Central Susquehanna LPN Career Center

2025-2026 Student Handbook

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Student Handbook

Central Susquehanna
LPN Career Center

Celebrating Over
50 Years of Service
in the Susquehanna Valley

15 Lawton Lane ◇ Milton, PA 17847
570-768-4960 ◇ Fax 570-768-4961
lpn.csiu.org

Central Susquehanna LPN Career Center

The practical nursing program of the Central Susquehanna Intermediate Unit at the Central Susquehanna LPN Career Center located in Milton, PA is accredited by the:

Accreditation Commission for Education in Nursing
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
(404) 975-5000

www.acenursing.org

The most recent accreditation decision made by the ACEN Board of Commissioners for the practical nursing program is continuing accreditation.

The Central Susquehanna LPN Career Center practical nursing program is also approved by the Pennsylvania State Board of Nursing.

www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/default.aspx

The Central Susquehanna Intermediate Unit will not discriminate in educational programs, activities or employment practices based on race, color, national origin, gender, disability, marital status, age, religion, sexual orientation, ancestry, union membership or other legally protected classifications. Announcement of this policy is in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Employees and program participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for people with disabilities, should contact the Director of Human Resources, CSIU, 90 Lawton Lane, Milton, PA 17847, 570-523-1155.

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Welcome to the Central Susquehanna LPN Career Center (LPN Center). By enrolling here, you have joined a proud tradition. The LPN Center (formerly the Danville Area School District Practical Nursing Program) is celebrating more than 50 years of service to the Susquehanna Valley. LPN Center graduates are making a difference in the healthcare delivery system and the lives of those they serve daily.

The LPN Center is operated by the Central Susquehanna Intermediate Unit (CSIU), a regional education service agency that conducts many programs and services for schools, educators and students in our region. Classes and laboratory experiences are offered at the LPN Center in Milton and clinical experiences are offered at multiple affiliated agencies including area hospitals, long-term nursing care facilities, childcare settings, as well as other community and nursing care delivery settings.

This handbook describes the LPN Center's program, policies and student support services. Please review it carefully and keep it as a handy reference as you prepare for "a career in caring."

Ashlee Bower, DNP, RN
Director of Operations

PROGRAM

LPN CENTER PHILOSOPHY

We believe in ...

Service to Others

- Nursing education, built on a firm foundation of basic education, is an art and progressive science that serves people of all ages who seek a career in nursing.
- Our program prepares students to become practical nurses, provide service to others, make ongoing adjustments to meet rapidly changing needs, and work in a multitude of health care delivery settings.

Passion for Excellence

- Faculty members believe in what they teach, enjoy teaching, and create enthusiasm and interest to stimulate students.
- Education results in a change of behavior when a student has the ability and motivation to learn.
- Students learn to function cohesively with all members of the health care team and to use sound clinical judgment based on acquired knowledge, skills, attitudes and experiences.

Equity in Action

- Each individual has unique talents, perspectives, and contributions that he or she brings to the educational process regardless of race, religion, gender, economic status or disability.
- All students have the right to learn on an individual basis, ask questions and voice opinions, and evaluate the curriculum and instruction.
- Education involves active participation of both students and faculty to enable everyone to develop their unique potential to become productive members of society.

Innovation for Growth

- The practical nurse program provides students the foundation for professional growth and continuing education through integration of novel educational techniques, emerging technologies, and informatics.
- Ongoing evaluation of the curriculum and program keeps courses current, adheres to nursing standards, and addresses evolving health care and societal changes.

PROGRAM OBJECTIVES

At the completion of the program, you will:

- Determine comprehensive patient needs through assessment of physical, developmental, emotional, psychosocial, cultural, spiritual, and functional status.
- Plan and implement nursing care based on current evidence, use of available technologies, and best clinical practice to achieve optimal patient response and outcomes.
- Model safety, accountability and professional behaviors by adhering to standards of care and the legal and ethical principles of practical nursing practice.
- Interface effectively through collaboration and communication with patients, families, and the interdisciplinary health care team to deliver individualized patient-centered care.
- Evaluate nursing care using methods to assess changes in patient status, and data to monitor outcomes, leading to continuous improvement in the quality and safety of health care systems.
- Incorporate critical thinking in personal practice and while assisting the RN to meet patient needs in complex clinical situations.

CURRICULUM

Approved by the Pennsylvania State Board of Nursing (PASBON), the LPN Center curriculum includes 1,500 hours of classroom and online instruction, laboratory experience and clinical practicum. Students in the full-time program progress through three levels of study, moving from basic to more complex knowledge and skills.

The curriculum is offered in both a full-time and

part-time program. The full-time program runs for 12-months and begins each August. The part-time program allows for completion of the objectives over 24-months and begins each January.

Upon completion of the LPN Center program, students are eligible to apply to take the National Council of State Boards Licensing Exam for Practical Nurses (NCLEX- PN). See the Appendices for licensure requirements.

All students enrolled in the practical nursing program are required to submit a Pennsylvania State Police Criminal History Check, Pennsylvania Child Abuse History Clearance and Federal Criminal History Record completed no more than six months before the first day of class and no later than the first day of class.

A criminal record may be a potential barrier to completing the program, receiving permission to take the state licensing examination, and obtaining a practical nursing license. Any student with a criminal record must meet with the Director of Operations and/or the Dean of Students to discuss his/her criminal record. A criminal record may preclude students from employment in a wide variety of settings. It is the student's responsibility to inform the Director of Operations and/or the Dean of Students of any criminal infraction which occurs while a student at the Central Susquehanna LPN Career Center.

Affiliated clinical agencies have the right to refuse to allow any student with a criminal and/or abuse record to participate in clinical activities within the agency. Students must be able to participate in clinical activities at affiliated agencies in order to meet course objectives of the LPN Center program

Neither the CSLPNCC nor the CSIU is responsible if a student is required to withdraw due to inability to meet the attendance requirements or the clinical objectives of the program because an affiliating/cooperating agency has precluded the student from the facility, or if denied permission to take the state licensing examination, or denied a practical nursing license or precluded from employment in a facility because of criminal records.

Persons with a documented history of child abuse will not be admitted to the program.

Students must be certified in American Heart Association Basic Life Support before beginning classes at the LPN Center.

SCHEDULE

The full-time program lasts one year, with classes and clinical experiences offered from August to August. Classes are held weekdays between 7 a.m. and 4 p.m. Clinical experiences at affiliated agencies are usually offered during the day or first shift but might occasionally be scheduled for evenings. The part-time program spans two years with classes beginning each January.

FACULTY

Faculty members are registered nurses with baccalaureate or advanced degrees as well as teaching and clinical experience. All faculty meet stipulated qualifications of the PASBON and CSIU. In clinical areas, the ratio of faculty to students is at or below one to 15, as required by the PASBON.

LEVEL OBJECTIVES AND COURSE DESCRIPTIONS

Level 1 Objectives:

At the end of the first level, you will:

- Derive basic patient needs through learned physical assessment techniques.
- Explain nursing care required to achieve identified patient outcomes through initial use of the nursing process.
- Describe safety measures, standards of care and basic legal and ethical principles of nursing practice.
- Observe health care team members and their roles, and practice therapeutic communication techniques with assigned patients, families, and team members.
- Associate clinical activities to expected changes in patient status and importance of monitoring patient data to determine effectiveness of care.
- Discuss the importance of critical thinking in nursing practice to meet patient needs and identify appropriate interventions.

Level 1 Course Descriptions:

Anatomy and Physiology I: This course is the first of a two-course sequence, including laboratory activities, to enable students to develop an understanding of, and the relationships between, the structures and functions of the human body. Cells, tissues and organs of body systems will be explored to contrast normal structure and physiology from pathological states. 80 hours (48 classroom (32 in-person, 16 online), 32 laboratory).

Fundamentals of Nursing: This course offers the practical nursing student opportunities to perform basic nursing skills under supervision, apply basic concepts of health to self and others, and to communicate with other members of the health team. Emphasis is placed on problem solving, knowledge, and skills common to all health care agencies within the community. Legal, moral, and ethical responsibilities are stressed, along with basic principles of pharmacology. Clinical experiences are planned so that the student will transfer principles of health care to patient care. 272 hours (128 classroom (96 in-person, 32 online), 80 laboratory, 64 clinical).

General Psychology: This course will explore principles that determine the complexity of human behavior; learn about human communication, behavior, personality, and coping; and more fully understand your own behavior and that of people with whom you interact. 48 hours (32 in-person, 16 online).

Pharmacology: The course focuses on the concepts and principles of pharmacology, classifications of drugs, and the nursing role in dosage calculations, medication administration, and the clinical application of drug therapy. 48 hours (32 in-person, 16 online).

Leadership I: This course teaches the learner methods to successfully fulfill the nursing student role. Additionally, this course serves as the initial introduction to leadership concepts, study skills, and CSLPNCC policies & procedures. Concepts reviewed include: academic dishonesty, plagiarism, preferred learning styles, study habits, test-taking skills, and paper-writing. The nursing profession in today's healthcare environment is also discussed. 28 hours (28 in-person).

Level 1 total hours: 484 hours (300 classroom (220 in-person, 80 online), 112 laboratory, 8 simulation and 64 clinical).

Level 2 Objectives:

At the end of the second level, you will:

- Identify broader and more complex needs of patients through use of multiple and more focused assessment techniques.
- Employ evidence-based strategies and technology in clinical practice to maximize patient response and meet identified objectives.
- Demonstrate safe clinical practice and professional behaviors with consideration of the standards of care and legal and ethical principles.
- Maximize team work and therapeutic communication with patients, families, and health care team to delegate, prioritize, and document individualized patient-centered care.
- Examine nursing care and its impact on patient status and outcomes to ensure continual quality and safety within health care systems.
- Illustrate rudiments of critical thinking strategies in application of nursing process, response to patient needs, and clinical practice activities.

Level 2 Course Descriptions:

Anatomy and Physiology II: This course is the second of a two-course sequence, including laboratory activities, to enable students to develop an understanding of, and the relationships between, the structures and functions of the human body. Cells, tissues and organs of body systems will be explored to contrast normal structure and physiology from pathological states. 80 hours (48 classroom (32 in-person, 16 online), 32 laboratory).

Life Span Psychology: This course examines the psychology of human development from conception to death and involves the study of normal growth and development and its relationship to various aspects of biological, cognitive, personality, and social factors. 48 hours (32 in-person, 16 online).

Maternity Nursing: This course provides students with an introduction to maternity nursing and women's health promotion. Normal and complicated conditions of conception, pregnancy,

labor, and delivery will be presented including prenatal and postpartum nursing care of the mother, as well as fetal development and care for the newborn. 80 hours (32 classroom, 40 clinical, 8 simulation).

Medical Surgical Nursing I: This course is the first of a two-course sequence, including clinical activities, to enable students to develop an understanding of nursing care of patients with specific disorders, including common symptoms and treatment. Prevention as well as restorative nursing care is emphasized. Topic areas reflect foundational knowledge and information for, along with basic system disorders seen in, acute-care settings. 256 hours (48 classroom, 192 clinical, 16 simulation).

Principles of Sociology: The course will focus on the development, structure and functioning of human society including social interactions, patterns of human behavior, and social and cultural influences on individuals and communities. 48 hours (12 classroom, 36 online).

Level 2 total hours: 512 (224 classroom (156 in-person, 68 online), 32 laboratory, 24 simulation and 232 clinical).

Level 3 Objectives:

At the end of the third level, you will:

- Determine comprehensive patient needs through assessment of physical, developmental, emotional, psychosocial, cultural, spiritual, and functional status.
- Plan and implement nursing care based on current evidence, use of available technologies, and best clinical practice to achieve optimal patient response and outcomes.
- Model safety, accountability and professional behaviors by adhering to standards of care and the legal and ethical principles of practical nursing practice.
- Interface effectively through collaboration and communication with patients, families, and the interdisciplinary health care team to deliver individualized patient-centered care.
- Evaluate nursing care using methods to assess changes in patient status, and data to monitor outcomes, leading to continuous improvement in the quality and safety of health care systems.
- Incorporate critical thinking in personal practice and while assisting the RN to meet patient needs in complex clinical situations.

