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WELCOME

Welcome to the Practical Nursing (PN) Program at the EASTERN Center for Arts and Technology. We are pleased to welcome you to a program approved by the Pennsylvania State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN) and the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools (MSA/CESS). Your selection into this program reflects our confidence in your potential to succeed in the rewarding profession of practical nursing.

Throughout the program, you will be provided with opportunities to develop the essential skills and knowledge required to achieve the End of Program Student Learning Outcomes (EPSLOs). Our dedicated faculty will guide and coordinate your learning experiences to support your progress and help you reach your goal of becoming a practical nurse.

This handbook is designed to familiarize you with the school's policies and procedures, which you are responsible for understanding and following during your time in the program. We encourage you to keep it as a valuable resource for reference whenever you need clarification on program policies.

EQUITY STATEMENT

It is the policy of the Eastern Center for Arts and Technology not to discriminate on the basis of race, sex, color, religion, age, disability, sexual orientation or national origin in its career and technical programs, activities, or employment as required by Title VI, IX, Section 504, and the Americans with Disabilities Act. EASTERN provides equal access to the Boy Scouts and other designated youth groups. EASTERN will take steps to assure that lack of English language skills will not be a barrier to admission and participation in its career and technical programs. Further assurance is given that services, activities, and facilities are acceptable to and usable by people with handicaps. The following person has been designated to handle inquiries regarding the non-discrimination policies: Equity Coordinator, 3075 Terwood Road, Willow Grove, PA 19090, 215-784-4800.

It is our hope that you will enjoy our Practical Nursing Program and experience the highest degree of achievement and satisfaction.

MISSION STATEMENT

The Mission of EASTERN Center for Arts and Technology is to equip all students with dynamic skills, knowledge, and mindsets to succeed in a career pathway.

ACCREDITATIONS AND APPROVALS

The EASTERN Center for Arts and Technology Practical Nursing Program is an ACEN and MSA-CESS accredited program.

Accreditation Commission for Education Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
404-975-5000
http://www.acenursing.com/candidates/candidacy.asp

Middle States Association of Colleges and Schools – Commissions on Elementary and Secondary Schools (MSA-CESS)
3624 Market Street
Philadelphia, PA 19104
215-662-5603

Pennsylvania State Board of Nursing (approved by)
Commonwealth of Pennsylvania
Bureau of Professional Affairs and Occupations Affairs
PO Box 2649
Harrisburg, PA 17104
717-783-7146

POLICY CHANGES

The faculty reserves the right to amend or add policies at any time during the program. Students will be informed in writing about any changes and be required to sign an acknowledgement document. A student's refusal to sign acknowledgment documents will not negate the policy change.

PROGRAM ADMISSIONS

Information about admission to EASTERN Center for Arts and Technology Practical Nursing Program may be obtained at the following:

EASTERN Center for Arts and Technology
Practical Nursing Program
3075 Terwood Road
Willow Grove, PA 19090
215-784-4805
www.eastech.org

IMPORTANT NUMBERS AND WEBSITES

- Student Clinical Call Out Phone Number: 215-481-3228 and leave a message
- Moodle Website Address: https://pnecat.expertlearning.net/
- Weather Related School Closing: see page 75

Program Philosophy
Practical Nurses possess the Knowledge, Skills, and Attitudes (KSA's) necessary to provide patient-centered, safe, legal, ethical, and competent quality nursing care to diverse populations in all age groups and settings which are within the practical nursing scope of practice. Practical Nurses apply evidence based theoretical concepts from the sciences, nursing, and technology to the patient care they provide.
Practical Nurses use KSA's to make sound clinical decisions based upon patient assessment and in collaborating with interdisciplinary team members to accept, prioritize, communicate, administer and/or delegate care to provide the best possible outcome for the patient.

Practical Nurses assist patients in meeting their individual health goals by utilizing best practices to

encourage health promotion and wellness by providing health education. Practical Nurses assist patients in recovery from acute/chronic illness or injury and meet the needs of those who cannot care for themselves. Most importantly, nursing care is provided with Patient Safety and Comfort as Priority #1.

EASTERN's curriculum is developed to build upon previous learned knowledge and sequential instruction. Maslow's Hierarchy of Needs and the Body Systems model are used to help students organize the pathophysiologic curriculum concepts. Basic scientific principles, human diversity, mental health, gerontology, pharmacology, and nutrition are integrated throughout the curriculum. The Quality and Safety Education for Nurses (QSEN) Institute's competencies, the National League for Nursing (NLN) competencies and the NCLEX-PN Test Plan are used to frame the programs End-of-Program Student Learning Outcomes (EPSLO's). Each nursing course addresses vocational development, current nursing issues/initiatives and management/leadership principles.

EASTERN Practical Nursing students are held to high standards, standards that reach above minimal competency. Technology, active learning principles and innovative approaches are applied in theory and clinical situations to assist the student in meeting the KSA's inherent of the Practical Nurse. EASTERN students are adult learners and are responsible for their own education and in communicating their learning needs.

Practical Nurses are accountable for the nursing care they provide and are responsible to build upon their foundational knowledge through lifelong learning by engaging in continuing education and/or career progression.

END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLO)

The purpose of the Practical Nursing Program is to prepare safe, entry level practical nurses that can provide quality care in all settings where nursing takes place, under the direction of a Registered Nurse, Physician, or other qualified health practitioner. At the completion of the program, the graduate practical nurse will:

1. **Clinical Decision Making –** Demonstrate appropriate clinical decision making based on evolving critical thinking/clinical judgment in the delivery of nursing care.
2. **Teamwork –** Contribute to the interdisciplinary team by communicating using positive interpersonal skills to convey knowledge to promote patient safety and continuity.
3. **Safety –** Provide a patient care environment that minimizes the risk of adverse events by making clinical decisions based on nursing knowledge and evidenced based practice.
4. **Patient Education –** Provide patients with information needed to promote health/wellness and to effectively manage disease.
5. **Professionalism –** Demonstrate responsibility and accountability for personal and professional development that includes legal and ethical principles and complies with the standards of nursing practice.

PERFORMANCE AND PROMOTION PROCESSES AND POLICIES

Level	Courses	Full Time	Part Time
Level 1A – Fundamentals of Nursing	• **Anatomy and Physiology** • **Pharmacology** • **Nursing 1A**	13 Weeks*	26 Weeks*
Level 1B – Fundamentals of Nursing	• **Nursing 1B** • **P and V 1**	6 weeks*	12 Weeks*
Level 2 – Medical Surgical	• **Nursing 2**	20 Weeks*	40 Weeks*
Level 3 – Maternal Child/Pediatric	• **Nursing 3** • **P and V 2**	9 Weeks*	18 Weeks*
		35 Hours/Week*	16 Hours/Week*

GRADING AND PROGRESSION

Both the Full-Time and Part-Time Practical Nursing programs consist of four levels. To advance to the next level and remain in the program, students must meet the following criteria:

- Maintain a minimum average of 75% in each theory course at every level.
- Successfully pass the clinical component of each course.
- Achieving a minimum average of 85% in each nursing course's medication math tests.

THEORY GRADING SCALE

Students must achieve a minimum of a 75% average in the final grade to pass each course. Grading scale is as follows:

- **A+** = 98-100
- **A** = 96-97
- **A-** = 94-95
- **B+** = 92-93
- **B** = 89-91
- **B-** = 86-88
- **C+** = 84-85
- **C** = 79-85
- **C-** = 79-80
- **D** = 75-78
- **F** = 74 and Below

(Decimals of 0.5 or higher will be raised to the next highest whole number for all grade calculations.)

GRADED ASSIGNMENTS

10% will be deducted from student assignment grade for each day a graded assignment is late. No submissions after 4 days will be accepted and grade will be 0 for the assignment, unless approved by faculty.

GRADES

Students are given an unofficial transcript at the end of Level 1B, Level 2 and Level 3.

POLICY FOR ADMINISTRATION OF EXAMINATIONS

To maintain academic integrity and ensure a secure testing environment, the following guidelines apply to all examinations:

- **Punctuality:** Students are expected to be present and seated before the scheduled start time of the exam. No one will be permitted to enter the classroom once the exam has begun. Late arrivals will be marked as absent and must follow the appropriate procedures for makeup exams.
- **Seating Arrangements:** Faculty reserves the right to assign seating as necessary to maintain examination security.
- **Personal Belongings:** All personal items, including bags, notebooks, and electronic devices, must be placed at the front of the classroom before the exam begins. Students are permitted to have only a pencil. Scrap paper will be provided.
- **Electronic Devices:** Wi-Fi must be turned off on all personal devices. Cell phones must be turned to vibrate and submitted to faculty prior to the start of the exam. The faculty will provide calculators if needed. Cell phone use during an exam will result in an automatic grade of **zero**.
- **Testing Platform:** All examinations will be administered using the ExamSoft platform.
- **Leaving the Room:** Students are not permitted to leave the room during the exam for any reason.
- **Academic Integrity:**
  - No communication or exchange of information is allowed during the exam unless explicitly permitted by the instructor (e.g., during an open-book exam).
  - Talking to a classmate during the exam will be considered **cheating**.
  - Any form of cheating will result in a **grade of zero** and may lead to **disciplinary action** in accordance with school policy.
- **Pre-Exam Requirements:** All clinical assignments due prior to the exam must be submitted **in full** before the exam begins. Incomplete or missing assignments will prevent the student from taking the exam at the scheduled time. Once the exam is taken, the **"75 Rule"** (see policy below) will apply.

POST EXAM ANALYSIS AND REVIEW

- Exam reviews play a crucial role in student learning, as they provide an opportunity to learn from mistakes by reviewing the rationale behind exam items. Students are strongly encouraged to take the time to review their exams in ExamSoft immediately after submission. **This is the only opportunity the student will have to view their answers.**
- After the instructor completes the exam analysis, the instructor may decide to accept 2 answers or throw an item out.
- If an instructor removes a question from the exam, it is excluded from the total number of items and treated as if it was never part of the test. For example, if the original exam had 60 questions, and one is thrown out, the total number of items becomes 59.

