from among Heritage Valley School of Nursing students.

Failure to attend without a substitute will result in a deduction of one (1) hour for events under 4 hours, or two (2) hours for events lasting more than 4 hours.

D. Nursing Associations

Joining professional nursing associations is an important step in a student nurse's development. Membership provides opportunities for networking, mentorship, and professional growth, as well as access to current research, continuing education, and resources that strengthen clinical knowledge. Participation also helps students stay informed about healthcare policies and professional standards, while fostering a sense of pride, advocacy, and

commitment to the nursing profession. The School of Nursing hosts an annual spring event to familiarize students with various nursing associations and provide an opportunity to join.

E. Resource Room

The Resource Center is open to students 24 hours a day, 7 days a week and is designed to support academic work in a shared, respectful environment.

Available Resources:

- Computers (12 total): Equipped with access to Canvas and other relevant school-approved resources.
- Textbooks: Copies of current required textbooks and reference materials are available in the Reference Room. These materials are for in-center use only and must not be removed under any circumstances. Theft of library materials is grounds for immediate dismissal from the program.
- Printer/Copier: Available for student use. Students must supply their own paper.

Additional Notes:

- A HIPAA bin is located beside the copier for proper disposal of any confidential patient-related materials. (See Sunrise HIPAA Policy.)
- Food and drinks are strictly prohibited in the computer area.
- Students are expected to keep the Resource Room clean and respect shared equipment and space for the benefit of all students.

F. Change of Information

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

G. Lockers

Lockers are provided for student use; however, they remain the property of HV School of Nursing. The School of Nursing and Heritage Valley reserve the right to inspect lockers and their contents at any time, with or without prior notice. If a lock must be removed during inspection, the School is not responsible for replacement.

Students may store textbooks and personal items in their assigned locker and are encouraged to secure them with a personal combination lock. The school and hospital are not responsible for lost, stolen, or missing articles. Upon withdrawal or graduation, students must clean their locker and remove any locks.

H. Liability Insurance

While enrolled at Heritage Valley SON, students are covered under the health system's liability insurance policy during required clinical activities and experiences. Students may also choose to obtain their own liability insurance through a private company or the Student Nurses Association.

Heritage Valley School of Nursing Guidebook

I. Parking

- At the School of Nursing, student parking is available in the lower lots behind the school building.
- Students are not permitted to park in the roundabout or area directly in front of the school of nursing building.
- Repeat parking in an unauthorized area/lot may result in the vehicle being towed at the owner's expense.
- At Heritage Valley Sewickley, students may park in the parking garage or utilize street parking per rules/times posted. Students are responsible for all parking fees.
- At Heritage Valley Beaver, students are to park in Lot D behind the hospital.

X. Campus Safety

A. Building Entry

The 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. 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.

B. Safety Commitment

The Heritage Valley School of Nursing is committed to maintaining a safe, secure, and supportive learning environment for all students, faculty, staff, and visitors. Every member of our community plays a role in ensuring campus safety and in fostering an atmosphere of respect and vigilance.

The School takes proactive measures to prevent accidents, respond promptly to emergencies, and comply with all applicable safety regulations. Safety protocols, emergency contact information, and procedures are provided to all students during orientation and are available on the School's website.

C. Crime Prevention

Students are encouraged to remain aware of their surroundings, safeguard personal belongings, and report suspicious activity immediately. The School collaborates with local law enforcement and campus security to address safety concerns and provide crime prevention resources.

D. Reporting Procedures

Any student, faculty member, or staff member who witnesses or becomes aware of a crime, safety hazard, or suspicious activity should report it promptly to:

- **Campus Security** (24-hour contact number) – 412-526-3849
- **School Administration** (during business hours) - 412-777-6204
- **Local Law Enforcement** (in emergencies, call 911)

When reporting an incident, provide as much detail as possible, including the location, description of individuals involved, and the nature of the concern.

E. Confidentiality and Protection from Retaliation

All reports will be handled with discretion. The School will take appropriate steps to protect the privacy of individuals involved, consistent with legal requirements and the need for investigation. Retaliation against any person making a good-faith report is strictly prohibited.

F. Annual Security Reporting

In accordance with the Clery Act and other applicable regulations, the School will publish an annual security report containing campus crime statistics, safety policies, and emergency procedures. This report is available to all current and prospective students at the National CSSA website: http://ope.ed.gov/campussafety and via the School's website.

G. Emergency Notifications

In the event of a significant emergency or dangerous situation, the School will issue a timely notification through, email, text messaging, or Canvas to ensure the safety of the campus community.

XI. Forms

The following student forms, bolded in green throughout the guidebook, are available in the Heritage Valley SON Canvas classroom.

- Exam Challenge Form
- Grievance Form
- Volunteer Hours Form