Level 3 Course Descriptions:

Leadership II: This capstone course is designed to provide nursing students with a comprehensive understanding of leadership & management principles and their application in healthcare settings. Leadership concepts explored throughout this course include: conflict management, power & change, priority-setting, team building, and delegation. Themes such as entry to practice, preparation for employment, and readiness for the NCLEX Exam are also examined. 152 hours (32 classroom, 120 clinical).

Medical Surgical Nursing II: This course is the second of a two-course sequence, including clinical activities, to enable students to develop an understanding of nursing care of patients with specific disorders, including common symptoms and treatment. Prevention as well as restorative nursing care is emphasized. Topic areas introduce additional system disorders and build upon information from the prior course to further critical thinking and nursing response to more complex, multi-system disorders. 272 hours (64 classroom, 192 clinical, 16 simulation).

Pediatric Nursing: The course focuses on the nursing care of children including preventive as well as restorative nursing care. Students are introduced to common childhood disorders, including symptoms and treatment, with an emphasis on normal development and associated physical, motor, cognitive, and psycho-social milestones. 80 hours (32 classroom, 40 clinical, 8 simulation).

Level 3 total hours: 504 (128 classroom, 352 clinical and 24 simulation).

TRANSFER OF ACADEMIC CREDITS

Applicants accepted to the Central Susquehanna LPN Center who have attended other academic institutions may submit records from that institution to apply for credit for courses taken.

Submission Criteria:

- The student must submit an official transcript from the prior, accredited institution to the Admissions, Academic &

Ethics Committee with application for admission.

- The course is less than five years old at the time of admission for general education courses.
- The course is less than two years old at the time of admission for sciences, allied health, & nursing courses.
- A course grade of B or higher was earned for each course.
- A credit transfer fee of $100 per course must be submitted. The credit transfer fee may be paid by money order made payable to: CSLPNCC.

The Admissions, Academic and Ethics Committee must approve all requests for transfer credit. Any international students having difficulty obtaining high school transcripts will contact the Admissions, Academic and Ethics Committee as soon as possible for further guidance.

GRADUATION REQUIREMENTS

The diploma and graduate pin are conferred upon students who satisfactorily meet all program and level objectives. Final examinations are given only to students who meet all financial obligations or have provisions to satisfy those obligations. Students who have an outstanding balance with the Central Susquehanna LPN Career Center at the time of graduation will not have their names submitted to the PA State Board of Nursing's Professional and Licensing Services (PALS) system. As a result, they will not be eligible to take their National Council Licensure Examination (NCLEX-PN) until the balance is paid in full.

INFORMATION, POLICIES AND PROCEDURES

PERSONAL APPEARANCE

Your personal appearance reflects your commitment to your career. You must purchase your uniform directly from Rogers uniform company. A photo ID badge is provided by the LPN Center.

- You are required to wear your uniform for all clinical experiences unless otherwise directed by faculty. Wearing the uniform for classes, personal shopping, errands, etc., is discouraged.
- Uniforms should be clean and wrinkle-free. A neutral-colored, crew neck T- or long-sleeved shirt may be worn under uniform tops.
- Uniform shoes/sneakers will be black and clean at all times. Shoes with open heels or toes are not permitted.
- For warmth, you may wear a black lab coat over your uniform.
- While in uniform, students will portray a professional appearance. Hair will be clean and pulled back away from the face. Hair styles should also be conservative and professional, and extreme hairstyles are prohibited. Beards or mustaches must be trimmed and groomed.
- Fingernails will be short and clean. Artificial nails are **not permitted**. Nail polish color will be at the discretion of the clinical instructor. Nail polish **cannot** be worn for pediatric clinical rotations.
- ID badges are required at all times for clinical experiences and when in the LPN Center. If an ID badge is lost or damaged, the ID badge must be replaced. Students will be responsible for the cost of any additional ID badge issued.
- When attending classes at the LPN Center, you are encouraged to use discretion when choosing attire (no revealing tops, short shorts, etc).
- Only specific jewelry is permitted while in uniform. A wedding band, watch with a second hand, and no more than two sets of small stud or post earrings are permitted. Clear gauges are to be worn in the ears on clinical. Visible jewelry such as: eyebrow, nose, or tongue piercings may be permitted at some affiliated agencies. Students must follow policies at their assigned affiliated agencies.
- Heavy makeup, colognes and perfumes should not be used.
- Smoking and vaping are not permitted in the CSIU buildings or premises or any affiliated agency while in uniform, attending class or lab, or representing the LPN Center. Students who smoke/vape should be aware that odors may be offensive.
- Some affiliated agencies may require tattoos to be covered. Students must follow policies at their assigned affiliated agencies.
- Instructors will inform students of appropriate dress for specific off-site observations.
- The faculty reserves the right to modify the dress code as needed for instructional purposes and organizational restrictions.
- Baseball caps and hoodies worn “up” are not permitted during testing at the LPN Center.

PERSONAL BELONGINGS

The LPN Center does not provide lockers for personal belongings. You are encouraged not to leave items such as money, credit cards, and/or checkbooks in the building. The LPN Center accepts no responsibility for lost or stolen articles. You should not take valuables to affiliated facilities.

EMERGENCY CLOSINGS AND DELAYS

Emergency closings and delays will be posted by announcement on Blackboard and notification via student email.

- If the school is closed, do not report to the LPN Center for classes or to affiliated agencies for clinical experience.
- If the school is on a delay, report to the LPN Center (on both class and clinical days) at the

time designated in the Blackboard announcement / notification.

- If the LPN Center is closing early due to inclement weather, each clinical and/or classroom instructor will be notified to dismiss the students.

As long as the LPN Center designates it will remain open, classes and clinical experiences will continue to be offered and students are expected to attend. Absences will be documented. Additional information related to emergency closings and delays will be given at the beginning of each level.

FIRE DRILLS

Unannounced fire drills are held throughout the year. Use the nearest exit and report to the parking lot between the warehouses located behind in the rear of the building.

If an emergency situation occurs at the LPN Center which requires the evacuation of the building, all students, faculty, and staff must report to the parking lot between the warehouses in the rear of the building.

STUDENT HOUSING AND LUNCH

Students are responsible for their own housing.

Students must provide their own lunch when assigned to the LPN Center and carry or pay for lunches when at affiliated agencies. Students may not leave food items overnight in classroom areas to avoid pest infestations. The student lunch room should be used for any food storage, in appropriate air-tight containers or in the refrigerator. Students are responsible to keep the student refrigerator clean and any food or drink items should be labeled with student name and date. Please refrain from using the faculty refrigerator for food/drink storage. Dishes and items with food should not be left out in the open.

TRANSPORTATION AND PARKING

Students are responsible for transportation to the LPN Center and affiliated agencies. Members of carpools are individually responsible for attendance at classes and clinical experiences.

Free parking is available around the LPN Center. Slots immediately behind the building are reserved for faculty members. Should all parking slots be taken, overflow parking is available at the CSIU main building at 90 Lawton Lane in the lot closest to the LPN Center. You will receive information about parking at affiliated agencies during orientation. Please do not park in the Central PA Chamber parking lot across the street, as towing may be enforced.

EMPLOYMENT

You may be employed during your enrollment at the LPN Center. However, if employed, you may not identify yourself as a representative of the LPN Center by wearing the school uniform or ID badge at work. If employed in any health agency, you may not perform the functions normally assigned to a professional or practical nurse unless you are currently licensed. You cannot be assigned as a charge nurse on a unit. If health, academic load and/or scholastic progress are hampered by employment, counseling will be offered to promote improvement.

TECHNOLOGICAL REQUIREMENTS

In order to fulfill educational obligations, students are required to have off-campus internet access. Students will be provided with a school email address (user@cslpn.org) which must be used for all official school communication and correspondence. Students are responsible for any and all information sent to their school-issued email accounts. Students are required to check their school email on an academic daily basis for announcements, administration and instructor correspondence, and other communications. Students are required to use their school issued email when communicating with faculty and staff at the LPN Center. Faculty and staff at the LPN Center will respond within 24 hours of the email on academic days. If you are emailing over a weekend or holiday, faculty will respond to your email on the next academic day. In addition to any software and instructional technologies required to be purchased by students itemized on the book list or elsewhere, additional software programs, applications (apps), and the Blackboard learning platform are also used in the LPN Center curriculum to support online, asynchronous class hours and will be made available to students at no cost.

Students will be supplied with a computer, at no cost, for the duration of the program. If the student opts to use a personal computer, the following are the minimal requirements:

- Windows-based computer
    - **Apple products & Chromebooks are not compatible with several software programs utilized at the LPN Center**
- Pentium CPU N3540 2.16 GHz, 4 GB RAM, 128 SSD
- Basic audio/video equipment
- Usable microphone and webcam
- Updated Windows 10 operating system
- Microsoft Word and PowerPoint
- Media player such as Flash Player or Windows Media Player
- Chrome *and* Firefox web browsers
- No privacy screens are permitted for testing purposes at the LPN Center

LPN Center Faculty/Staff is available to discuss above requirements for use of personal computers. If a student is experiencing any technological difficulties with their computer, including email issues, or Black Board issues please reach out to the Administrative Assistant (zpaca@csiu.org) for assistance.

TELEPHONE USE

A telephone is available at the LPN Center for student use in emergencies. You must notify the staff to place calls from this phone. No incoming personal phone calls are permitted, except in an emergency.

At affiliated agencies, you may not make personal phone calls from telephones on the patient units or in patients' rooms.

Cell Phones

Unless otherwise instructed, cell phones must be turned off or on vibrate in the classroom and should not be used during class time unless directed by the instructor for class purposes. During exams, cell phones must be turned off and placed on a table at the front of the classroom. The use of cell phones and smart watches **are not** permitted on the clinical unit. If a cell phone or smart watch rings while a student is in the classroom or on the clinical unit, the student may be dismissed and may accrue absence time. A repeat offense of this policy may result in immediate dismissal and the student will not be allowed readmission to the program.

Students may check cell phones during breaks and lunch periods. Remember to return cell phones to off or vibrate when returning to the classroom or clinical environment. If an emergency arises, the student's family can contact the school office at 570-768-4960 or the clinical unit (numbers will be provided during clinical orientations) and the message will be relayed to the student. In compliance with FERPA, we cannot divulge your location, your class, or your schedule to any individual. Therefore, the LPN Center or affiliated agency staff may only receive and relay an emergency message but not verify if you are available. Please advise potential callers of this information.

If a situation arises, or in an emergency, the student may discuss with the instructor any possible exception to this policy prior to the class or clinical.

SERVICE ANIMALS

A student with a disability seeking to bring a service animal to the LPN Center must comply with the requirements as follows:

Before a service animal shall be allowed in the LPN Center, the CSIU shall request the following documentation from the owner or handler of the animal:

1. Verification of the need for a service animal.
2. Description of the function(s) the service animal is trained to perform in relation to the individual's disability
3. Proof of current vaccinations and immunizations of the service animal

Definition of a service animal, is any animal individually trained to do work or perform tasks for benefit of an individual with a disability.

The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.

The work or tasks performed by a service animal shall be directly related to the individual's disability.

The Director shall receive and forward to the CSIU Executive Director a completed request by a

student with a disability.

The owner or handler of a service animal shall be solely responsible for:

1. Supervision and care of the animal, including any feeding, exercising, clean up and stain removal.
2. Control of the animal at all times through the use of a harness, leash, tether, or other effective means.
3. Damages to the LPN Center building and property caused by the animal.
4. Injuries to students, employees, volunteers, and visitors caused by the animal.
5. Annual submission of documentation of vaccinations and immunizations.