Examination Make-Up Policy

If a student is unable to take an exam due to a serious illness or personal crisis, the student must follow the examination make-up policy below:

- The student must notify the instructor **prior** to the start of the scheduled examination and reschedule the make-up exam at that time, to be taken within five (5) days of the student's return to school.
- The maximum grades that may be recorded for missed exams are as follows:

  Theory Exams:
  - First missed exam: maximum grade of **75%**
  - Second missed exam: maximum grade of **70%**
  - Third missed exam: maximum grade of **65%**

  Med Math Exams:
  - First missed exam: maximum grade of **85%**
  - Second missed exam: maximum grade of **80%**
  - Third missed exam: maximum grade of **75%**

- Verifiable, documented, and extenuating circumstances may be reviewed and considered on a case-by-case basis.

Medication Math Proficiency Policy

Medication Math Proficiency Testing is used to assess and ensure student competency in the safe administration of medications. All students are required to pass a series of Medication Math Proficiency Tests as part of their clinical requirements. The testing schedule and requirements are as follows:

Level 1B – Nursing 1: Fundamentals

- Students will take one (1) end-of-term Medication Math Proficiency Test.
- A minimum score of 85% is required to pass the clinical component of the course.
- Students are allowed two (2) attempts to pass this exam.

Level 2 – Nursing 2: Medical-Surgical Nursing

- Students will complete a series of five (5) Medication Math Proficiency Tests throughout the course.
- An average score of 85% or higher is required to pass the clinical component of the course.
- Students who do not meet the required average will be given a comprehensive Medication Math Exam and must achieve a score of at least 85% to pass the clinical portion.

Level 3 – Nursing 3: Maternal-Child/Pediatric Nursing

- Students will take three (3) Medication Math Proficiency Tests during the course.
- An average score of 85% or higher on these tests is required to pass the clinical component.
- Students who do not achieve the required average will be given a comprehensive Medication Math Exam and must score at least 85% to pass the clinical portion of the course.

GUIDELINES FOR ANSWERING MEDICATION MATH QUESTIONS

NOTE: Full credit will only be awarded if all work is shown and the problem is answered completely and correctly. Partial credit will not be given.

1. Leading Zero Required; No Trailing Zero:
   - Always use a leading zero for decimal values less than one
     - Example: (e.g., 0.8 mL, NOT .80 mL).
   - Failure to follow this rule will result in a ½ point deduction.

2. Unusual or Unsafe Dosages:
   - If a question requires administering an unusually large or small dose (e.g., 1/8 of a pill or an excessive number of tablets), students should indicate that they would question the dose and/or contact the pharmacy.

3. Syringe Markings and Rounding Rules:
   - Syringes will be marked if requested.
   - For volumes greater than 1 milliliter (mL), round to the nearest tenth (one decimal place).
     - Example: 1.28 → 1.3; 1.24 → 1.2
   - For volumes less than 1 milliliter (mL), round to the nearest hundredth (two decimal places).
     - Example: 0.654 → 0.65; 0.135 → 0.14
   - Incorrect rounding will result in a ½ point deduction per question.

4. Syringe Compatibility:
   - If the syringe provided is not appropriately calibrated for the ordered dose, the correct answer is to obtain a properly calibrated syringe.

5. IV Gravity Drip Rates:
   - Drip rates must be rounded to the nearest whole number.
     - Example: Calculator result of 20.8 → 21 drops per minute
   - Providing an unrounded answer (e.g., 20.8) will result in a ½ point deduction.

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) CURRICULUM TESTING

ATI EXAMINATIONS

Critical Thinking Assessments are proctored assessments to determine students' overall performance on specified critical thinking skills.

ATI Content Mastery Series are web-based curriculum examinations that provide students with direct feedback on their deficiencies. These examinations will be administered throughout the program. The exams have 2 versions, Non-Proctored **(NP)** practice exam and Proctored **(P)** exam, both of which assist students in knowledge acquisition and computerized testing. Students must go to the atitesting.com website to take the (NP) examinations.

Nine proctored exams and over 50 practice exams are included. Content areas of these assessments are:

- Fundamentals of Nursing
- Adult Medical-Surgical
- Nursing Care of Children
- Maternal-Newborn
- Mental Health
- Community Health
- Pharmacology
- Leadership
- Nutrition for Nursing

ATI Access Codes can be found on the ATI site and/or in PN MOODLE. Students have unlimited access to NP ATI Resources for up to one year after graduation.

(NP) and (P) Exam Policy

Students are required to achieve a score greater than 90% on the Non-Proctored (NP) exams before they are eligible to take the corresponding Proctored (P) exam.

- NP exams may be taken multiple times to reach the required score.
- There is a "lock-out" period between attempts which will be enforced. This time frame is typically 12 hours, but the exact duration will be determined by the Course Coordinator.
- Students must submit documentation of their qualifying NP score by midnight the day before the scheduled P exam.

Consequences for Missing the Deadline:

- Nursing Level 2
  - Students who fail to submit qualifying NP exam documentation by the deadline will not be permitted to take the P exam, and the day will be counted as an absence.

- Nursing Level 3
  - Students who miss the documentation deadline will receive a grade of 60% on the P exam, and the day will be counted as an absence.

If a student does not achieve a "Level 2" score on **any** of the (P) exams, written remediation is required. See **Focused Review** below.

ATI PREDICTOR SCORES

This test is given during Professions and Vocations – 2.

The PROBABILITY of PASSING grade is useful in determining readiness to take the NCLEX-PN exam. Data demonstrates that students who obtain a 90% or greater Probability score have a very good chance of passing the NCLEX-PN on the first attempt.

Focused Review 2.0

A personalized learning tool that focuses on helping students identify specific knowledge gaps on ATI practice and proctored assessments, allowing students to dive deeper into content not yet mastered. Embedded with a media-rich study guide which links to the exact page in the **ATI Review Module eBook**. Students are also provided with a post-quiz to assess remediation effectiveness.

Written Remediation Instructions Using Focused Review
To successfully complete your ATI remediation, please follow the steps below:

1. Print the detailed score report of your completed ATI exam.
2. Highlight all questions you answered incorrectly.
3. Research each incorrect item using ATI computer-based remediation tools or your course textbooks.
4. Write the correct answer and provide a correct rationale next to each highlighted question directly on your printed score report.
5. Submit your completed remediation packet in full to the assigned Instructor.
6. Incomplete submissions will not be accepted and will be returned for correction and completion.
7. Due Date: To be determined and communicated by the Course Coordinator.

Available Resources for Remediation:

- ATI Review Modules (eBook and print):
  These NCLEX® blueprint-based modules are part of the Focused Review and aligned with the Content Mastery Series Assessments. They provide essential nursing content and support the development of clinical judgment.

- Dosage Calculations and Safe Medication Administration Assessments:
  These include both practice and proctored assessments across key areas such as Fundamentals,

Adult Medical-Surgical, Pediatrics, Maternal-Newborn, and Mental Health. They help identify areas of mastery and those needing remediation.

ATI Tutorial Resources

Test Taking Strategies Seminar
A virtual seminar of detailed strategies that provides students with an approach to strategic testing taking that can lead to higher test scores, less remediation, and an overall positive nursing school experience.

Achieve
An online tutorial that assists new nursing students with mastering classroom skills, test-taking skills and preparing for their clinical experiences. The tutorial contains five modules that offer evidence–based recommendations to aid nursing students in enhancing their experience as learners and test takers. There is a separate section to address the challenges of the student who is an English Language Learner (ELL) or ESL learner.

Civility Mentor
Educates students about the consequences of incivility and helps them develop essential skills to foster civility, communicate more assertively and effectively, and address incivility in academic and health care environments. Simulated case scenarios are designed to build nursing students' skills and confidence as they learn and apply techniques in conflict negotiation, effective communication, stress management, reflective practice, and professional, ethical conduct.

Nurse's Touch Suite
A solution that pairs tutorials, simulations, and assessments to provide students with exposure to leadership, professionalism, and communication preparing them to be comfortably competent during clinical rotations and in every provider environment. Nurse's Touch suite allows students to repeatedly interact with clinical and professional situations that build clinical judgment proficiencies. Areas of focus include:

- Professional Communication
- Becoming a Professional Nurse
- Informatics and Technology
- Leadership
- Wellness and Self-Care

Nurse Logic 2.0
An online, multisensory tutorial that lays the foundation for "***thinking like a nurse***." It provides a formal introduction to critical thinking methods, the nursing process, priority setting frameworks, test-taking strategy, and clinical judgment skills. Through this tutorial, students learn the foundational ideas and concepts of nursing as a profession. Nursing knowledge and test-question logic prepare students to make clinical judgments on both test questions and in real-life situations.

Active Learning Templates
Assists students in completing clinical paperwork as it provides conceptual maps designed to guide students in the learning and review of critical nursing theory needed for clinical judgement development. There are seven types of Active Learning Templates available: ***Basic Concept, Diagnostic Procedure, Growth and Development, Medication, Nursing Skill, System Disorder and Therapeutic Procedure***. Each section of the template is labeled and indicates the type of information to be collected.

Learning Systems
Offers learning-enhanced quizzes to guide students' mastery of nursing content. Through standard, quiz by category and adaptive quizzes, this resource provides practice in content-specific areas. Hints are offered to highlight key components of the question and to coach students to ignore distractors.

Pharmacology Made Easy
A tutorial similar in design to Nurse Logic, Pharmacology Made Easy teaches students Pharmacology in a fun, media-rich, track-able manner. Broken up by body system, Pharmacology Made Easy can be easily embedded throughout the curriculum. Pathophysiology reviews and case studies with drill questions provide students with exposure to clinical situations and challenge students' clinical judgment skills.

Dosage Calculations and Safe Medication Administration
A tutorial that teaches students medical math in an online, interactive format offering three accepted calculation methodologies. This tutorial is designed to reduce medication administration errors at the student and ultimately practicing nurse levels. Drill questions and case studies provide students with exposure to clinical situations and challenge students' clinical judgement skills.

Engage Fundamentals
This is essentially a fundamental textbook. This contains 40-lessons in Fundamentals of Nursing.

EHR Tutor
An academic electronic health records system. Students can learn how to document countless tasks, from taking vital signs and head-to-toe assessments to writing comprehensive medical histories and care plans. EHR Tutor is more than just patient documentation – additional features such as ***Unfolding Case Studies*** challenge students to recognize, assess, prioritize, act, and evaluate new patient data.

Skills Modules
Aimed to help students master 180+ essential nursing skills from the convenience of an online skills lab. With 30 modules, Skills Modules brings students clinical judgment tie ins, EHR Tutor chart integration, and new virtual scenarios for practicing skills and decision-making.

ATI Case Studies

ATI Video Case Studies
This interactive tool helps students solidify concepts and build clinical judgment through verbal response as they work through scenarios via practice, interaction, and improvement. After watching a short video that simulates a situation or issue commonly encountered in clinical practice, students either upload a video response or construct a text-based response with the option to become part of an online classroom discussion. Expert debriefing for each scenario follows and then students are asked to reflect on how they could revise their answer based on that knowledge.

Real Life Clinical Reasoning Scenarios
Students are challenged to make decisions based upon information provided and deal with the consequences of that decision going forward. Rationales provide immediate feedback after decisions are made, giving students exposure to key clinical situations; allowing them to learn from the consequences of their errors to improve future interactions; and advancing their knowledge. Electronic Medical Record access is included in each scenario. Content areas of focus include:

- Adult Medical Surgical
- Maternal Newborn
- Nursing Care of Children
- Mental Health

Swift River's Virtual Clinicals by ATI
This resource offers case studies providing clinical practice exposure and clinical judgement tools for patient care. Swift River offers over 600+ virtual clinicals over 12 content areas are included:

- Fundamentals – 20 cases
- Med-Surg – 52 cases
- Pediatric – 21 cases
- Maternal Newborn – 16 cases
- Mental Health – 43 cases
- Community Health – 42 cases
- Neurodevelopment and Neurocognitive Disorders – 70 cases
- Dosage Calculation – 124 cases
- Math Refresher – infinite questions
- Med Pass – 36 cases

NCLEX-PN PREPARATION

- **Board Vitals**: Level 3 adaptive quizzing engine with more than 3,000+ NCLEX-style items to prepare your students for the experience of an adaptive testing environment, and repeated practice in the lead-up to their NCLEX testing date.
- **ATI Capstone Comprehensive Content Review Course**: Level 3 students are paired with an ATI online educator to guide them through a pre-set calendar for 7-8 weeks of content review before sitting for the ATI Comprehensive Predictor. Each individual student has a personalized plan based on the content knowledge determined from the assessments. (optional)
- **Virtual ATI**: Through collaboration with a virtual coach, students are engaged in a personalized, assessment-driven NCLEX review in an online classroom that provides students access to a variety of on-demand resources. Students receive feedback and encouragement from their own personal online coach. NCLEX pass rates when receiving the "**Green Light**" to test are greater than 98%.
- **NCLEX Experience**: Helps students prepare for taking the NCLEX-PN exam. The NCLEX Experience modules give students practice with and build their confidence in answering various types of NCELX test questions.ATI Live Review

This is a 3-Day Live Review held at the end of the program. The course reviews program content to prepare our graduates for the NCLEX-PN examination. **ATTENDANCE is MANDATORY.**

Students' Quick Guide to the Next Gen NCLEX

What is the Next Generation NCLEX (or NGN)?

It's a new version of the NCLEX being developed.
Its purpose: to better evaluate your clinical judgment skills.

What is clinical judgment?

It's the observed outcome of your critical thinking and decision-making. It's an iterative process — one that evolves over time — in which you use your nursing knowledge to:

- observe and assess situations you experience
- identify a prioritized client concern (one that needs to be addressed immediately)
- generate the best solution to deliver safe client care.

Clinical judgment is broken into 6 functions:

1. recognize cues
2. analyze cues
3. prioritize hypotheses
4. generate solutions
5. take actions
6. evaluate outcomes.

Why is clinical judgment important?

It's linked to 46% of the tasks you'll perform as an entry-level nurses. Unfortunately, research shows nearly half of all new nurses are involved in a nursing care error. That makes clinical judgment crucial to your success as a nurse.

How are the NCLEX test questions changing?

You'll see new question formats (referred to as item types) on the test that are focused specifically on testing your clinical judgment. The new question formats will be presented within case studies to ask you about the 6 clinical judgment functions (listed above) in order. You'll also encounter some additional new item types that won't be included in case studies but will be asked as individual questions. You'll hear them called standalone item types.

What are the new item types?

Case study item types include:

- Matrix multiple-choice
- Matrix multiple-response
- Multiple-response: Select all that apply
- Multiple-response: Select N
- Multiple-response: Grouping
- Drag-and-drop: Cloze
- Drag-and-drop: Rationale
- Drop-down: Cloze
- Drop-down: Rationale
- Drop-down: Table
- Highlight: Text
- Highlight: Table

Stand-alone item types include:

- Bow-tie
- Trend

When will the NGN changes take effect?

April 2023. But, if you take the NCLEX before then, you may be asked to participate in a "Special research section" at the end of your exam. This section — which doesn't count toward your score — helps test the new item types. By answering those questions, you'll be helping future nursing students, so consider it a good deed to participate.

How can you prepare for the NGN?

Look for opportunities to practice answering the new item types. The more familiar you are with them, the more comfortable you'll be when you encounter them on the NCLEX.

ATI has a variety of tools (listed below) that include the new question formats to use for practice. Look through your ATI resources to see if these solutions are available to you. If you don't see them, ask your instructor. These resources may be introduced in future courses, or they may be available for your school to purchase.

Available solutions

Next Generation NCLEX Question Overview

- Discover a safe place to practice answering the new item types using non-nursing content.

The NCLEX Experience

- View NCLEX overview videos and begin acclimating to NCLEX-style questions through engaging tutorials and practice with sample quizzes featuring new item types designed to measure clinical judgment.

Content Mastery Series (CMS)

Available for these subject areas for practice and proctored exams:

- Mental Health (RN/PN)
- Fundamentals (RN/PN)
- Adult Medical Surge (RN/PN)
- Nursing Care of Children (RN/PN)
- Maternal Newborn (RN/PN)

Custom Assessment Builder (CAB)

An option for your instructor to create practice tests that include the new item formats. Instructors can pull questions from the ATI Test Bank or create their own.

For more information, visit www.atitesting.com.

STUDENT EVALUATION AND BEHAVIOR

EXPECTED BEHAVIORS AND DUE PROCESS EVALUATION

Expected Behaviors and Due Process Evaluation

The Expected Behaviors and Due Process Evaluation is a tool designed to provide students with clear behavioral expectations and to support their success through objective evaluation. It outlines the process by which student behaviors are monitored and addressed during clinical experiences and the classroom.

Students will receive a verbal warning prior to the assignment of any clinical points. If the behavior continues, points will be assigned in accordance with the policy.

Documentation and Timeline Requirements:

- Same-Day Notification:
  If points are assigned, the instructor must inform the student on the same day the infraction occurs.
- Written Documentation:
  Clinical Point Sheets and/or behavioral write-ups that justify the assigned points must be made available to the student within 14 days of the incident.
- Student Response Timeframe:
  - Full-time students have 3 days to submit a written comment or dispute regarding the assigned points.
  - Part-time students have 14 days to submit their written responses.

Point Accumulation and Consequences:

- Accumulation of 10 points within a level may result in course failure.
- All students begin each level (Levels 1A/1B, 2, and 3) with zero (0) points.
- Points do not carry over between levels.

Student Learning Directive Plan:

- A maximum of six (6) points may be assigned in a single clinical day.
- If a student reaches this maximum, a Student Learning Directive Plan must be developed.
- It is the student's responsibility to schedule a meeting with the faculty member to create this plan collaboratively.

EASTERN Center for Arts and Technology
Practical Nursing Program
Expected Behaviors and Due Process Evaluation

Student Name_____ **Class** _____ **Date**_____

POINT VALUE	BEHAVIORS OBSERVED	POINTS RECEIVED
	PROFESSIONALISM	
2	- Unprofessional/Negative Behavior-Verbal/Non-Verbal, Incivility, Augmentative	
1	- Lack of adherence to personal grooming policy (refer to Student Handbook)	
1	- Lack of adherence to institution's policies (smoking, parking, phone use)	
1	- Inability to communicate with clients, faculty, or staff	
2-4	- At AJH, did not have RN sign Student/Nurse Communication Sheet and/or failed to initial its completion. (2 points 1st occurrence, 4 points 2nd occurrence)	
2-4	- Abuse of resources at clinical sites, (i.e., printing off PowerPoints)	
2	- Lack of initiative, assertiveness and/or accountability.	
2-4	- HIPPA violations	
	ATTENDANCE	
1	- Arrive on unit by 7:29 and have informed Instructor of lateness	
2	- Arrive on unit after 6:45 w/o notifying instructor. Student sent home/considered an absent day.	
0	- Notified Instructor but did not arrive by 7:29. Sent home/result in an absence day. No points given.	
4	- Failed to call, Absent from clinical	
1	- Break/Lunch extended beyond allotted time	
1	- Failure to Call out of Clinical by 6:00	
0	- Left clinical prior to dismissal. WILL count as ½ ABSENT day.	
	PREPARATION	
2	- Lack of knowledge on condition & status of client assigned the previous day	
1	- Lack of knowledge regarding clinical skills	
1	- No clinical skills book/supplies (stethoscope, ID Badge, watch, black pen, etc.) Forgot AJH ID, had to go to AJH Parking, pay fee for new ID. If unable to pay, will be sent home/receive a clinical absent day.	
2	- Failure to submit a completed clinical worksheet on due date	
1	- Failure to submit Personal Health Records to EASTERN PN Admissions (1 point/day)	
	IMPLEMENTATION OF PATIENT CARE	
1	- Inability to provide basic nursing care in a timely and organized way (am care, meds, treatments)	
2-4	- Unsafe practices while implementing care (falls risk, cross contamination, etc.)	
	MEDICATIONS	
1	- Lack of knowledge about classification, dosage, side effects and nursing implications	
1	- Lack of knowledge about current physician orders	
1	- Incomplete assessment for administering medications (VS, labs, etc.)	
1	- Improper administration of meds (late meds, discontinued meds, etc.)	
1	- Inaccurate or incomplete documentation of medications	
	DOCUMENTATION	
1	- Assessments and documentation of flowsheets not completed in a timely manner	
1	- Unaware of current orders (IV's, dressing changes, etc.)	
1	- Incomplete documentation of any treatment given or changes in patient care	
	Total Points for Occurrence / Total Points for Level	/

Instructor Signature_____ **Student Signature** _____ **Date**_____

Accrual of 6 Points will require the student to meet formally with faculty. A total of 10 or more Clinical Points will result in immediate failure for the Level.