LPN CENTER COMPUTER PROCEDURES

LPN Center computers may be signed out for use. Some restrictions on use of LPN Center materials, such as time limits, limited number of resources, etc. may be imposed, based on other students' needs and the borrower's cooperation in returning materials in a timely manner.

You are responsible for materials stolen or damaged while signed out under your name. Students are billed for replacement materials or repairs, and bills must be paid promptly.

Students with outstanding materials receive a notice requesting them to see the Dean of Students. If a second notice is required, they will see the Director. You must return all resource room materials within the time limit agreed upon or prior to taking the last final exam of the program.

Students with unpaid bills for replacement materials or repairs, and students who do not return any LPN Center issued materials prior to graduation will see the Director concerning these matters. Failure to return borrowed LPN Center materials will result in delay of NEV processing in the PALS system which delays ability to take the NCLEX.

PUBLISHING OF PHOTOGRAPHS, VIDEOS, AND STUDENT INFORMATION

Students may not publish instructor, staff or student photos via social media or other venues without explicit written permission from the individual(s).

The LPN Center celebrates the achievements of our students and staff as well as recognizing activities that take place within our school. Therefore, throughout the year, photographs and videos of students and school activities may be taken. These photographs and videos may appear in various CSIU and LPN Center publications such as news and information letters, yearbooks, brochures, website, Facebook page and calendars as well as area newspapers and other venues. If you do not want a picture or video taken of you and used in this manner, please complete an Opt-Out Release Form and return it to the school within the first 30 days of your school term. This is done in compliance with the Family Educational Rights and Privacy Act (FERPA) which states:

> "Schools may disclose, without consent, 'directory' information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA."

For further information on FERPA visit:

https://studentprivacy.ed.gov/ferpa

CLINICAL COMPLIANCE

It is the student's responsibility to be prepared for all clinical rotations offered in a level. Being prepared includes: prompt submission of all required clinical compliance documents (clearances, drug screenings, physical exams, vaccination records, CPR certification, etc) to the LPN Program, prompt submission of any requested records to the clinical affiliate site, prompt completion of all mandatory clinical training modules (as dictated by the clinical affiliate site), and management of all login information needed to access the computer and documentation systems at the clinical affiliate site. Failure to comply with the above and/or failure to be prepared for each clinical day results in the inability to meet the specified clinical objectives & may result in disciplinary action. This disciplinary action may include but is not limited to: dismissal from the clinical unit for the day (subject to the attendance

policy), initiation of a GIF, placement on Academic Probation, termination of the student account at the clinical affiliate site, and/or dismissal from the program.

STUDENT PROGRESS

Students must fulfill objectives for each curriculum level, including any online content or assignments, before they may progress in the program. All program objectives must be met for students to graduate. Several procedures are used to inform students of their progress in the classroom and clinical settings.

Classroom progress is determined by grades given by each instructor calculated according to the course syllabus provided to students at the beginning of each course. Grades are available to students on the Blackboard Learning Management System. Additional final grades for all courses are recorded in the STARS student management system and will be provided to students at the end of each level. Transcripts of all grades will be determined from those recorded in the STARS system.

The LPN Center reports the numeric grade received by the student in each class on the transcript. **A final grade below 80 percent in any subject, will result in automatic dismissal from the program.** On Blackboard, grades are reported using a numeric and/or letter system. The following table provides the letter grade reported for the numeric range:

Letter Grade	Numeric Grade
A+	97-100
A	94-97
A-	90-94
B+	87-90
B	84-87
B-	80-84
C+	77-80
C	74-77
C-	70-74
D+	67-70
D	64-67
D-	60-64
F	Below 60

Students who do not perform to the expected 80% pass rate on any exam, and/or fall below 82% for a course average, are encouraged to meet with their course instructors during their office hours indicated on their course syllabi.

All students are expected to follow the guidelines established by their course instructors and as outlined in the course expectations, particularly regarding how ATI contributes to the overall course grade. All ATI assignments must be completed in accordance with these guidelines in order for students to receive credit in the specified areas. Students must meet established proctored assessment benchmarks as delineated below. Students must meet focused review & remediation requirements as delineated by individual course instructors. Failure to meet specified objectives may result in a zero.

Proficiency Level on Proctored Assessment	Percentage
Level 3	100%
Level 2	90% *benchmark
Level 1	70%
Below Level 1	60%
No Completion (Attendance Mandatory, No Make Ups Offered)	0%

Clinical progress is determined to be Satisfactory or Unsatisfactory based on clinical evaluation criteria. Clinical evaluations and status are determined by instructors at the end of clinical rotations and at the end of each level. Students must receive a satisfactory rating for all clinical requirements to pass in the associated nursing course. Students who receive any unsatisfactory rating in an end-of-level clinical evaluation requirement, will be deemed to have failed the nursing course and will not progress.

Course/clinical grades submitted by instructors will not be changed or altered by administration. If you have questions regarding a grade, you must contact the course/clinical instructor.

At the end of each level, special recognition for exceptional student progress is recognized by:

- **Distinguished Honors:** A student has achieved a 94 or higher in each course taken during that Level.
- **Honors:** A student has achieved a 90 or higher in each course taken during that Level.

Unsatisfactory progress is communicated through Guidance & Intervention Forms. Failure to improve according to the action plan set forth in the Guidance & Intervention Form may result in placement on Academic Probation and/or immediate dismissal from the program.

Guidance and Intervention Form

An instructor, the Dean of Students, or the Director may initiate a Guidance and Intervention Form (G&I Form) when unsatisfactory progress is noted in classroom, clinical performance, or attendance. More specifically, student actions that may initiate a G&I Form include, but are not limited to, the following:

- A significant decrease in academic performance;
- An average of 80% or below in any course at midterm or thereafter;
- An unsatisfactory clinical performance in any objective;
- Habitual patterns of absence or tardiness within a level;
- Any display of affective or behavioral cues (disengagement, disrespectful, etc) that interfere with performance; and
- Acts of Academic Dishonesty and/or Academic Incivility

In addition, situations other than those listed above may also warrant the initiation of a G&I Form at the discretion of an instructor, the Dean of Students, or the Director.

The G&I Form is not punitive, but stipulates areas for improvement and outlines an action plan for success. The G&I Form does not become part of the permanent student record, as required by the PASBON. However, in the case of clinical performance, behaviors, or attendance, the instructor may document on the clinical evaluation tool that a G&I Form was initiated and will remain part of the student's record until program completion.

The G&I Form is considered immediately valid upon delivery to the student via email or in person. A student does not have to agree with the contents of the form, nor is a signature required of the student for the form to serve as official documentation of attendance, behavioral or any other performance concerns or deficiencies as outlined by the staff member issuing the form. Students must meet with the issuing instructor to review the GIF and action plan to improve upon the deficiency noted in the GIF.

Academic Probation

A student may be placed on academic probation for unsatisfactory clinical performance, and/or other inappropriate, unethical student behaviors. An academic probation is allowed **only once throughout the duration of the program**. The Dean of Students and/or the Director gives a letter indicating academic probation when clinical and/or classroom performance remains unsatisfactory, or when any other behavioral issues that may have caused the initiation of a G&I Form remain unresolved.

A conference is held with the student, instructor, Dean of Students, and/or Director to discuss the problem and inform the student of steps that must be taken to improve clinical performance or behavior. Academic Probation remains in place for the duration of the student's time in the program. Failure to improve and/or any new infraction made by the student in violation of any Student Handbook policy/procedure may result in dismissal from the program. This nullifies any requirement to place a student on probation prior to dismissal from the program.

DISMISSAL WITHOUT PROBATION

A student may be dismissed from the practical nursing program immediately, without probation, based upon the professional judgment of the nursing faculty, Dean of Students, and/or Director if conditions merit such action. A student/faculty conference with the Dean of Students and/or Director will precede the dismissal of any student from the program.

Student actions that may lead to dismissal without probation include, but are not limited to, the following:

- A student is found to possess, sell, intend to sell, experiment with or take drugs or is

arrested for any prohibited offense as defined by State law, such as those offenses related to marijuana, barbiturates, amphetamines, narcotics, alcohol or any drugs not prescribed by a physician for a specific condition;

- A student accrues three days of unexcused absence without notification (no call / no show);
- A student commits an act of cheating, academic dishonesty, and/or plagiarism;
- A student receives a final grade below 80% in any subject; or
- A student receives an unsatisfactory clinical evaluation for the nursing course

Dismissal without probation may also occur when a student receives two documented anecdotal reports indicating unsafe nursing practice. Unsafe nursing practice is defined as an occurrence or pattern of behavior that places the client or staff in either physical or emotional jeopardy. Physical jeopardy is the risk of causing physical harm. Emotional jeopardy means that the student creates an environment of anxiety or distress that places the client or client's family at risk for emotional or psychological harm. Unsafe nursing practice is an occurrence or pattern of behavior involving unacceptable risk.

TRANSFER POLICY: PART-TIME STUDENTS

Part-time students may petition the Admissions, Academics and Ethics Committee to transfer from part-time status to full-time status during Level II of the part-time program. If selected, the effective transfer date would be the beginning of Level III (Level I of the full-time program). Selection is based on the date the letter is submitted, academic standing, and available seats. In order to qualify for full-time transfer, the student must meet the following criteria:

- Letter submitted regarding preference to transfer to full-time status to the Admissions, Academics and the Ethics Committee,
- Currently in good academic standing with an average grade of 85 percent or better in all courses, and
- Currently in good behavioral standing with attendance, punctuality, and ethical performance.

Upon recommendation of the Admissions, Academics, & Ethics Committee, faculty must approve student transfers from part-time to full-time status.

READMISSION

Students who have failed or withdrawn from a course may be considered for readmission to repeat that course or courses in the next available class level, at the discretion of the faculty and administration. All requests for readmission will be reviewed by the Admissions Committee.
Students seeking readmission must submit a letter of intent to the Admissions Committee that outlines the circumstances surrounding their previous failure or withdrawal and explains the changes or supports that will promote their success upon return. Submission of this letter does not guarantee readmission. All requests will be considered alongside other applicants to the desired cohort.
No readmission is allowed for unsafe or unsatisfactory clinical performance or dismissal from the program
Exceptions to this policy may be made in rare cases of extreme extenuating circumstances, based on the recommendation of the Admissions Committee.

Students must request readmission within two years of their last nursing course. A student-paid, faculty-conducted clinical evaluation of fundamental nursing skills, including medication administration and IV therapy will be required before readmission. If the time since the last nursing course is greater than two years, the student must fully reapply for admission into the program.

Payment for courses to be repeated is determined based on the course and current semester tuition. The administrative specialist should be contacted for current information about individual course costs. Payment in full for all courses being repeated must be made prior to readmission to a class. Since repetition of courses requires a longer time until graduation requirements are completed, repeating students must also pay additional student fees for the fiscal year. These fees also need to be paid in full prior to readmission, with the current refund policy in effect should failure occur a second time.

In the event of readmission to the program, any transfer credits which were approved at the time of

the initial admissions review will be reevaluated and may no longer be accepted.

REFUND POLICY

A portion of tuition and fees may be eligible for credit and/or refund when a student withdraws or his or her enrollment in the Central Susquehanna LPN Career Center is terminated. Unless otherwise notified in writing, all refunds will be mailed to the student at the address on the student's application. All requests for withdrawal must be made in writing by the student, signed by the student, and mailed or delivered to:

Central Susquehanna LPN Career Center
Office of Director of Operations
15 Lawton Lane
Milton, PA 17847

The amount of the refund will depend upon the date of the student's last recorded day of attendance. This policy pertains to tuition and student fees designated as refundable. There is no refund for the application fee, testing fee, registration fee or nonrefundable student fees.

NOTE: Books, uniforms and other supplies are purchased by students from supplying companies individually and are **not** subject to this policy.