Explanation of Student Performance

Student Strengths, Needs, Suggested Objectives/Goals for Professional Growth

Student Comments

Instructor Signature _____ Date _____

Student Signature _____ Date _____

Student signature acknowledges that the student has read the above. **Student's refusal to sign acknowledgment document will not negate the policy change**.

STUDENT CLINICAL EVALUATIONS

Student Clinical Evaluations are used to assess a student's ability to meet the Clinical Student Learning Outcomes (SLOs). These evaluations are an essential part of monitoring student progress and guiding success in the clinical setting.

Formal Clinical Evaluations:

- Level 1A & 1B:
  - Full-Time students: Evaluations are completed approximately every 8 weeks.
  - Part-Time students: Evaluations are completed approximately every 16 weeks.
- Levels 2 and 3:
  - Evaluations are conducted at the end of the level for both Full-Time and Part-Time students.
- Instructors may provide, or students may request, a clinical evaluation at any time during the level to receive feedback and guidance for improvement.

Evaluation Grading Scale:

- B – Begins to meet SLOs
- R – Regularly meets SLOs
- C – Consistently meets SLOs

Note: A final grade of B on the clinical evaluation at the end of the level will result in clinical failure. A grade of B can only be given if Clinical Points have been accrued.

All students will receive a Daily Clinical Evaluation to provide timely feedback on clinical performance. Ratings include:

- S – Satisfactory
- NI – Needs Improvement
- U – Unsatisfactory

Daily evaluations are accessible on the PN MOODLE site. If a student receives repeated NI or U ratings in the same content area, a Student Learning Directive Plan and/or Clinical Points will be issued to address and correct the behavior or performance.

(S) Satisfactory	• Functions independently with minimal supervision • Demonstrates accurate clinical knowledge and applies it effectively • Consistently exhibits self-direction and initiative • Provides clear evidence of thorough clinical preparation • Follows instructions and performs all tasks safely • Demonstrates continuous personal and professional development • Utilizes the nursing process and incorporates evidence-based practice

(NI) Needs Improvement	• Functions safely with moderate supervision • Demonstrates adequate clinical knowledge and application • Requires guidance to recognize and respond to learning opportunities
(U) Unsatisfactory	• Requires extensive guidance to perform safely • Struggles to deliver and complete nursing care • Demonstrates significant knowledge gaps and needs frequent prompting or assistance • Arrived unprepared for clinical assignments • Shows limited self-awareness and difficulty identifying learning needs • Lacks reliability in fulfilling responsibilities • Exhibits unprofessional or unethical behavior

SKILLS LAB PRACTICUMS

Lab Practicum Evaluations are used to assess a student's clinical competency at the conclusion of Nursing 1 (Level 1B) and Nursing 2. Students are required to successfully demonstrate specific clinical skills in a controlled lab practicum setting.

- If a student does not meet the passing standard for any required skill, they will be provided with time for remediation.
- After remediation, the student will be required to return to the lab and perform the skill again.
- If the student fails the second attempt, they will receive a failing grade for the course and will not progress to the next level of the program.

For additional details, refer to the Course Syllabus.

CLINICAL EXPERIENCE FAILURE

A student may receive a clinical failure for any of the following reasons:

- Accumulating 10 or more points through the Clinical Point System, or violating school policy
- Failing to meet the required passing standard on a Medication Math Proficiency Test
- Failure to successfully complete the Skills Lab Practicum
- Exhibiting behavior that is unsafe, unprofessional, defiant, or otherwise inappropriate
- Being in possession of, or under the influence of controlled substances or alcohol
- Theft or academic dishonesty (including cheating or plagiarism)

ATTENDANCE POLICY

Students are expected to attend all scheduled classes and clinical experiences. As EASTERN's program is accredited as a Face-to-Face program, consistent and punctual attendance is essential. Students must remain for the entire duration of both classroom and clinical sessions. Regular attendance reflects motivation, interest, and personal responsibility—key traits for success in the nursing profession.

Due to the fast-paced nature of the program, new concepts are introduced daily and are rapidly applied in both clinical settings and on written examinations. Missed content can place students at an academic disadvantage.

Program Attendance Requirements

- Students must meet the required clock hours as mandated by the State Board of Nursing and to maintain eligibility for Title IV financial aid (Direct Loans and Pell Grants).
- Students may be required to sign a daily attendance sheet.

Absences and Excused Days

The program acknowledges that illness, family emergencies, and unforeseen events may arise. A limited number of excused absence days are provided and should be used only for:

- Personal illness
- Family emergencies
- Court appearances
- Other significant events

NOTE: Excused days are limited; students are encouraged to use them judiciously.

The faculty will review extenuating circumstances on a case-by-case basis. All attendance-related matters are handled confidentially.

Theory Attendance Protocol

If a student is unable to attend classroom (theory) instruction:

- The student must email the instructor directly to report the absence.
- Do not call the clinical call-out line for classroom absences.
- Class start time:
  - Daytime classes: 8:00 AM
  - Evening classes: 5:30 PM
- Students are responsible for printing the lecture PowerPoint slides from CANVAS prior to the scheduled class session.

Classroom Conduct and Testing Policy

- Punctuality is mandatory. Instructors have the right to lock the classroom door once class begins. Students who arrive late must wait until the next scheduled break to enter.
- If a student arrives late on a test day, they will be required to take the exam at a rescheduled time determined by the instructor. The "75/85 Rule" will apply (refer to the Examination Make-Up Policy for details).
- If a student is going to be absent or late, they must call the appropriate instructor and leave a voicemail. Refer to the course calendar for the correct phone number.

Exam Review and Counseling

- Once all students have completed a scheduled exam, a group exam review will be conducted in class.
- Students who are absent during the group review are not eligible for individual exam counseling.
- Students who miss an exam must refer to the Examination Make-Up Policy for further guidance.

Students will be permitted theory absences as follows:

	Full Time	Part Time
Level 1 A/B	5 Days	10 Days
Level 2	5 Days	10 Days
Level 3	2 Days	6 Days

Counts as ½ Day Absence

Lateness = arrive after class has started
Early Dismissal = leave prior to the end of class

If the student accrues above the allowable number of days, they will be dismissed from the program.

CLINICAL – ABSENT TIME

Level	# of Absent Days		
1 A/B	2, no make-up	3rd and 4th absence require make-up	5th absent day results in Level failure
2	2, no make-up	3rd and 4th absence require make-up	5th absent day results in Level failure
3	1, no make-up	2nd absence require make-up	3rd absent day results in Level failure

Additional Absence Guidelines

- Leaving clinical early (prior to official dismissal) will be counted as ½ day absent.
- If an absence prevents the student from attending a course Student Learning Outcome (SLO), a make-up day will be required. This may delay the student's graduation date.
- The student may be counseled by the instructor and/or asked to meet with faculty to address attendance concerns.
- The Course Coordinator may issue a written notice to the student detailing the infraction and outlining possible consequences.
- Excessive or unexcused absences may result in disciplinary action, including but not limited to:

    - Probation
    - Repetition of the level
    - Dismissal from the program
- A doctor's note is required for any absence lasting more than three (3) consecutive days.
- In cases of extenuating circumstances, 2–3 consecutive days of absence may be counted as a single absence occurrence, at the discretion of faculty in conjunction with the Program Coordinator.

Clinical Attendance Expectations

Clinical start time: 6:45AM (may vary based on clinical unit). Always follow the specific start/end times provided by your instructor for each course, clinical rotation, or unit.

Attendance and Tardiness

- If you are absent or late, you must call 215-481-3228 by 6:00AM and leave a message.
- Arriving after 6:45AM without notifying the instructor means you cannot attend clinical that day, will be sent home, receive 2 clinical points, and the day will be counted as a clinical absence.
- Arriving after 6:45AM but notifying the instructor, and reaching the unit by 7:29AM, will result in 1 clinical point.
- If you cannot be on the unit by 7:29AM, you will not be allowed to attend clinical, it will count as an absence day, and no points will be given.
- No call, no show will result in 4 clinical points.
- Tardiness can lead to points on the Clinical Point System.
- Students must remain on the premises of the clinical facility during breaks and lunch until officially dismissed by the instructor.
- Skills Labs are a crucial part of the curriculum and count as clinical time.
    - All Skills Labs must be attended; missing a Skills Lab will be counted as a clinical absence day.
- Carpooling requests may be considered but are not guaranteed.
- Students are responsible for their own learning:
    - Maintain your Clinical Skills Checklist
    - Communicate your educational needs and seek new learning opportunities by informing your instructor.

ID Badge Requirements

- All students must wear their EASTERN ID at clinical sites.
- At Abington Hospital, students must also have their Abington ID.
    - If the Abington ID is lost, students can go to the Parking Office, pay the fee, and obtain a new badge.
    - Failure to have an ID upon arrival will result in 1 clinical point.

- If unable to get a new ID, the student will be sent home and receive a day of absence.

Clinical Make-Up Day Policy

The date and time of the Make-Up Day will be determined by faculty and may occur on a weekday or weekend.

Prior to the Make-Up Day, the student will receive a Clinical Make-Up form from faculty. This form must be completed in full and submitted on the morning of the Make-Up Day. Failure to do so will result in being sent home and accruing an additional day of absence.

A Make-Up Day fee of $100.00 (cash only) is required and must be paid to EASTERN's office before the scheduled Make-Up Day.

The student must successfully meet all Student Learning Outcomes (SLOs) listed on the Clinical Make-Up form during the Make-Up Day. The student is expected to complete a full day of Clinical Make-Up. No exceptions will be made.

COVID Absence and 5-Day Isolation Requirements

If a student tests positive for COVID:

1. The students must inform their Course Coordinator of their COVID status.
2. The student and Course Coordinator will determine the date on which the 5-Day isolation will start and end.
   a. Day 0 = day symptoms started OR tested
   b. Day 1 = first full day following the day you were tested
   c. If you develop symptoms within the next 10 days of when you were tested, the clock restarts on Day 0
3. Stay home Day 0–5
4. You may return to school on Day 6 if you have NO symptoms **OR** symptoms improving
5. Wear a mask when returning to school through Day 10
6. The school absences accrued r/t this COVID episode will count as ONE
7. Absence for clinical and/or one (1) absence for theory

AT RISK STUDENTS

AT-RISK STUDENT NOTIFICATION LETTER

Students who do not meet expected academic progress, classroom behavior standards, or demonstrate non-academic or unprofessional conduct may receive an **Academic At-Risk Student Notification Letter** outlining the concerns. Upon receipt of this letter, the student is responsible for proactively contacting the faculty member to seek advisement and to collaborate on developing a plan for success.

STUDENT LEARNING DIRECTIVE PLAN

Student Learning Directive Plans are designed to help students modify their behavior and achieve success. These plans are developed collaboratively between the student and faculty on an individual basis as needed. Situations that may warrant a Learning Directive include, but are not limited to, accruing six (6) clinical points, attendance issues, academic failure, or unsafe clinical behavior. Students with a Learning Directive may also be required to complete Clinical Make-Up. The plan will be reviewed and signed by both the faculty member and the student. A student's refusal to sign the acknowledgment does **not** invalidate the plan or its requirements.

TUTORING POLICY

The purpose of the tutoring policy is to support student success by enhancing understanding of course content, reviewing classroom material, reinforcing clinical and skills lab concepts, and strengthening notetaking, test-taking, and time management skills.

Tutoring is intended to **supplement** class and lab learning and **does not replace attendance**. It is also **dependent on faculty availability**. Tutoring is offered **at no cost** and may be conducted **one-on-one (1:1)** or in **small group sessions**.

Steps to Request Tutoring:

1. **Initiate a Request:**
   The student must email both the faculty member and the PN Coordinator, clearly identifying the specific topic(s) or skill(s) where assistance is needed. The email should also describe the steps the student has already taken to improve their understanding.
2. **Clarify the Focus Area:**
   The faculty and student will determine the precise topic, concept, or skill requiring support.
3. **Complete a Self-Learning Assignment:**
   The faculty will assign a relevant self-learning activity using approved resources. The student must complete and submit the assignment for faculty evaluation.
4. **Assessment of Effort:**
   If the faculty determines that the student made a substantial effort but still needs additional help, a faculty tutor will be assigned. The tutor will be designated by the faculty or PN Coordinator.

5. **Scheduling Tutoring:**
   The student and assigned tutor will coordinate and schedule the tutoring sessions.

Attendance at tutoring session:

If a student cannot attend a scheduled tutoring session, they must notify the appropriate faculty or tutor **at least 3 hours in advance**.

- One (1) no-call/no-show or
- Two (2) consecutive cancellations will result in the loss of tutoring privileges.

EXAMPLES OF SELF-LEARNING ACTIVITIES

ATI Nurse Logic Tutorials – Assists the student in learning how to be a better student

- Knowledge and Clinical Judgment, Nursing Concepts, Priority Setting Frameworks, Testing and Remediation

ATI Learning Systems Questions – NCLEX-PN style questions

- Communication, Pharmacology, Fundamentals 1 & 2, Dermatology, Oncology, Endocrine, Gastrointestinal, Gerontology, Renal & Urinary, Musculoskeletal, Respiratory, Cardiovascular and Hematology, Neurosensory and Immune & Infections.

SUSPENSION AND DISMISSAL

Suspension is a temporary exclusion from the program, imposed following a faculty review of the circumstances. The duration of the suspension will be determined based on the nature and severity of the situation. Students will be notified in writing of the suspension, including the reason and duration. Suspension may result in further disciplinary action, up to and including dismissal from the program.

Dismissal is a permanent removal from the program and is decided at the discretion of the faculty following a thorough review of the incident or behavior. Students who are dismissed will receive formal written notification outlining the reason for dismissal.

NOTE: Students who have been dismissed from the program are not eligible for readmission under any circumstances.

Examples of SUSPENSION

- Example 1: Unprofessional Behavior - A student repeatedly displays disruptive or disrespectful behavior in class despite counseling. The student is suspended pending a behavioral plan and successful completion of a Student Learning Directive.
- Example 2: Academic Misconduct Under Investigation - A student is suspected of cheating on an exam. A suspension may be imposed while the faculty investigate to determine if dismissal is warranted.

Examples of DISMISSAL

- Example 1: Violation of Clinical Safety - A student administers the wrong dose of medication, resulting in harm to a patient, and cannot demonstrate understanding of safe medication practices—even after remediation.
- Example 2: Academic Dishonesty - A student is found guilty of plagiarism on multiple assignments or cheating during a proctored exam, violating the school's academic integrity policy.
- Example 3: Professional Misconduct - A student is found to be under the influence of alcohol or a controlled substance during clinical hours.

Leave of Absence Policy

Leave of absence is **not permitted** for students enrolled in the program. If a student is unable to continue due to circumstances such as illness, pregnancy, financial hardship, or other personal reasons, the student must submit a **written letter of withdraw** addressed to the PN Program Coordinator. Students who plan to return to the program at a later time must follow the **Repeat Course/Return to Program Policy** outlined below.

Repeat Course/Return to Program Policy

All students are expected to maintain Satisfactory Academic Progress (SAP) throughout the program. If a student fails a course or level, they may request to repeat it. The program's objective is for returning students to complete all program requirements within 150% of the standard program length:

- Full-Time students: 1.5 years
- Part-Time students: 3 years

Each returning student will be individually evaluated. Factors considered include:

- Previous academic and clinical performance (preparedness and engagement)
- Duration of time away from the program
- Demonstrated readiness to return

These evaluations help ensure the returning student possesses the necessary knowledge and skills to resume the program successfully.

Steps to Request Re-Entry After Course/Level Failure

- Step 1: The student must submit a formal letter requesting re-entry to the PN Program Coordinator. The letter should include a detailed plan for success upon returning. If the request is accepted, a meeting with faculty may be scheduled to assess the student's readiness.
- Step 2: If returning to repeat Nursing 2 or Nursing 3, the student must pass a Medication Math Exam at the previously completed level with a minimum score of 85%.
- Step 3: The student must also pass a Skills Lab Practicum, designed to assess competency in core skills from the previously completed level.

Additional Information

- Students repeating a course are **not eligible** for financial aid and must pay tuition out of pocket.
- A student who fails a second course during the program will be ineligible to repeat and will be dismissed from the program.
- Students who are dismissed for any reason are not eligible for readmission.
- All returning students are required to follow the policies in the current program handbook applicable to their new cohort.

GRADUATION ELIGIBILITY AND CEREMONY GUIDELINES

To be eligible for graduation, a student must meet the following requirements:

- Achieve a minimum grade of 75% or higher in each theory course
- Successfully complete the clinical component of all nursing courses
- Pass all medication math examinations within the nursing curriculum

Graduation Ceremony
Graduation exercises are coordinated by the Practical Nursing Program Coordinator, faculty, and class members. Participation in the graduation ceremony is expected for all eligible graduates.

As part of graduation preparation, students may choose to select a guest speaker in collaboration with the program coordinator.

Graduation Attire
Graduates are required to wear graduation caps and gowns. For cap and gown ordering details, please contact Kristin Waldner, Administrative Assistant.

Awards and Recognition
The faculty will present the following awards to deserving graduates:

- Honors Award – Given to the student with the highest overall GPA.
- Cindy Kaleck Award – Presented to the student demonstrating exceptional bedside performance.
- Emily Pepper Award – Awarded for outstanding achievement in both theory and clinical skills.

Diploma and School Pin
Graduates will receive a diploma and school pin, signifying successful completion of the Practical Nursing Program. Diplomas are signed by the Practical Nursing Program Coordinator and school administrators.

PARKING RULES AND REGULATIONS

Parking rules and regulations for Practical Nursing (PN) students at Eastern Center for Art and Technology (ECAT) have been established to ensure the safety and security of everyone on campus. All motor vehicles parked on ECAT property must be registered with the school. Parking placards

issued to PN students are transferable only between vehicles registered to the same student and are not transferable to other students. These placards are valid from the date of purchase until graduation and remain the property of ECAT. ECAT reserves the right to cancel or revoke parking privileges at any time for cause.

Parking Placards

All Practical Nursing (PN) students must register for each motor vehicle they own, operate, or bring onto campus.

- PN students can obtain a parking placard through the PN admission office.
- To receive an ECAT parking placard, students must submit a valid driver's license, vehicle registration, and proof of insurance; failure to provide these documents may result in the vehicle being towed.
- Parking placards are valid for the duration of the program, cost $10, and must be returned at graduation.
- Replacement placards are available for $25.
- Students are required to park only in designated ECAT parking areas; parking in nearby lots not associated with ECAT may result in academic disciplinary action.

Placard Locations

Students are required to park in the designated areas:

- Full Time PN students
  - Are expected to park in the first parking lot off the school's main entrance.
  - Exceptions - when BOTH full-time classes are on campus at the same time:
    - Students are expected to park in the first parking lot off the school's main entrance. Once those 37 spaces are filled, THEN,
    - Students are expected to park in the spaces in front of veterinary science. Once 10 spaces are filled, THEN,
    - Students are expected to park in the back of the school in the designated area assigned that day.
- Part Time PN students
  - Are expected to park in the back of the school in any non-visitor spot any time after 4:00PM.

General Information and Regulations

A PN student with parking fines outstanding from the current nursing level may not be permitted to attend the next level until fines are resolved. ECAT provides for handicapped parking through the use of approved signage and space marking. Only those individuals who have a government issued placard or handicapped license plate may occupy handicapped spaces.

- A motor vehicle may not be parked in any area from which it is restricted by signs, other traffic control devices, markings, or by specific action of ECAT.
- ECAT is not responsible for any damage or theft involving vehicles parked on its property.
- Motor vehicles, including motorcycles and motorbikes, may not be parked in areas not specifically designated as valid parking zones. No motor vehicle may be parked at any time on a sidewalk or crosswalk, on the grass, in front of a driveway, doorway, or steps, within an

intersection, on the roadway side of any vehicle that has stopped or parked at the side of a roadway, in service driveway or associated turnaround. No vehicle is to be parked in any manner that blocks or interferes with the use of a handicapped access ramp.

- No vehicle may interfere with the use of a fire hydrant, fire lane, or other emergency zone, create any other hazard, or unreasonably interfere with the free and proper use of the roadway, parking area or loading dock.
- Any damage to ECAT property will result in a fine and payment of damage costs.

ENFORCEMENT

ECAT parking regulations include ticketing and/or towing. All methods of enforcement have fines attached. Towing and storage fees, as well as vehicle retrieval, are the responsibility of the owner/operator.