Students who withdraw from the Central Susquehanna LPN Career Center, will be entitled to an adjustment of tuition charges according to the following return/refund policy.

Title IV Refund Policy

In accordance with federal regulations, those students who receive federal financial aid and who withdraw from the Central Susquehanna LPN Career Center during the first 60% of the billing period will have their federal financial aid adjusted based on the percent of the period completed prior to withdrawal. That is, students will be entitled to retain the same percent of the federal financial aid received as the percent of the billing period completed. This percent is calculated by dividing the number of hours in the billing period into the number of hours completed prior to the withdrawal. Students who do not follow the official withdrawal procedure, but who stop attending classes will be considered to have withdrawn at the 50% point of the billing period unless attendance is documented after that time. There will be no adjustment to federal financial aid after the completion of at least 60% of the billing period.

Formula:

$$\frac{\text{\# of hours completed}}{\text{\# of hours in the billing period}} = \text{\% of aid earned}$$

100% - % of aid earned = % of funds to be returned

Example:

Student withdraws after completing 300 hours of the billing period. There are 1035 hours in the period.

$$\frac{300}{1035} = 29\% \text{ of aid earned}$$

100% - 29% = 71% of funds to be returned.

This policy applies to all federal financial aid. It includes Pell Grants, Subsidized and Unsubsidized Loans and PLUS loans.

When the amount of federal funds to be returned has been calculated the funds will be returned in the following order:

Unsubsidized Loans
Subsidized Loans
Federal PLUS Loans
Federal Pell Grants
Other Title IV Aid
Other Federal, State, private or institutional student financial assistance
To the student

Please note that students who receive a refund of financial aid for educational expenses prior to withdrawing from the Central Susquehanna LPN Career Center may owe a repayment of those funds. Students will be contacted by the Financial Aid Office in such situations and will be given 30 days to repay the funds to the Central Susquehanna LPN Career Center. Students who fail to return the unearned portion of federal aid funds given to them, will become ineligible for continued receipt of any

future financial aid until such time as the repayment is made. If as a result of the Return of Title IV funds calculation there is a credit balance on the students account, the credit balance will be refunded to the student as soon as possible, but no later than 14 days after the credit balance has occurred.

Post Withdrawal Disbursement

If the student did not receive all of the funds that were earned prior to withdrawing, a post-withdrawal disbursement may be due. If the student is eligible for a post-withdrawal disbursement of a grant, it must be disbursed within 45 days. If the post-withdrawal disbursement includes loan funds, the student must give permission before the funds can be disbursed. Students will be notified within 30 days of the date of the withdrawal determination of any direct loan eligibility, or a parent for a Direct Parent PLUS Loan eligibility. If a post-withdrawal disbursement from a loan results in a credit balance, the credit balance will be refunded to the student and/or the parent in the case of a Direct Parent PLUS Loan as soon as possible, but no later than 14 days after the credit balance has occurred. The school must return the Title IV funds within 45 days of the date the school determines the student withdrew. 34 CFR §668.22(a)(5) (6), 34 CFR §164 (j).

Institutional Refund Policy

Once the calculation for federal funds has been determined, the refund on all other financial aid will be calculated as follows:

Last Day of Attendance	Percent of Credit/Refund
On or before the first day of classes	100%
1st through 5th week or first 10% of time of enrollment period	90%
6th through 12th week or first 25% of time of enrollment period	50%
13th through 25th week or first 50% of time of enrollment period	25%
After 25th week	No refund

ATTENDANCE POLICY

The Pennsylvania Code for Professional and Vocational Standards and the PASBON require that the LPN Center curriculum include a minimum of 1500 hours of instruction. The current LPN Center curriculum contains 1,500 clock hours of classroom, online, and clinical instruction. Attendance for all scheduled instruction hours is important to comply with PASBON requirements as well as fulfill the objectives of each curriculum level in order to progress to the next level and ultimately meet all program objectives. Absenteeism may result in failure to meet those objectives, which leads to failure in the program.

Please note that there are specific requirements for class/clinical days conducted virtually due to extenuating circumstances (inclement weather). Failure to complete all required daily assigned tasks (reading, lecture review, quizzes, case studies, simulations, etc), may result in a class and/or clinical absence. These absences are subject to the attendance policy.

For hybrid courses, any scheduled coursework not completed for the week, as communicated within the weekly course schedule & calendar, will result in an absence. Students will complete asynchronous learning assignments for hybrid courses within the specified time frame to meet the required clock hours for the program. It is the student's responsibility to know when assignments are due.

The faculty and staff of the LPN Center recognize the many challenges adult learners face when trying to balance the demands of school with those of their personal lives. However, attendance and punctuality are important to each student's academic success. **Please note: Absence and tardiness are included on student transcripts.** When requesting references, students should remember that employers frequently inquire if the applicant displayed certain qualities such as good attendance, punctuality, and reliability. These behaviors may be an important deciding factor when seeking employment.

REPORTING ABSENCES

All classroom or clinical absences must be reported. Students are required to notify the classroom and/or clinical instructor of an absence via their school email

account. Calls, text messages, social media messages/posts, and emails via personal accounts will not be considered formal notification of absence, unless otherwise directed by the individual instructor.

- **Classroom absences** or anticipated late arrivals must be reported to the instructor prior to the start of class via email using the student's school email account.
- **Clinical absences** must be reported per the clinical instructor's direction as indicated in the course syllabus.
- Failure to notify the instructor via school-issued email of a classroom and/or clinical absence will be documented as a "no-call/no-show"

Classroom Absence
When missing a scheduled class, the student is responsible to make sure they meet the learning objectives for that class. Students should refer to their syllabus to determine what objectives and learning content were covered during their absence. Students should also contact the instructor, on the first day of returning to school, to ensure no additional activities or objectives were assigned or presented. If the student missed an exam, they must arrange with the instructor for make-up. See "Make-Up Policy" section for details regarding make-up.

Excessive Classroom Absence
As identified in the attendance policy above, participation in all scheduled classes is necessary to meet PASBON requirements and fulfill the identified class objectives. As such, excessive classroom absenteeism within a level will be addressed in the following manner:
At **2 days unexcused absence** the student will receive a G&I Form which must be completed with a remediation plan.
At **3 days unexcused absence** the student will be placed on Behavioral Probation and may be dismissed from the LPN Center program for further infractions.

Clinical Absence
If a student misses scheduled clinical time, the instructor will determine the make-up assignment. Clinical make-up is required for ***any*** missed clinical time. Clinical experiences required to be made-up by special assignment include, but are not limited to: all Fundamental labs, all Simulation labs, all clinical sites experiences, clinical orientations, computer orientations, health fair, NCLEX review, job fair, proctored ATI assessments (during clinical hours), and any other specified, scheduled clinical hours. Students must pay the indicated fee for each make-up experience. Instructors will not accept any checks or money orders on the clinical unit. Faculty may need to change clinical schedules to accommodate clinical instruction.

Excessive Clinical Absence
As clinical experiences provide a unique learning opportunity and practical objectives that cannot readily be made-up, the policy for clinical absences reflects the importance of full participation in those opportunities. Students are required to make-up all missed clinical time as indicated below:
Students are allowed to miss one clinical day throughout the entire LPN program (excused or unexcused) that requires no clinical makeup fee, but must make-up the clinical day. Once the student has used this day, any additional missed clinical day throughout the LPN program will require a clinical make-up fee.

The make-up fee for a full day clinical absence is $100. The make-up fee for a half day clinical absence is $50.

After the use of the first missed clinical day, the following process will be followed:

On the **first day of excused or unexcused clinical absence for the level**, make-up is required. A $100 fee is charged for excused or unexcused clinical absence.

For the **second day of excused or unexcused clinical absence**, make-up is required. A $100 fee is charged for excused or unexcused clinical absence. A G&I Form may be completed with a remediation plan for excused and/or unexcused clinical absences.

For **3 days of excused or unexcused clinical absence,** make-up is required. A $100 fee is charged for excused or unexcused clinical absence. For excused and/or unexcused absences within a level, the student may be placed on Behavioral Probation and may be dismissed from the program.

A student excused from clinical by an instructor due to illness will complete a make-up assignment.

Excused Absences
Notification of an anticipated excused absence should be provided in writing to the student's instructors, the Dean of Students and/or Director. The following life events may be considered for an excused absence with appropriate documentation:

- A call to duty in the armed forces
- Jury duty (with documentation)
- Subpoenaed court appearances and court ordered appearances to non-courtroom meetings
- Nurse Aide certification testing
- Naturalization ceremonies (US Citizenship)
- Bereavement (with obituary) immediate family member, 3 days, near relative or close friend, 1 day
- Illness and/or surgical procedure (with doctor's excuse)

The clinical makeup fee is waived in the following circumstances, with supporting documentation submitted:

- A call to duty in the armed forces with documentation submitted prior to absence
- Jury duty with documentation submitted prior to absence
- Subpoenaed court appearances & court-ordered appearances to non-court room meetings with documentation submitted prior to absence
- Naturalization ceremonies (US citizenship) with documentation submitted prior to absence
- Bereavement (immediate family member 3 days, near relative/close friend 1 day) with documentation submitted upon return to class
- Additional exceptions due to extreme, unforeseen (unplanned), extenuating circumstances may be granted on a case by case basis. The student must email the Director requesting this exception to be granted.

LEAVE OF ABSENCE

A leave of absence may be granted due to specific anticipated or unforeseen circumstances and according to certain criteria. When possible, you must put your request in writing and meet with the Dean of Students and/or Director. **Students who are granted a maternity/ paternity or medical leave are also required to meet with each of their instructors before leave (if possible) and upon returning to school to establish a plan to make-up course work and meet missed learning objectives.**

Maternity/Paternity Leave
If a pregnancy is confirmed, the student must notify the Dean of Students and/or Director in writing and provide medical documentation. For pregnant students, medical documentation should include any limitations to be followed by the student throughout the pregnancy, or if no limitations are required, that decision must be indicated.
Expectant students must submit a letter to the Dean of Students and/or Director requesting a maternity/paternity leave of absence prior to delivery. A maximum of ten academic days may be allotted for maternity/paternity leave. The faculty will review the request and determine the impact of the leave on the student's enrollment based on the following criteria:

- Student's academic progress
- Student's clinical progress
- Student's absence record
- Expected time absent with regard to course schedule

Written notification from a physician is required for:

- Any limitations indicated for the student upon return to studies
- Leave must be extended beyond the expected time absent

Medical Leave
A medical leave of absence may be requested when illness/surgery requires that the student miss class for more than three days. As with the maternity/paternity leave, the student must notify the Dean of Students and/or Director in writing and provide medical documentation. A maximum of ten academic days may be granted for a medical leave with written documentation from a doctor stating the need for the leave. The same decision criteria used for maternity/paternity leave will be used by faculty when granting a medical leave. Written permission from a physician is required to return to school after a medical leave.

MAKE-UP POLICY

In the event a student misses a scheduled exam, quiz, or assignment, the student shall be given the opportunity for make-up. In an effort to ensure that course exams, quizzes, and assignments are completed in a timely fashion and all students are given equal opportunity, students shall be required to abide by the following:

- Students must contact the instructor, on the first day of returning to school, to arrange make-up of all exams, quizzes, and assignments. The course instructor or Director has the authority to grant an extension for make-up of exams, quizzes, and assignments for extenuating circumstances upon written request by the student.
- The instructor has the option of administering the same exam, quiz, or assignment given to the rest of the class or may substitute an alternate which will meet the same objectives.
- All exams, quizzes, and/or assignments (whether in person or virtual) must be taken in chronological order.
- Any asynchronous online assessments or assignments must be completed by the due date. Any exceptions must be approved by the instructor prior to the due date. Any submission received after the due date will be deducted 5 points per academic day. After one week, the student may receive a zero for that assignment per instructor discretion & student circumstances.
- For hybrid courses, instructors reserve the right to refuse acceptance of any late work for online assignments.