- Parking a vehicle in such a way that it is in violation of any parking regulation will result in a $25.00 fine for the first offense, then $50 fine for each additional violation.
  - Taking up two spaces
  - Not parking between designated lines
  - Parking in visitor spots or areas not identified as PN parking
- Parking in fire lanes and handicapped spaces incur a $50 fine for the first offense, then $100 for each additional violation.
- To ensure the safety of individuals on campus, PN students observed violating traffic rules will be assessed the following fines and/or lose their privilege to park on campus.
  - Excessive speeds will result in a $100 fine.
  - Not stopping at posted signs will result in a $100 fine.
  - Driving the wrong way down a one-way road will result in a $250 fine.
- Continued abuse of parking and traffic rules can result in academic disciplinary action up to and including dismissal from the PN program.

PAYMENT OF PARKING FINES

A copy of the parking citations will be emailed to the student and applied to your student account. Payments cannot be made until 5 business days after the citation issuance. Citation charges will appear on your ECAT tuition card at that time. Payments can be made to the PN business office. Failing to pay parking fines will result in the student being unable to move to the next nursing level or graduate at the end of the program.

TEMPORARY RESTRICTIONS

ECAT reserves the right to temporarily restrict and change the parking regulations as needs exist. Such restrictions will be conspicuously posted on appropriate signs and traffic control devices and will, when practical, be publicly announced in advance.

ACCIDENTS ON CAMPUS

All accidents involving motor vehicles that occur on ECAT property must be reported to the PN Program Coordinator immediately. Individuals should call 215-784-4819.

DISABLED VEHICLES

Disabled vehicles must be reported that occur on ECAT property must be reported to the PN Program Coordinator immediately. Individuals should call 215-784-4819. If a motor vehicle is creating a hazardous condition it will need to be moved immediately. ECAT will tow any vehicles that are found to create a hazardous condition to pedestrians, other motor vehicles, or disrupt the flow of traffic. Vehicles that are towed are done at the owner's expense.

EASTERN PRACTICAL NURSING PARKING MAP

Full Time Students

- Practical Nursing Parking
- Practical Nursing Overflow Parking
- NO Parking - Visitor Spaces

Part Time Students

- Back of the School
- NO Parking - Visitor Spaces

Parking at Clinical Sites

Information about clinical site parking will be provided by your instructor.

- **Students** are PROHIBITED from congregating and/or "hanging out" at all clinical site parking lots.

ADDITIONAL POLICIES

Student ID Badge Policy

Students are required to always wear their EASTERN and/or Abington Hospital ID badges while on the EASTERN campus or at any affiliated clinical site.

- Entry to the EASTERN building is not permitted without a valid EASTERN ID badge.
- Failure to wear an ID badge at a clinical site will result in the student being sent home and receiving one (1) clinical absence day.
- At Abington Hospital, students who forget their ID badge may obtain temporary replacement from the Parking Office for a fee. If a replacement is obtained, the student may remain at clinical but will be issued one (1) clinical point.

It is the student's responsibility to ensure their ID badge is always with them during all clinical and academic activities.

Professional Status and Role Boundaries

Student nurses are not permitted to represent themselves as licensed professional or practical nurses under any circumstances. They may not be employed or function in the role of a professional or practical nurse.

If a student is employed as a nursing assistant, they are only authorized to perform the duties that are routinely assigned to others in that role. At no time may a student nurse perform tasks beyond the scope of a nursing assistant's responsibilities.

Additionally, students are strictly prohibited from wearing any part of the EASTERN Center for Arts and Technology Practical Nursing Program uniform while working in a non-student, paid capacity (such as a nursing assistant role). Violations of this policy may result in disciplinary action, up to and including dismissal from the program.

Health Insurance Policy

Health insurance is strongly recommended and is the sole responsibility of each student.
In the event of illness or injury during classroom, clinical, or lab activities, students must immediately notify the instructor. Prompt reporting ensures appropriate response and documentation.

Please note that all medical expenses incurred—whether due to illness, injury, or emergency—are the full responsibility of the student. The school does not provide health coverage or assume financial liability for any health-related incidents.

Liability Insurance

In the event of any legal action resulting from an error, act of negligence, or omission during the performance of duties as a student practical nurse, each student is covered under **EASTERN's liability insurance policy**.

This coverage is strictly limited to activities performed as part of the approved clinical and educational experience within the Practical Nursing Program.

Confidentiality Policies

FERPA – Family Educational Rights and Privacy Act

The Practical Nursing Program complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment. Under FERPA:

- Students have the right to review their educational records as defined by the Act.
- Requests to review records must be submitted in writing to the PN Program Coordinator.
- Personally identifiable information will not be released without the student's written consent, except under specific conditions allowed by FERPA (e.g., to school officials, accrediting bodies, or governmental agencies with legitimate educational interest).
- Faculty members may share information related to student performance for academic and clinical evaluation purposes.
- Any third-party requesting access to a student's records must have written permission from the student, submitted to the PN Program Coordinator.

HIPAA – Health Insurance Portability and Accountability Act

In accordance with HIPAA regulations, all patient information encountered during clinical experiences must be treated with the utmost confidentiality. This federal law applies to all healthcare institutions affiliated with EASTERN and requires the following:

- Patient-identifying information must never be copied or removed from the facility in any form. This includes names, medical record numbers, dates of birth, room numbers, physician names, or any other identifying details.
- Students are only permitted access to the specific patient information necessary to complete their assigned clinical work.
- Any violation of HIPAA - whether intentional or accidentally may result in disciplinary action, including potential dismissal from the Practical Nursing Program.

Student Records Policy

A personal file is maintained for each student enrolled in the Practical Nursing Program. This file may include, but is not limited to:

- Transcripts and report cards
- Admission documents

- Attendance and disciplinary records
- Academic progress reports
- Instructional materials and evaluations
- Clinical documentation
- Financial aid records (if applicable)

These records may be reviewed by representatives of official accrediting or approval agencies during routine evaluations.

Record Retention Schedule:

- Instructional Records: Retained until after graduation
- Financial Aid Records: Retained for three (3) years
- Student Admission Files: Retained for five (5) years
- Program Transcripts: Retained indefinitely

To ensure that student records remain accurate and up to date, students must promptly notify the Program Secretary of any changes to personal information, including name, address, phone number, email, or emergency contacts.

Meal and Break Policy

- **Classroom Breaks:** Students are scheduled for a 30-minute break during every four-hour class session.
- **Clinical Lunch Breaks:** While in a clinical facility, students will receive a 30-minute lunch break, aligned with the schedule and policies of the cooperating agency.
- **Daily Short Breaks:** A 15-minute break may be provided daily; however, instructional activities or patient care responsibilities take precedence and may override scheduled break times.

Breaks are a privilege and are subject to change based on educational priorities and the needs of the clinical or classroom environment.

Smoking/Vaping

Smoking and vaping are strictly **prohibited** in or on the premises of **EASTERN** and **all affiliated clinical sites**. Students who choose to smoke or vape off-premises must be mindful of the strong odors associated with these activities. Special consideration should be given to the comfort and well-being of hospitalized patients, peers, and staff. Persistent odors may be considered unprofessional and subject to faculty intervention.

Cellular Device Policy

Cell phones and other personal electronic devices are to be used for emergency purposes only and must comply with all school and hospital regulations.

- **During Class Hours:** Cell phones must be turned off or set to vibrate. If phone use becomes a distraction to the instructor or classmates, the instructor may require the student to stop using the device. Continued inappropriate use will result in the student being asked to leave class, and

the time missed will be counted as an absence.

- **During Clinical Hours:** Cell phones must be turned off in areas where prohibited. If a student must take an emergency call, it must be done in the employee lounge or another designated non-patient area.
- **Unprofessional Use:** Any student observed using a cell phone to browse the internet, take photos, text, or make non-emergency calls in a patient care area will receive clinical points for unprofessional behavior.

Violations of patient privacy (HIPAA) may result in immediate dismissal from the program.

Network and Patient Information Access Policy

Students are prohibited from connecting or downloading any data to portable or external devices from clinical agency network computers. Additionally, students may only access patient information related to their assigned patient(s) on clinical agency computers.

Failure to comply with these rules constitutes a **HIPAA violation**, which may lead to immediate dismissal from the program, as well as civil fines and/or criminal penalties for the agency involved.

Harassment and Bullying Policy

All forms of sexual, ethnic, and other harassment—including bullying and cyberbullying—by EASTERN students are strictly prohibited and violate this policy.

Every student is responsible for respecting the rights of their peers and others, with the aim of fostering and maintaining an environment free from any form of prohibited harassment or bullying.

Definitions and Examples:

- **Cyberbullying:** Refers to verbal or psychological bullying conducted via the internet, including email, instant messaging, social media, and other digital platforms. Examples include harassing, teasing, intimidating, threatening, or terrorizing others by sending or posting inappropriate or derogatory messages, images, or content. All cyberbullying behaviors are unacceptable and, if disruptive to EASTERN's educational process, will result in disciplinary action.
- **Ethnic Harassment:** Involves the use of derogatory words, phrases, or actions targeting a specific racial or ethnic group that create an offensive or hostile educational environment.
- **Harassment:** Encompasses any physical contact or threats thereof, as well as actions intended to cause fear, emotional distress, or interference with academic activities. This includes slurs, jokes, bullying, hazing, or other verbal, graphic, or physical behaviors related to race, color, religion, ancestry, gender, national origin, age, disability, or sexual orientation.
- **Sexual Harassment:** Includes unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature that substantially interferes with a student's academic performance or creates a hostile or offensive educational or social

environment. Examples include sexual flirtations, advances, touching, sexually explicit comments or jokes, suggestive gestures, and any conduct that unreasonably disrupts learning or working conditions.

- **Incivility:** Refers to low-intensity negative behaviors with unclear intent that harm others. This includes verbal abuse (e.g., shouting, hostile criticism, insults, sarcasm), nonverbal abuse (e.g., scowling, excluding others, invading privacy), and passive-aggressive behaviors.

Classroom Audio and Video Recording

Students must obtain approval from the faculty prior to recording any lecture, function, or meeting.

Transportation

The school assumes no responsibility for transportation of students. Students must provide their own transportation to classes at school and clinical sites.

Classroom Dress, Uniform Regulation, Personal Grooming and Professional Behavior

Students are expected to present themselves professionally both in the classroom and during clinical experiences.

Classroom Attire:
Students should wear office casual clothing or scrubs to class. Office casual attire must adequately cover the body from underarms to mid-thigh.

Clinical Uniform:
The official EASTERN uniform is required at all clinical sites. Uniforms must be clean and changed daily. The school emblem must be displayed on the uniform or scrub jacket sleeve, and a hospital ID badge must be worn for identification. Footwear should be white or black, and undergarments must be discreet.