Failure to comply with the make-up policy and/or failure to show up for scheduled make-up with the instructor may result in an automatic zero for any missed work, including quizzes/exams.

PUNCTUALITY

Tardiness and Early Departure

Tardiness is defined as arrival to class or clinical greater than or equal to 5 minutes past the scheduled start time. Likewise, early departure is considered leaving class at a time greater than or equal to 5 minutes before the scheduled end time. **Tardiness or early departure in excess of 15 minutes may constitute a half-day absence.**

Habitual tardiness or early departure is defined as the accumulation of 3 or more episodes of arriving late or leaving early within a level. Students who display habitual tardiness or early departure behaviors may risk disciplinary action that may include dismissal from the program. Refer to absence policy for procedures regarding attendance-related disciplinary action.

FACULTY ETHICS PANEL

Students whose behavior may impact their standing in the program—such as excessive absenteeism, disruptive or unprofessional conduct, academic incivility, or violations of the Code of Conduct—may be referred to the Faculty Ethics Panel. The panel includes three faculty members. Students will be notified in advance and are required to attend the meeting. Failure to participate may result in the panel proceeding in the student's absence and making a decision based on available information. Students may bring a support person for moral support and must notify the panel at least 24 hours prior to the meeting if they plan to do so. A written summary of the panel's findings and any required actions will be provided to the student following the meeting.

CODE OF CONDUCT

The program acknowledges that it is necessary to create guidelines for conduct that protect the rights of the individual and the program as an educational institution.

Definitions

Harassment: The program defines harassment as any behavior that results in creating an offensive, intimidating or hostile learning or work environment. These behaviors include, but are not limited to making harassing comments, belittling, taunting or challenging others, criticizing or blaming others, threats of physical harm, body language intended to discomfort others, cyber-bullying or inappropriate use of electronic media including text messaging, emails and comments on social networks, using profanity or making racial or ethnic slurs, stalking, and physical harm.

Academic Incivility: The Program defines academic incivility as any type of speech or behavior that

disrupts the academic environment. Disruptive behaviors in the academic environment include but are not limited to disruptive side conversations, using cell phones/smart watches or pagers in class or clinical, sleeping in class, arriving late or leaving early, dominating discussions, challenging faculty in any unprofessional manner, and verbally discrediting faculty.

Cheating/Plagiarizing:

The LPN Center has a zero tolerance policy on cheating/plagiarizing. The use of another person's work, copying and pasting work from another resource, or the use of Artificial Intelligence (AI) to be claimed as your work will result in immediate dismissal from the program. Students should attempt to properly cite resources when using information from websites, books etc. to contribute to their work for assignments throughout the LPN program. The LPN Center uses Respondus lockdown browser in BlackBoard for quizzing/testing purposes. All students must have Respondus on their laptops in order to be compliant in taking quizzes/tests at the LPN Center.

Statement of Individual Rights of Students, Faculty, Staff, Visitors and Guests

All individuals have the right:

1. To work, learn and study safely and without harassment.
2. To move about the campus and clinical setting safely and without harassment.
3. To freely express opinions, provided such opinions do not infringe upon the rights of another individual or group of individuals as defined by other programs or institutional policies. The right to express oneself is tempered by the right to be free from harassment.
4. To be treated at all times with courtesy and respect, regardless of race, gender, creed, ideology, ethnic or cultural background, as long as one displays a decent regard for the rights of others as defined by this statement.

Civility Statement

The LPN Center believes that all persons should be treated with civility and respect, regardless of factors such as opinion/view, institutional role, race, religion, ethnicity, disability, gender, sexual orientation or age. Teaching and learning is the central focus of the LPN Center program and we are committed to maintaining a positive learning and working environment while in and out of the academic setting.

We believe that each individual has unique talents and contributions that he or she brings to the educational process. Education results in a change of behavior when a student has the ability and motivation to learn and faculty members believe in what they teach, enjoy teaching and creating enthusiasm and interest to stimulate students. Behaviors that infringe upon the rights of individuals to learn and work in a safe and civil environment will be addressed according to the guidelines presented in this Code of Conduct.

We also believe the LPN Center serves as a training ground for instilling professional behaviors into students. As such, the LPN Center faculty, staff, and students support and follow the ANA Code of Ethics (https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/coe-view-only/). Failure to adhere to the ANA Code of Ethics may result in disciplinary action and/or dismissal.

Statement of Behaviors Constituting Unacceptable Conduct

The following list outlines practices and personal conduct which are unacceptable for students, faculty, staff, administration, visitors and guests.

- Physical abuse or threats of abuse toward any individual.
- Harassment and offensive expressions of prejudice or ignorance.
- Obstruction or interference with program activities or persons conducting or attending activities.
- Acts of academic incivility.
- Theft or damage to program property or the property of any individual on campus.
- Entry to the building during unauthorized times.
- Possession, use or distribution of alcohol, narcotics or dangerous drugs on campus or at

any off-campus clinical settings.

- Possession of weapons, explosives or chemicals commonly used to inflict harm on human beings or cause property damage.
- Willful and persistent conduct by any action that interferes with learning or disrupts the academic environment.

Unacceptable behaviors will be immediately addressed through counseling. For a student identified with unacceptable conduct, a G&I Form will be initiated to address a plan for behavior modification and the student will be placed on Academic Probation. Further instances of unacceptable behaviors may result in dismissal. Any act that results in physical harm to another individual may result in immediate dismissal from the LPN Center program.

Students will demonstrate civility and respect in both words and actions toward faculty, peers, staff, patients and families. Students will verbalize positive statements about the profession of nursing and the nursing program in the classroom, clinical, online, and community settings. The following "netiquette" guidelines should be followed:

Netiquette Guidelines

- Do not dominate any discussion.
- Give other students the opportunity to join in the discussion.
- Do not use offensive language. Present ideas appropriately.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
- Popular emoticons can be helpful to convey your tone, but do not overdo or overuse them.
- Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
- Never make fun of someone's abilities or work products.
- Keep an "open-mind" and be willing to express even your minority opinion. Minority opinions must be respected.
- Share tips with other students.
- Think and edit before you push the "Send" button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable.

SEXUAL HARASSMENT

The CSIU and the LPN Center will not tolerate any behavior by administrators, faculty, staff or students that constitutes sexual harassment of a student. Sexual harassment is a violation of both Section 703 of Title VII of the Civil Rights Act of 1965 and Section 5(a) of the Pennsylvania Human Relations Act of 1955. The U.S. Department of Education maintains that an educational agency is obligated to maintain an educational environment free of sexual harassment and intimidation. Any Title IX violation will be addressed in accordance with CSIU policy & procedures.

Sexual harassment includes, but is not limited to:

1. Making unsolicited written, verbal, physical and/or visual contact with sexual overtones.
2. Expressing sexual interest after being informed that the interest is unwelcome.
3. Requests for sexual favors.
4. Other verbal or physical conduct or written communication of an intimidating, hostile or offensive sexual nature where:
   a) Submission to such conduct is made either explicitly or implied as a term or condition of the student's status in a course, program or activity;
   b) Submission to or rejection of such conduct by a student is used as a basis for academic or other decisions affecting such student; or
   c) Such conduct has the purpose or effect of substantially interfering with a student's educational experience or creating an intimidating, hostile or offensive academic environment.

Administrators, faculty, staff and students will be held accountable for compliance with this policy. Violations may lead to disciplinary action to include suspension or termination. A student who feels he/she has been sexually harassed is encouraged to report such incidents to the Dean of Students and/or Director, who will advise the student of appropriate reporting procedures, if necessary. The enrollment

status of the student making the complaint will not be jeopardized and the student will not be subject to discipline or retaliation by the CSIU or the LPN Center for pursuing the sexual harassment complaint. However, if it is proven that a student brings a complaint in bad faith, the student may be subject to disciplinary action.

1. The Director will investigate and attempt to resolve complaints promptly and fairly, with due regard to the rights of both the complainant and the alleged offender. Every reasonable effort will be made to conduct all proceedings in the most confidential manner possible under the circumstances. If the complaint is against staff, faculty or administration, the incident will be immediately reported to the Director of Employee and Community Relations and addressed under the CSIU administrative regulations for sexual harassment.
2. If attempts to resolve the issue informally are not successful, further investigation may be conducted by the Director and the Director of Employee and Community Relations to gather information necessary to reach a formal determination on the merits of the allegations. Such investigation will be conducted with due regard to the rights of both the complainant and the alleged offender, to include notice of the complaint to the alleged offender and an opportunity to respond to the complaint.
3. When it has been determined that sexual harassment has occurred, steps will be taken to ensure the harassment stops immediately and does not recur. The complainant will be informed of the corrective measures taken.

STUDENT DRUG POLICY

The LPN Center recognizes that the misuse of drugs is a serious problem with legal, physical, social & professional implications. The manufacturing, dispensing, possession or use of a controlled substance by any student is prohibited on the school premises or in any of the affiliating institutions utilized for the education of the practical nursing students or any program activities. The prohibition covers any drug listed in federal law, "The Controlled Substances Act", Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970 and in Act 64 (1972), and The Pennsylvania controlled Substance, Drug Device and Cosmetic Act. Included in the prohibition are drugs that alter mood as well as alcohol. The use of non-prescribed or abused substances, including alcohol, is harmful to the body and definitely impairs the function of the student/nurse.

Admission Urine Drug Screening: Applicants will be required to have a urine screen prior to formal acceptance into the LPN Center program. Expenses incurred secondary to drug testing will be the student's responsibility. If the urine drug screening is positive, the applicant will not be admitted into the program.

Random Urine Drug Screening: Students who demonstrate signs and behaviors that appear to indicate chemical impairment/use will require additional testing. Expenses of any additional testing will be the responsibility of the student.

If the urine drug screen is positive, the student will not be permitted to continue in the program. Failure to comply with the urine drug screening or refusal to follow defined guidelines in the student drug policy will result in immediate dismissal from this program.

Any student who violates the student drug policy or is arrested for any drug or alcohol violation during the program will be subject to immediate dismissal from the program. Any student whose behavior mimics the influence of drugs, mood altering substances or alcohol and/or whose behavior demonstrates incompetency in the class or clinical areas shall be dismissed from the class or clinical area. The student will be instructed to arrange for transportation to the drug testing site and to home. If the urine drug screening is positive, the student will be dismissed from the program based on unprofessional and/or unsafe behavior. Students will be encouraged to seek help and support from family members. Law enforcement agents will be notified if behavior warrants, or if a drug or drug paraphernalia is present.

Contesting Drug Evaluations: If the student disagrees with the evaluation of the instructor/clinical supervisor, it is the responsibility of the student to prove they are not chemically impaired by seeking immediate drug/alcohol testing. Failure to obtain this testing will result in the assumption of validated impairment.

FEDERAL LAW REVIEW

Excerpts from the Federal Law "The Controlled Substances Act (CSA)" and the Pennsylvania "Controlled Substance Drug, Devise and Cosmetic Act" 1972 No. 64 and Pennsylvania P.L. 423, No. 110 of 1985:

The Acts will control all substances listed in Schedules I through V:

I. Opiates, etc. (narcotic drugs with high potential of abuse)

II. Opiates, cocoa derivatives & some barbiturates, etc. (narcotic drugs with high potential of abuse)

III. Narcotics & barbiturates etc. (potential for abuse)

IV. Barbiturates & tranquilizers etc. (low potential of abuse)

V. Low doses of other controlled drugs (low potential of abuse)

These acts prohibit the manufacture, sale, dispensing, possession, obtaining, or use of a controlled substance except by a registered practitioner under prescribed circumstances. A person who violates these prohibitions with a controlled substance is liable to large fines and/or imprisonment.

21 U.S.C. 853a states that Federal benefits, such as student loans, grants, contracts, professional and commercial licenses (up to one year for the first offense and up to five years for a second and subsequent offenses) will be denied to drug violators. Pennsylvania P.L. 423, No. 110 of 1985 covers licensure for practical nursing states that the board may refuse, suspend or revoke any licensure in any case where the board shall find that the licensee:

(2) is unfit or incompetent by reason or negligence, habits or other cause; and
(5) has been convicted or has pleaded guilty or entered plea or *nolo contendere* or has been found guilty by a judge or jury of a felony or a crime of moral turpitude in the Courts of the Commonwealth, the U.S. or any states or territories or country.

SIGNS AND SYMPTOMS OF DRUG USE

DRUG	EFFECTS	OVERDOSE
Narcotics Opium Codeine Heroin Synthetic narcotics	euphoria, nausea, drowsiness, respiratory depression, constricted pupils	slow breathing, clammy skin, convulsions, coma, death
Depressants Barbiturates Methaqualone Benzodiazepines Anti-anxiety drugs	slurred speech, drunken behavior without odor of alcohol, disorientation	shallow respirations, clammy skin, dilated pupils, weak and/or rapid pulse, coma, death
Stimulants Cocaine Amphetamines Weight control drugs Methamphetamine Bath salts	excitement, euphoria, increased pulse rate and blood pressure, loss of appetite	agitation, increase in body temperature, convulsions, death
Hallucinogens LSD Mescaline amphetamines PCP PCE Angel dust	illusions, hallucinations, poor perception of time and distance	intense episodes of psychosis, death
Cannabis Marijuana THC Hashish Hashish oil	euphoria, relaxed inhibitions, increased appetite, disoriented behavior	fatigue, paranoid behavior, psychosis
Alcohol Beer Wine Liquor	reduced inhibition, depressed, loss of mental activity and judgment, impaired physical function	disorientation, coma, psychosis, liver damage, death

Faculty approved: July 2014

STUDENT DISCIPLINARY ACTION POLICY

I. Purpose

This policy describes the procedures and processes involved in responding to and resolving instances of alleged student violations of LPN Center program policies. Provisions of this policy apply to student behavior while enrolled in the nursing program, on LPN Center property, in the clinical setting, or at program sponsored activities.

II. Procedures

Incident Response

Students are solely responsible for their actions. Student behavior in the classroom or clinical setting is a matter of concern for the faculty who are responsible for determining standards of acceptable behavior in their classes. Written course and program policies regarding standards of behavior need to be clearly communicated and consistently applied.

1. Program faculty and staff will make every effort to resolve minor disciplinary infractions at the point of occurrence.
2. Any faculty/staff member may request a student discontinue any behavior that violates program policies.
3. A faculty member may require a student to leave the classroom or clinical setting because of unacceptable behavior as defined under the Code of Conduct in the Student Handbook. The student will be readmitted to the classroom or clinical setting if he/she has privately discussed the situation with the instructor, the instructor agrees that he/she may return to the classroom or clinical setting, and if there have been no violent actions, threats of violence, or persistent problems.
4. If immediate resolution is not achieved law enforcement may be called for assistance to manage the incident. If a behavior is considered to be sufficiently serious, meeting any of the criteria a, b, or c below, the student may be removed from the premises.
   a) The student engages or threatens to engage in behavior which presents the potential for causing physical or emotional harm to himself/herself or others.
   b) The student engages in behavior which directly impedes the educational experience of others.
   c) The student engages or threatens to engage in behavior which would cause significant property damage.
5. Occurrences involving removal of students will be reported in writing to the CSIU within 24 hours for purposes of follow up and possible further action.
6. If all those directly involved in the incident agree on a resolution, the process will not proceed to the formal phase.
7. Depending upon the seriousness of the incident the student may be suspended during the investigation process.
8. The process will proceed to the formal phase under any one of the following circumstances:
   a) The parties involved do not agree on a resolution.
   b) If further investigation is needed based upon reports or other evidence.
9. To initiate a formal hearing, either the faculty/ staff member or the student must notify the Dean of Students and/or Director of the perceived violation within two weeks.

Formal Hearing

1. Upon receipt of notification of an alleged violation by a student, the Dean of Students and/or Director will personally meet with the student within one week to discuss the incident.
2. The student will be notified by telephone or certified mail of the alleged violation and the requirement to schedule an initial meeting between the student, the Dean of Students and/or the Director.
3. If the student discloses that his/her behavior is related to a physical or psychological condition the Dean of Students and/or the Director or designee may require a written psychological/psychiatric evaluation of the student (cost will be the responsibility of the student). The student may submit documentation related to the condition from his/her own independent psychiatrist/ psychologist at least

two business days prior to the formal hearing. Documents submitted for this purpose will be treated as confidential and will be stored in the students file.

4. During the initial meeting the Dean of Students and/or the Director or designee will explain the program's hearing process to the student. The student will be provided an opportunity to examine and respond to documentation of the incident and will be provided an opportunity to explain the incident.

5. The following rules will apply during the meeting with the Dean of Students and/or Director/designee:

   a) Any documentation relevant to the incident will be explained in detail and shown to the student as appropriate. Confidential notes of any program official or participant in the case may be withheld.

   b) Findings of relevant interviews conducted by the Dean of Students and/or Director or designee will be summarized for the student.

   c) The Dean of Students and/or Director or designee may request witnesses or those individuals directly involved in the incident to attend the hearing.

   d) The student will be heard and may present witnesses to the incident. The student may be accompanied by a representative from the student body.

   e) The formal hearing may be conducted in the absence of a student who fails to appear after receiving proper notice.

   f) Summary of the hearing and other pertinent case materials will be retained by the program for a minimum of three years.

6. The Dean of Students and/or Director or designee will render a decision to determine if the student will be held "In violation" or "Not in Violation" of the program policies.

   Not in Violation indicates charges against the student were unfounded. The student is eligible to return to class or clinical and make up all class work missed as a result of the disciplinary process. The Dean of Students and/or Director or designee will communicate to faculty about excused absences for missed classes or clinical experiences.

   In Violation indicates that charges against the student are founded and one or more of the following sanctions may be assigned:

   a) ***Written Warning*** (Academic Probation) constitutes a summary of the disciplinary charges and official warning of action which could be taken if the behavior recurs. The letter is placed in the student file.

   b) ***Dismissal:*** the student will be dismissed from the program. Students dismissed under the disciplinary action policy will not be granted readmission to the program.

7. The Dean of Students and/or Director will, within five business days, send the student a certified letter containing a summary of the formal hearing. The letter will contain:

   a) A statement of final action.

   b) Brief rationale for the decision.

   c) Explanation of necessary conditions for reinstatement, if appropriate.

8. Appeals Process: Formal disciplinary action may be grieved by the student under the provisions of the Student Grievance procedure.

STUDENT GRIEVANCE PROCEDURE

I. Purpose

This procedure provides guidelines for the handling of student grievances concerning decisions or actions by the faculty and program staff which are not covered under other policies.

II. Definition

Business day – a day when the administrative offices of the LPN Center are open.

III. Procedure

In order to ensure a timely resolution of a grievance, the time limits of this policy shall be strictly adhered to unless a waiver is granted by an administrator of the CSIU. Confidentiality of information is to be maintained at all stages of the grievance process.

The grievance will be written in ink or typewritten and signed. Detailed information regarding the nature of the grievance and the individual or individuals

involved must be included. Correspondence via email will not be accepted.

A. Informal Phase

1. Within 10 days of occurrence of circumstances causing grievance, the student will attempt to resolve the grievance. If the grievance cannot be resolved, the student may contact the Dean of Students and/or the Director in writing.
2. Within 10 days of receiving written notification of a grievance, the Dean of Students and/or Director will arrange a meeting of all parties involved to determine if the grievance can be resolved.

Should an agreement be reached, all individuals will sign a document detailing the terms of the agreement. Minutes of the meeting will be recorded and all individuals will receive a copy.

If the student is not satisfied with the previous informal attempts, he/she will have 20 days to submit the grievance in writing to the CSIU Chief Outreach Officer to begin the formal phase.

B. Formal Phase

1. Within 5 business days of receipt of the written grievance, the Chief Outreach Officer will convene a meeting to attempt to resolve the grievance.
2. Within 7 days of the meeting, the Chief Outreach Officer will issue a written response to participants. If no resolution is made at this meeting, the grievance may be submitted to the CSIU Executive Director.
3. Within 5 business days, if no resolution has been reached, the CSIU Executive Director, or his/her designee, will convene a meeting to attempt to resolve the problem.
4. Within 7 business days of the meeting, the Executive Director will issue a written response to the participants.
5. Within 30 days of the Executive Director 's decision, if no resolution is made, the grievance may be submitted to the CSIU Board of Directors.
6. Within 30 days of receipt of the written grievance, the CSIU Board of Directors will schedule a hearing.
7. Within 7 days of the conclusion of the Board of Directors hearing, the Board Secretary will issue a written response to the participants.

Note: At all meetings with the student filing the grievance, there may be a student representative from the student body, a representative from the faculty, and/or an administrative representative (or person appointed as an administrative representative.)

SERVICES

STUDENT SUPPORT SERVICES

Students are informed of their progress by confidential class postings. Faculty advisors are assigned to students to help them become self-directive, provide assistance with personal problems and encourage student self-evaluation. Faculty advisors will email students via their school issued email to set up a time to meet each level. It is the student's responsibility to set up a time and adhere to this meeting to review concerns, questions, and discuss their continued progression through the LPN program. Students may reach out to their advisor at any time to address concerns or ask questions for assistance.

FINANCIAL AID

The administrative specialist and the administrative assistant help with financial aid matters and payments.

Types of Financial Aid

Federal loans and Federal Pell Grants are available to eligible students entering the LPN Center. Additional funding sources for those who qualify may include the Trade Readjustment Act, Office of Vocational Rehabilitation, Workforce Investment Board and Veterans Benefits.

Application Procedures

To apply for Federal financial aid, you must complete the Free Application for Federal Student Aid (FAFSA), which is available at www.studentaid.gov. If applicable, you must provide a copy of your and your parents' IRS tax return transcript and other supplemental information.

Eligibility

To be eligible for federal loans and Pell grants, you must meet minimum standards of satisfactory academic progress. This means that a student must pass all courses with an 80% or better and perform satisfactorily in the clinical area. Clinical hours are graded on the basis of satisfactory and unsatisfactory. Students placed on probation for grades or unsatisfactory clinical performances are notified that improvements must be evidenced for continuation of financial aid.

If at the end of the level (16 weeks) a student fails to maintain satisfactory academic progress, the student will not be eligible to receive any additional financial aid until the deficiency is made up. Students can reestablish eligibility for financial aid by successfully completing all hours not previously completed with the required grade of 80% or higher. There is no readmission for clinical failure.

To be eligible for federal loans, you must be enrolled in at least half-time study. Students enrolled in the one-year program, taking only nursing courses, are eligible for federal loans.

Students must be able to complete the program within 150% of the scheduled clock hours and weeks in the program. Our program is 1,500 hours and 48 weeks, therefore the maximum timeframe to complete the program is 72 weeks.

Academic Year

An academic year at the LPN Center is 900 clock hours. The length of the program is 1,500 clock hours.

Excess Student Financial Aid Funds

All excess student financial aid funds will be refunded to you within 14 days of the date the balance occurs in your account.

Refunds

Refunds are made according to the LPN Center's refund policy included in the Student Handbook.

All financial aid funds are to be used for payment of tuition, books, supplies, fees and other costs incurred by attending the LPN Center. For more information, contact the administrative specialist.

VETERAN'S BENEFITS AND TRANSITION ACT OF 2018 – S.2248 SECTION 103.1(b)

Who is a Covered Individual?

A "covered individual" as per the Department of Veterans Affairs is any individual who is entitled to educational assistance under Chapter 31, Veterans Rehabilitation and Employment Program, or Chapter 33, Post 9/11 GI Bill® Benefits.

What is the intent of this act?