Grooming Standards:

- Hair must be clean, styled professionally, and kept off the collar.
- Facial hair, including beards and mustaches, must be neat and well-trimmed.
- Tattoos must be covered during clinical hours, except for those located on the face, hands, or neck.
- Piercings are limited to one pair of small earrings; no other visible piercings are allowed.
- Cultural and religious accommodations may be considered, subject to clinical site policies, infection control, and patient communication requirements.

Professional Behavior:
Students are expected to consistently demonstrate:

- Excellent personal hygiene and grooming appropriate to the season.

- Awareness of body odors and scents, maintaining consideration for others.
- Good eye contact, upright posture, and a pleasant facial expression.
- A friendly and cooperative attitude.
- Respectful and courteous conduct.
- Clear and articulate communication skills.
- Ability to follow directions accurately.

Makeup and perfume/cologne should be used sparingly. Nails must be trimmed to a length that allows for manual dexterity as determined by the instructor; only clear nail polish is permitted. Artificial nails are prohibited. Gum chewing, eating, and drinking are not allowed in clinical areas.

Vacation and Holiday Time

See **Calendar** as specific days are marked for Vacation and Holiday time. Students may not have any other "Vacation Time" other than the time allotted in the program.

Library Policy

EASTERN Library – Books are limited due to the availability of online databases.

Jefferson Abington Hospital Library (Wilmer Library). **Hospital ID Badges ARE required.**

- Location: Basement of the Dixon Building (Horace Avenue) on AJH's main campus
- Hours: 9:00AM – 3:00PM
- Computer Resources on all Hospital and Library Computers:
  A to Z journals using CINAHL (Nursing journal/article database), Nursing Consult, MD Consult, Up to Date, Mosby Nursing Skills, Taber's Medical Dictionary, Nursing Reference Center, Google.com, JAH Intranet: nursing protocol and procedure manuals

Support Services

Student Resource Guide: See Appendix

Counseling Policy

The coordinator and/or Instructor will conduct periodic conferences as needed to discuss student progress or any issues that may affect educational advancement. Confidentiality will be strictly maintained. These sessions may include informing the student of their individual progress, supporting the student in developing self-directed learning skills, encouraging self-evaluation of strengths and areas for improvement, assisting with identifying effective study and test-taking strategies, and recognizing when referral to external resources or agencies is necessary for personal matters beyond the scope of this policy.

Immunization Policy

All students are required to provide documentation verifying completion of the following screening tests, immunizations, and/or titers:

- DTaP (Adacel or Boostrix) within the past 10 years
- MMR (Measles, Mumps, Rubella)
- Varicella (Chickenpox)
- Hepatitis B vaccine series (three doses)
- Annual Influenza (Flu) vaccination
- Urine drug screening
- Tuberculosis (TB) screening via IGRA or 2-step TST
- COVID-19 vaccination: Proof of full immunization is mandatory, with no exemptions allowed per clinical partner site requirements

Class Organization

Each class should select one or two Class Representatives. These representatives, along with other class members, are encouraged to actively participate in addressing class concerns and organizing activities. Responsibilities may include, but are not limited to:

- Attending faculty meetings to share student concerns
- Submitting a Student/Class Report (template available from the instructor)
- Planning graduation activities
- Serving on the Grievance Committee as needed

Grievance Policy

Rationale

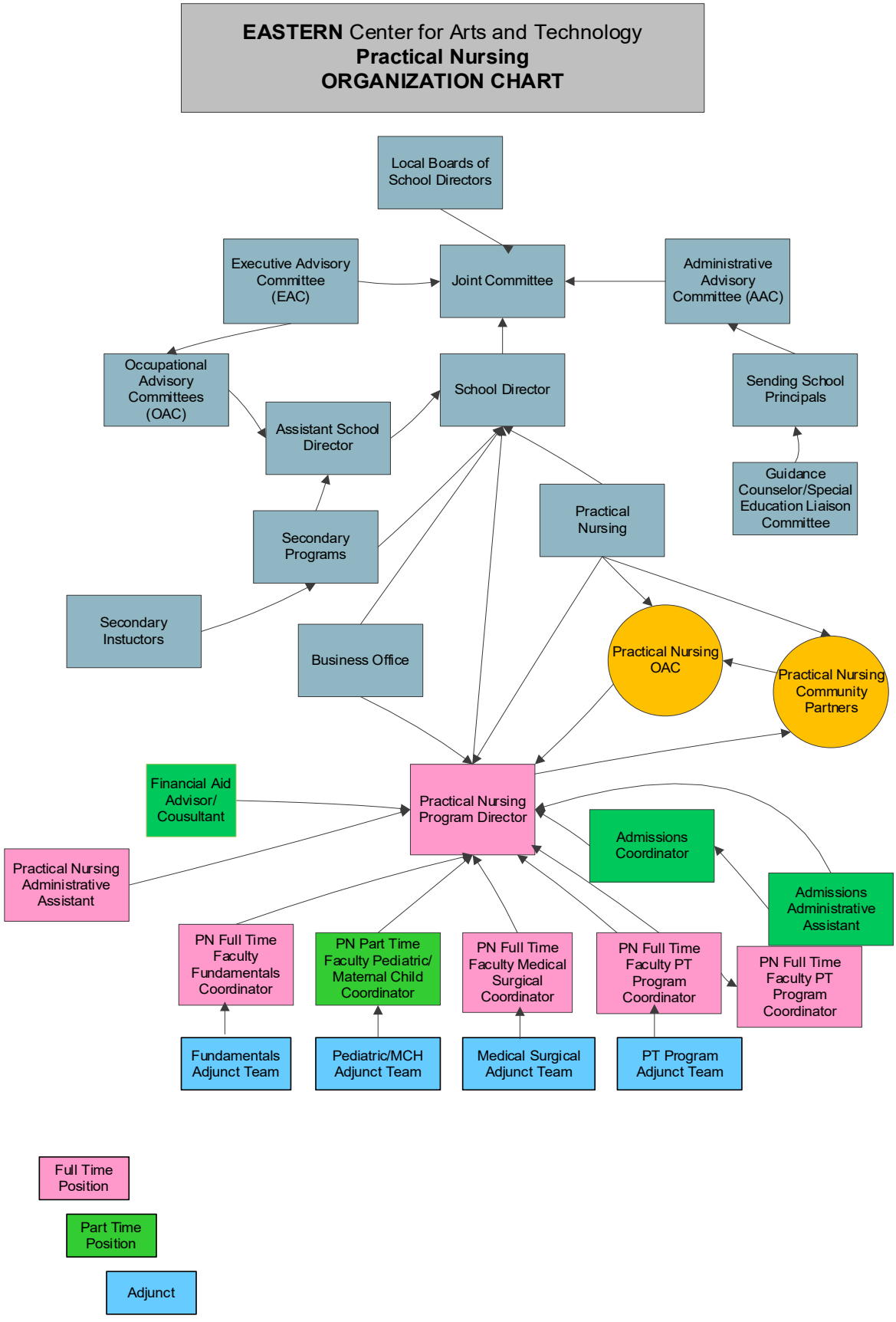
The purpose of this process is to provide a fair, orderly, and step-by-step review of grievances, aiming to resolve issues at the lowest possible level. All members of the Grievance Committee are required to uphold confidentiality according to FERPA policies.

Procedure

1. A student must file a grievance within 15 calendar days of the event or issue occurring in their level.
2. The student must submit the grievance in writing, sealed in an envelope, to their class instructor. The instructor will then:
   a. Notify the Practical Nursing Program Coordinator.
3. The Practical Nursing Program Coordinator will convene a meeting of the Grievance Committee, which includes student representatives from each practical nursing class and selected full- and part-time faculty. The student representative from the aggrieved student's class will preside. The committee's responsibilities are to:
   a. Clarify the grievance issue.
   b. Understand the resolution the student is seeking.
   c. Make recommendations or findings to the Practical Nursing Program Coordinator.
4. Within five (5) days of receiving the grievance, the presiding student shall submit a written report with the committee's findings and recommendations to the Practical Nursing Program Coordinator. The coordinator will respond within five (5) days.
5. If the grievance is not resolved, it shall be escalated in writing to the Executive Director of EASTERN Center for Arts and Technology. The Executive Director will respond within five (5) school days.

6. If still unresolved, the grievance shall be forwarded in writing to the Superintendent within five (5) school days after the Executive Director's response. The Superintendent will reply in writing within five (5) days.
7. If the grievance remains unresolved, it will be referred to in writing to the Joint Committee. The aggrieved party will have the opportunity to present the issue at the next regularly scheduled Board Meeting for final discussion and resolution.

EASTERN PRACTICAL NURSING ORGANIZATION CHART



COURSE SYLLABI

Level: 1A and 1B
Clock Hours: Theory: 183 (134/49) / Clinical*:* 226 (149/77)
Prerequisites: None

Course Description
This course introduces students to the field of nursing and the various roles of the nurse. Emphasis is placed on developing the knowledge and skills necessary to deliver safe, high-quality care. Students will learn the theoretical foundations of basic assessment and nursing techniques, with opportunities to apply these skills in both the Skills Lab and Clinical settings. The course also introduces the nursing process, providing a foundational framework for clinical decision-making. It is divided into two parts: N1A and N1B.

COURSE TITLE: NURSING 1A AND 1B – FUNDAMENTALS OF NURSING

Level: 1A and 1B
Clock Hours: Theory: 183 (134/49) / Clinical*:* 226 (149/77)
Prerequisites: None

Course Description
This course introduces students to the field of nursing and the various roles of the nurse. Emphasis is placed on developing the knowledge and skills necessary to deliver safe, high-quality care. Students will learn the theoretical foundations of basic assessment and nursing techniques, with opportunities to apply these skills in both the Skills Lab and Clinical settings. The course also introduces the nursing process, providing a foundational framework for clinical decision-making. It is divided into two parts: N1A and N1B.

Nursing 1A
This course focuses on fundamental aspects of nursing care, including patient hygiene, safety, body positioning, physical assessment, and the measurement of vital signs. Additional topics include diagnostic testing, principles of asepsis and infection control, basic nutrition, oxygenation, and care of the geriatric patient. These areas form the foundation for safe and effective nursing practice.