To ensure that any “covered individual”can attend or participate in a course of education without prior tuition and fees paid by the Department of Veterans Affairs, during the period beginning on the first day of class for the applicable term, without penalty due to delayed payment. Where all tuition and fee payments through entitlement for educational assistance are due under the Chapter 31 or Chapter 33 benefit parameters. To ensure that any “covered individual” attending or participating in a program of education has provided that institution with an official Certificate of Eligibility or Statement of Benefits from the Department of Veterans Affairs, which authorizes and serves as verification of the individuals eligibility of benefits under Chapter 31 or Chapter 33 benefit type.

What is considered as proof of benefit eligibility?

A “Certificate of Eligibility (COE)” or a “Statement of Benefits” obtained from the Department of Veterans Affairs (DVA)” website under e-Benefits for Chapter 33 recipients, or a PO Authorization form (formerly VAF 28-1905) for Chapter 31 recipients are acceptable documents to use for verification of benefit eligibility.

What obligations does the LPN Center have toward a covered individual?

The LPN Center in compliance with the act will ensure that they will not impose any penalty to a “covered individual”, including the assessment of late fees, the denial of access to classes or other institutional facilities that are available to other students that have paid. Nor will the institution require that a “covered individual” borrow additional funds, because of the “covered individual’s” inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the VA under Chapter 31 or Chapter 33. So long as the student has provided the LPN Center with the authorized documentation which qualifies them for protections afforded by Section 103 of this provision and meets all the eligibility requirements of a “covered individual”.

The Department of Veterans Affairs, by the institution’s compliance, will provide payment ending on the earlier of the following dates:

1. The date on which payment from the VA is made to the institution
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

The Veterans Access, Choice and Accountability Act of 2014

For courses, semesters, or terms beginning after July 1, 2017, public institutions of higher education must charge qualifying veterans, dependents, and eligible individuals’ tuition and fees at the rate for in-state residents. Any institution not meeting this requirement will be disapproved by the U.S. Department of Veterans Affairs (VA) for the Post-9/11 G.I. Bill® and the Montgomery G.I. Bill®.

For courses, semesters, or terms beginning after March 1st, 2019, public institutions of higher education must charge individuals using education assistance under chapter 31, Vocational Rehabilitation and Employment (VR&E) the in-state residential rate.

The LPN Center charges one tuition rate for all students regardless of in-state or out-of-state status.

"GI Bill®” is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

STUDENT LEADERSHIP PROGRAM

The student leadership program is designed to:

- encourage leadership among peer groups,
- involve students with the educational process of the LPN Center, and
- relate problems and concerns as they arise to faculty representatives and/or the Director.

Class members selected at least two students from each class to act as class representatives, bringing concerns and requests for change to the faculty. Faculty will select students to serve on faculty committees.

STUDENT RECORD MAINTENANCE AND ACCESS

Policy

The LPN Center adheres to the regulations of student record maintenance, access and disclosures as detailed in Family Education Rights and Privacy Act (FERPA). The following procedures recognize and facilitate the following student rights:

1. The right to inspect and review his or her own educational records (with written request).
2. The right to request amendment of his or her educational record that he or she believes is inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in his or her educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the LPN Center to comply with the requirements of FERPA.

Descriptions of Student Educational Records

Permanent student records of graduated students are kept in locked, fireproof files. The permanent record of graduated students includes a transcript of the student's clinical and academic achievement.

Records of enrolled students are electronically filed or kept in locked, fireproof files in the administration office. The records of enrolled students include the following:

1. Application materials
2. High school, GED and college transcripts
3. References
4. Pre-entrance exam scores
5. Acceptance letter
6. Copies of academic progress
7. Counseling reports
8. Clinical compliance documents

End-of-Level clinical performance evaluations are maintained throughout the program year.

Enrolled student records are moved to permanent student record files after the graduated student has taken and passed NCLEX-PN.

Student financial aid records are maintained in locked files in the administration office and contents are retained until after the completion of the third year after the student's final award year.

Procedures

A student or graduate must request an official transcript in writing, including the student's name at the time of enrollment or graduation, the name and address of where the transcript is to be sent, and a money order for the appropriate handling fee.

Students have the right to inspect and review their own educational record upon written request. A student must submit a written request to the Director to inspect his or her educational record. Within 45 days of receiving the written request, the Director will arrange for access and notify the student of the time and place where the record may be inspected.

Students have the right to request amendment of their educational records that they believe are inaccurate. A student must write to the Director, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Director decides not to amend the record, the Director will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Program faculty and administration may access student files as needed to obtain information necessary to assist the student with clinical, academic or other school-related issues as part of their professional responsibilities.

Students have the right to consent to disclosures of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent. Information from a student's educational record will not be disclosed without the student's written consent.

Exception: The LPN Center will release the name, address and social security number of each graduating student to the PASBON as means of verifying the student’s successful completion of this practical nursing program and eligibility to take the practical nursing examination for licensure in Pennsylvania.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the LPN Center to comply with the requirements of FERPA. The name and address of that government office:

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

APPENDIX A – LPN PROGRAM TECHNICAL STANDARDS

REQUIRED SKILLS

A candidate for admission into the LPN Center Practical Nursing Program must have abilities and skills in five categories: observation, communication, motor, intellectual and behavioral/social. Reasonable accommodation for persons with documented difficulties will be considered on an individual basis, but a candidate must be able to perform in an independent manner. The following skills are required, with or without accommodation.

Observation

Candidates must have sufficient sensory capacity to observe and participate in the lecture hall, the laboratory, the outpatient setting and the patient's bedside. Specifically:

- Sensory skills are adequate to perform physical assessment of a client.
- Vision, hearing and tactile sensation are functional and adequate to observe a patient's condition and to elicit information through procedures regularly required in physical assessment, such as inspection, auscultation and palpation.

Communication

Candidates must be able to communicate effectively in both academic and health care settings.

- Show evidence of effective written and verbal communication skills as needed to interact with patients and to communicate patient's needs in a prompt and effective manner.
- Demonstrate professional manner and insight in the communication process.

Motor

Candidates must have the ability to participate in basic diagnostic and therapeutic maneuvers and procedures (e.g. palpation, auscultation) and sufficient motor function to execute movements required to provide care to patients.

- Strength and coordination is required to lift patients and respond promptly to patients' needs in routine and emergency situations.
- Negotiate patient care environments and be able to move between settings, such as clinic, classroom building and health care sites.
- Have physical stamina sufficient to complete the rigorous course of classroom and clinical study.
- Long periods of sitting, standing or moving are required in classroom, laboratory and clinical experience.

Intellectual

In order to complete the practical nursing program, candidates must demonstrate mastery in reading and understanding of nursing and medical literature and to use it in a timely fashion in problem-solving and patient care.

- Able to perform measurements and calculations, and read charts and graphs.
- Adhere to professional ethics.

Behavioral and Social

Candidates must possess the emotional health required for full utilization of their intellectual abilities.

- Exercise good judgment and complete all academic and patient care responsibilities promptly.
- Develop mature, sensitive and effective relationships with patients and members of the health care team.
- Demonstrate flexibility, compassion, integrity and motivation.
- Demonstrate interpersonal skills, concern for others, and the ability to function in the face of uncertainties and stress inherent in clinical practice.

ENVIRONMENT

Health care is, at times, delivered in high stress areas, requiring management of multiple roles, tasks and decisions. The equipment and supplies used by nurses may present a danger to individuals with sensitivities and allergies, especially to certain fumes or latex products.

Prospective practical nursing students must alert instructors and the Director regarding any physical or other restrictions regarding high risk in the health care environment, as the exposure may prevent successful completion of the program requirements.

Students admitted to the practical nursing program will receive a copy of the standards with a request for acknowledgement and return.

Students may request accommodation to one or more technical standards based on documented disability. Such accommodation will be provided in accordance with Central Susquehanna Intermediate Unit and LPN Center policies, as well as state and federal statutes.

ADAAA STATEMENT

The LPN Center does not discriminate against individuals with disabilities. Faculty recognizes that, in addition to physical disabilities, individuals might also experience hidden disabilities such as mental, emotional or learning disabilities.

If you have a disability and do not require special accommodations, you are not required to disclose your disability. **If you have a disability and require accommodations, you are required to submit documentation of your disability including recommendations for accommodation to the program director no later than one week prior to the first class day.**

In accordance with the Association on Higher Education and disability regulations, an Individual Education Plan requires a full psychological workup before accommodations can be provided to a student.

A licensed clinical psychologist or psychiatrist must complete the documentation. It should verify the disability and suggest appropriate accommodations. Documentation must be less than three years old. **It is the student's responsibility to obtain the documentation and to pay the provider's fees.**

Questions regarding your rights and responsibilities as a student at the LPN Center should be directed to:

Dr. Ashlee Bower
Director of Operations
570-768-4960

APPENDIX B – LICENSURE REQUIREMENTS

Students who have completed this approved Practical Nursing Program are qualified as applicants for the licensure exam conducted by the Bureau of Professional and Occupational Affairs, State Board of Nursing:

The applicant for examination as a licensed practical nurse shall furnish evidence satisfactory to the Board that the applicant is 18 years of age or older, is of good moral character, has completed at least 12 years of education with a diploma in public, parochial or private school, or its equivalent as evaluated by the Department of Education, and has satisfactorily completed a course in practical nursing prescribed and approved by the Board in a school, hospital or other institution of not less than 1,500 hours and within a period of not less than 12 months (Rules and Regulations of the State Board of Nursing for Practical Nurses, Sec. 21.158).

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

- at least 10 years have elapsed from the date of conviction;
- the applicant satisfactorily demonstrates to the Board that he or she has made significant progress in personal rehabilitation since the conviction such that his or her licensure should not be expected to create a substantial risk of further criminal violation;
- the applicant otherwise satisfies the qualifications contained in or authorized by this act.

The term “convicted” shall include a judgment, an admission of guilt or a plea of *nolo contendere*. In addition, conviction of misdemeanors may also influence licensure qualifications because the State Board of Nursing considers the character requirements of the candidate. A person licensed by the State of Pennsylvania is expected to have good moral character. Therefore, candidates will now be requested to supply information related to felony and misdemeanor convictions.

The LPN Center cannot guarantee that any student will pass the PN licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom such as your willingness to study outside of class. Licensure exam questions are drawn from databases of hundreds of possible questions. Therefore, a thorough understanding of the subject matter is required. The goal of the LPN Center is to provide you with a foundation for your studies as you prepare for the exam.

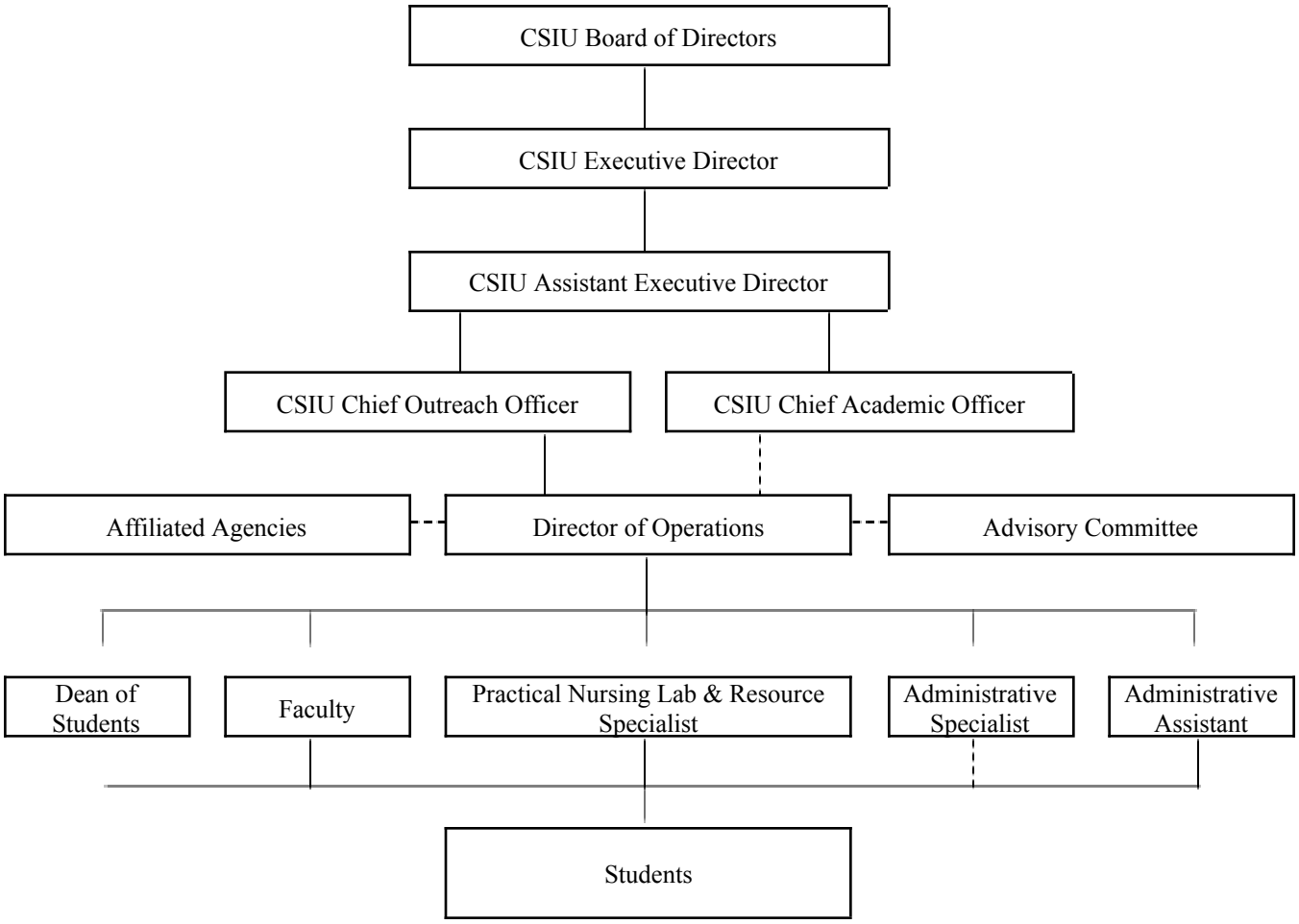
Issuing a Temporary Practice Permit and PN License rests with the Pennsylvania State Board of Nursing. The LPN Center cannot guarantee that, although the student has successfully completed the practical nursing program, he/she will be issued a Temporary Practice Permit and/or PN License.

APPENDIX C – SAFETY INFORMATION AND CONTROLLED SUBSTANCES

In accordance with P.L. 101-542, the Student Right-To- Know and Campus Security Act, as amended by P.L. 102-26, the Higher Education Technical Amendments Act of 1991, and regulations in the Federal Register, April 29, 1994, effective July 1, 1994, the following information is provided:

- **Security:** The LPN Center is owned by the CSIU. Access is available during regular hours of operation. The building is locked during non-operating hours. Adequate lighting is in place around the building and an efficient fire alarm system is maintained in working order.
- **Reporting Criminal Actions or Other Emergencies:** Since there is no campus security department, incidents related to criminal actions must be reported to the LPN Center Director, who will contact appropriate CSIU personnel and authorities. In case of an emergency such as fire, illness or natural disaster, Northumberland County Emergency Services will be notified. In the absence of an administrator, an employee may notify the police.
- **Statistics Concerning Incidents at the LPN Center:** There have been no occurrences in the past years of murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arrest for liquor or drug abuse violations, or arrest for weapon possession.
- **Information on Sexual Assaults and Rape Awareness Programs:** There are no programs to inform students, faculty or staff about sexual assaults or rape awareness. Referrals are made to Northumberland County Emergency Services / Emergency 911 or local programs in the home communities of students, faculty or staff.
- **Use and Sale of Controlled Substances and Alcoholic Beverages:** The LPN Center participates with the CSIU in designating all school property as a Drug-Free Workplace and in all policies concerning use and sale of controlled substances and alcoholic beverages. Unlawful distribution, dispensing, possession or use of controlled substances are prohibited. Those violating this prohibition are subject to disciplinary actions, namely, immediate termination of enrollment. Students deemed under the influence of alcohol while under the LPN Center's jurisdiction are subject to similar disciplinary action.

APPENDIX D – LPN CENTER ORGANIZATIONAL CHART



Administrative ▬▬
Advisory ------

Revised 7/23

Everything you need to know about the TEAS

What is the TEAS?

The Test of Essential Academic Skills (TEAS), developed by ATI, assesses preparedness to enter the health science fields. You've probably been asked to take the TEAS as part of admissions requirements for a nursing or allied health program. That's because studies show a consistent link between TEAS scores and future academic success.

Test structure

170 Total Questions

Reading (26%):
45 questions; time limit 55 minutes

Math (22%):
38 questions; time limit 57 minutes

Science (30%):
50 questions; time limit 60 minutes

English & language usage (22%):
37 questions; time limit 37 minutes

The time limit for the total exam is 3 hours and 29 minutes.

Download the FREE TEAS 6-Week Study Plan

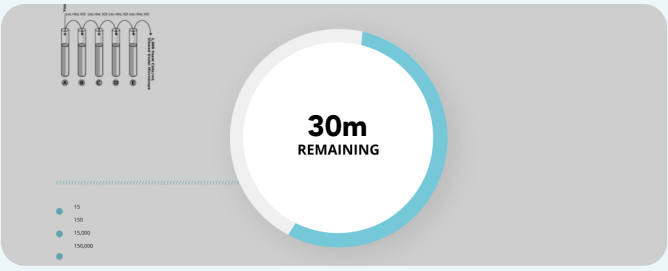
https://share.hsforms.com/1VUIjspkwSs2v31xNv_Ru1Ar8bq

How to prepare

The best way to study is with the creator of the TEAS. No matter your study style or timeline, ATI has the materials and study packages to help you earn the score you need. Here are some highlights of our top 4 resources:

ATI TEAS SmartPrep

SmartPrep is an online tutorial customized to you. Each of the 4 subject areas begins with a diagnostic test that helps you understand what you know — and what you don't. Then, SmartPrep creates a personalized study program based on your results. Research shows that by using SmartPrep, students can improve their score by 7.5 percentage points.

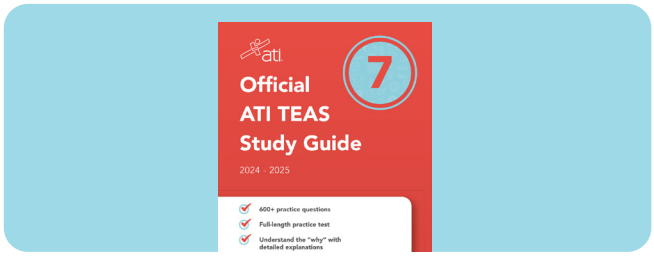


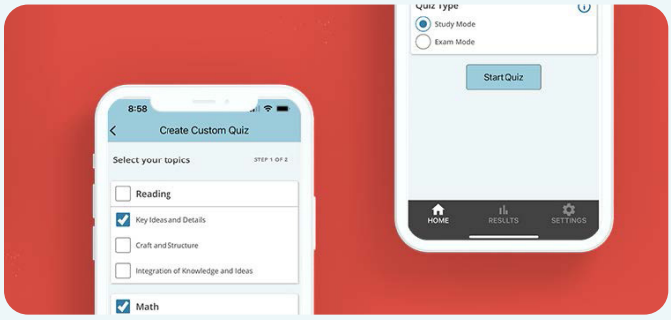
ATI TEAS Practice Tests

Our practice tests simulate the actual testing environment of the TEAS. Each test contains 150 questions and detailed answer rationales. At the end, you receive a score report that identifies topics to review, based on your results.

ATI TEAS Study Guide

Our TEAS Study Guide covers the 4 test subject areas and provides 325 practice questions, unit quizzes (150 questions each), and a full-length, comprehensive practice test. Our study guide pairs well with ATI Practice Tests!





Official ATI TEAS Prep App

Our app provides on-the-go access to the most comprehensive prep materials available. It contains over 2,300 practice questions that you can answer in study mode or exam mode. All questions are aligned to the most recent TEAS content.

TEAS registration and requirements

- To create an account and/or register for the TEAS, visit: https://www.atitesting.com/teas/register
- A valid (not expired) hard copy of an approved form of government-issued photo ID is required before the start of the exam (both in-person and remote/at-home exams). Photocopies and photos on a mobile device are not accepted.
- For a remote TEAS (at-home exam), certain internet and system requirements must be met before testing. See the technical requirements here: https://www.atitesting.com/technical-requirements

After your test day

- **Get your score:** Log in to your ATI account to get a score report detailing your performance. Exam results are usually posted within 48 hours.

Visit www.atitesting.com/teas/exam-details for more information about the TEAS.

Central Susquehanna LPN Career Center

15 Lawton Lane, Milton, PA 17847
PHONE (570) 768-4960 ◆ FAX (570) 768-4961

APPLICATION FOR ADMISSION

To assure processing of your application:

1. Attach a **money order** for **$75.00** (application fees) payable to **Central Susquehanna LPN Career Center**.
2. Have your high school send an **official transcript** to the LPN Career Center by mail. If you have a GED, request a copy of an **official transcript** online at www.diplomasender.com. For consideration of college credits, have your college send an **official transcript** to the LPN Center.

You will be notified by mail or email about date(s) for entrance exam testing as soon as your application is complete and processed.

Part I: Please print the following information:

Name _____
First Middle Last Maiden (if applic.)

Cell:_____ Secondary: _____ SSN: _____

Applicant email _____ DOB_____

Address _____ _____ _____ _____
Street City State Zip

Indicate which class you wish to enter: August_____(Full time) January _____(Part Time)

Have you previously applied to or attended the Central Susquehanna LPN Career Center? ☐ Yes ☐ No

If yes, when or what name at the time? _____

How did you hear about the Career Center?

☐ Alumni ☐ CareerLink ☐ Employer ☐ Friend ☐ Family ☐ High School ☐ Word of Mouth ☐ Online
☐ Other _____

If you are currently employed, supply the following information:

Name of present employer _____

Date started _____Telephone no. _____Type of work_____

Part II: Include References:

Please provide two (2) letters of reference from anyone **who is familiar with experiences you have had in nursing or healthcare**. If you have had no experiences in nursing or healthcare, please use people who can verify your character **(NOT family members).** We would prefer that you use supervisors, teachers, or other health care professionals as your references.

Part III: Please include on a separate sheet a short essay about your goals and/or reasons for becoming a practical nurse.

Remember to:

- ☐ Attach a **money order** for **$75.00** (application fees) payable to **CSLPNCC**. **Personal checks will not be accepted.**
- ☐ Have your high school send an **official transcript**. If you completed a **GED**, request a copy of an official transcript online at www.diplomasender.com.
- ☐ Obtain **two letters of reference** and include with your application material.
- ☐ Include **Part III** on an attached page and submit it with your application.

If you need assistance completing this application, please call the LPN Career Center at 570 -768-4960.

You will be notified by mail or email about date(s) for entrance exam testing as soon as your complete application is received and processed.

Signature _____Date _____

The Central Susquehanna LPN Career Center and Central Susquehanna Intermediate Unit will not discriminate in educational programs, activities or employment practices based on race, color, national origin, gender, disability, age, religion, sexual orientation, ancestry, union membership or any legally protected classifications. Announcement of this policy is in accord with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Employees and program participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for people with disabilities, should contact: Human Resources Director, CSIU, 90 Lawton Lane, Milton, PA 17847.

Excited to hear from you!

Central Susquehanna
LPN Career Center

Central Susquehanna Intermediate Unit

Enriching Learning...Enriching Lives