Nursing 1B
This course focuses on nursing care related to bowel and bladder elimination, musculoskeletal injuries, surgical procedures, cancer care, and the physical and emotional aspects of loss, death, and dying. Emphasis is placed on developing the skills and understanding necessary to provide compassionate, evidence-based care across these areas.

Student Learning Outcomes
Student learning outcomes for this course are organized around five key areas: *clinical decision making, teamwork, safety, patient education,* and *professionalism*. Upon successful completion of the course, the student will be able to:

Clinical Decision Making

Theory

1. Describe the basic human needs according to Maslow's Hierarchy.

2. Reflect on personal attitudes, values, and beliefs in relation to diverse populations and patient rights.
3. Explain normal anatomy and physiology for each body system.
4. Define the nursing process, QSEN competencies, and the foundations of clinical decision making.
5. Identify commonly used normal laboratory values and typical diagnostic findings.
6. Describe basic pharmacological principles, including drug classifications, actions, and responses.
7. Differentiate between data collection and comprehensive assessment.
8. Explain the concepts of patient-centered care and cultural diversity.
9. Review the nutritional needs of adults and older adults.

Clinical

1. Describe the concept and importance of patient rights.
2. Apply knowledge of anatomy, physiology, and scientific principles in delivering basic nursing care and treatments.
3. Demonstrate competency in basic nursing skills, data collection, and assessment techniques.
4. Apply pharmacological knowledge, including drug actions, side effects, contraindications, and nursing implications, for medications administered to adult and older adult patients.
5. Participate in planning, organizing, implementing, and evaluating nursing care for adult and older adult patients with simple chronic health conditions.
6. Exhibit foundational knowledge and application of clinical decision making in the clinical setting.

Teamwork

Theory

1. Explain the role of the LPN within the interprofessional healthcare team.
2. Discuss the principles of responsibility and accountability.
3. Describe characteristics of effective interpersonal and interprofessional communication and relationships.

Clinical

1. Provide clear and concise verbal patient reports to instructors and primary nurses.
2. Document assessments and medication administration using paper records.
3. Demonstrate effective communication with patients and healthcare team members.
4. Recognize and differentiate between civil and uncivil behaviors in the healthcare environment.

Safety

Theory

1. Define evidence-based practice and its role in nursing.
2. Identify actual and potential safety risks related to nursing care.
3. Explain basic pharmacological concepts and medication classifications.
4. Describe safe medication administration practices, including oral, nasal, enteral, inhaled, vaginal, optic, ophthalmic, rectal, subcutaneous, and intramuscular routes, using the six rights of medication administration.

Clinical

1. Utilize reliable sources of evidence to guide nursing care planning.
2. Recognize and respond to actual and potential safety risks to protect patients, self, and others.
3. Perform accurate medication dosage calculations consistently.
4. Safely prepare and administer medications using appropriate techniques and the six rights.
5. Seek appropriate supervision and guidance when necessary.
6. Show continued improvement in performing basic nursing skills safely.

Patient Education

Theory

1. Explain principles of adult learning theory as they relate to patient education.
2. Identify common learning needs among patients.
3. Discuss the importance of educating patients about community resources for health support.

Clinical

1. Recognize basic learning needs of adult and older adult patients, particularly related to Activities of Daily Living (ADLs).

Professionalism

Theory

1. Describe the legal, ethical, and professional responsibilities of the practical nursing student within the healthcare system.
2. Identify personal strengths and areas for improvement in relation to professional accountability.
3. Define key components of therapeutic communication.

Clinical

1. Engage in learning opportunities to build nursing knowledge.

2. Demonstrate accountability for one's actions or omissions.
3. Apply therapeutic communication skills in patient care scenarios.
4. Understand the value and purpose of constructive feedback.
5. Show progressive development in performing fundamental nursing skills.

Teaching/Learning Strategies

Lecture, discussion, multimedia resources, case studies, reference materials, handouts, concept mapping, textbook Study Guides, Skills Lab, ATI Exams and Tutorials.

Methods of Evaluation/Grading
Must pass both Theory and Clinical for successful completion of course(s).

Nursing 1A		
Method	**Description**	**Grade**
Exams	• Exams #1 – 5 (average)	90%
Assignments	• Care Plan/Concept Map OR Alternative	10%
Clinical Evaluation	• Clinical Rotation • Skills Labs	Pass/Fail
GRADE TOTAL for NURSING 1A		**100%**
Nursing 1B		
Exams	• Exam #1 – 4 (average)	90%
Assignments	• Care Plan/Concept Map OR Alternative	10%
Practicum	• Skills Lab Skills Evaluation	Pass/Fail
Clinical Evaluation	• Clinical Rotation • Skills Labs	Pass/Fail
Math	• Medication Math Exam	≥85% average (2 attempts given to pass)
GRADE TOTAL FOR NURSING 1B		**100%**

This course runs over Level 1 A and B. For a total of 19 weeks (FT) and 38 weeks (PT). **A student must PASS N1A to progress to N1B.**

Essential Textbooks
1. Burton, M., Ludwig, L. (2022). Fundamentals of Nursing Care: Concepts, Connections and Skills (4th ed.). FA Davis: Philadelphia. (Study Guide Available)
2. Gylys-Masters (2023). Medical Terminology (7th ed.). FA Davis: Philadelphia.
3. Williams, L., Hopper, P. (2022). Understanding Medical Surgical Nursing (7th ed.). FA Davis: Philadelphia. (Study Guide Available)
4. Workman, M. L. (2023). Understanding Pharmacology-Essentials for Medication Safety (3rd ed). Elsevier: St Louis. (Study Guide Available)

Practical Nursing Program Grading Scale

- **A+** = 98-100
- **A** = 96-97
- **A-** = 94-95
- **B+** = 92-93
- **B** = 89-91
- **B-** = 86-88
- **C+** = 84-85
- **C** = 79-85
- **C-** = 79-80
- **D** = 75-78
- **F** = 74 and Below

COURSE TITLE: ANATOMY AND PHYSIOLOGY

Level: 1A
Clock Hours: Theory: 100 / Clinical: 0
Prerequisites: None

Course Description

This course provides a foundational understanding of basic anatomy and physiology as the theoretical framework for exploring human structure and function in relation to health and disease. Utilizing a body-systems approach, the course examines the levels of organization within the human body and the impact of disease processes on individual systems as well as the body as a whole.

Student Learning Outcomes

1. Identify the body systems by name, function, and levels of organization within the body.
2. Describe how each body system affects the body as a whole.
3. Utilize medical terminology in describing body processes.

Teaching/Learning Strategies

Lecture, discussion, multimedia resources, case studies, reference materials, handouts, concept mapping, textbook Study Guides.

Methods of Evaluation/Grading

1. Examinations – 7 exams, each equally weighted **90%**
2. Assignment **10%**

Essential Textbook

1. Gylys-Masters (2023). Medical Terminology (7th ed.). FA Davis: Philadelphia

2. Thompson, G. (2019). Understanding Anatomy and Physiology: A Visual, Auditory, Interactive Approach (3rd ed.). FA Davis: Philadelphia. (Study Guide Available)

Practical Nursing Program Grading Scale

- **A+** = 98-100
- **A** = 96-97
- **A-** = 94-95
- **B+** = 92-93
- **B** = 89-91
- **B-** = 86-88
- **C+** = 84-85
- **C** = 79-85
- **C-** = 79-80
- **D** = 75-78
- **F** = 74 and Below

COURSE TITLE: PHARMACOLOGY

Level: 1A
Clock Hours: Theory: 67 / Clinical: 0
Prerequisites: None

Course Description

This course reviews fundamental mathematical concepts with an emphasis on the ratio and proportion method used in dosage calculation to ensure safe medication administration. It introduces key principles of pharmacology, including pharmacokinetics, pharmacodynamics, common adverse effects, side effects, and contraindications. The course places particular emphasis on drug classifications and the nursing responsibilities associated with safe and effective medication administration across the lifespan.

Student Learning Outcomes

1. Demonstrate consistent accurate medication dosage calculations.
2. Define the methods, strategies, and techniques for safe medication administration.
3. Define common terminology used in describing drug properties.
4. Differentiate between the term's pharmacology, pharmacokinetics, and pharmacodynamics.
5. Discuss legal/ethical issues related to medication administration.
6. Describe the use, actions, side effects, contraindications, nursing implications and patient education needs for selected drugs.
7. Identify different medication classifications and their uses.

Teaching/Learning Strategies

Lecture, discussion, multimedia resources, case studies, reference materials, handouts, concept mapping, ATI Tutorials.

Methods of Evaluation/Grading

Examinations – 4 exams, each equally weighted	**90%**
Assignment	**10%**

Essential Textbooks

1. ATI Drug Guide

2. Workman, M. L. (2023). Understanding Pharmacology-Essentials for Medication Safety (3rd ed.). Elsevier: St Louis. (Study Guide Available)

Practical Nursing Program Grading Scale

- **A+** = 98-100
- **A** = 96-97
- **A-** = 94-95
- **B+** = 92-93
- **B** = 89-91
- **B-** = 86-88
- **C+** = 84-85
- **C** = 79-85
- **C-** = 79-80
- **D** = 75-78
- **F** = 74 and Below

COURSE TITLE: PROFESSIONS AND VOCATIONS – 1

Level: 1B
Clock Hours: Theory: 23 / Clinical: 0
Prerequisites: None

Course Description

This course explores the personal and professional qualities essential for success as a practical nursing student, with a focus on ethical, legal, and moral responsibilities. Basic communication skills are integrated throughout the course to support effective patient and team interactions. Students are introduced to the role of the practical nurse as a vital member of the healthcare team, providing care to culturally diverse populations. The concept of clinical decision making is also introduced as a foundational component of nursing practice.

Student Learning Outcomes

1. Recognize the Quality and Safety Education in Nursing (QSEN) and the PN curriculum competencies related to knowledge, skills, and attitudes that nurses are expected to integrate into their practice.
2. Identify the characteristics that distinguish an adult learner.
3. Describe basic principles of note taking and study skills for the PN student.
4. Define different learning styles and the characteristics of clinical decision making.
5. Develop effective professional communication skills.
6. Describe and discuss elements of nursing patients with diverse cultures and beliefs.

Teaching/Learning Strategies

Lecture, discussion, multimedia resources, case studies, reference materials and handouts.

Methods of Evaluation/Grading

1. Examinations – 1 examination **50%**
2. Student Presentations and Posters on culture and/or diversity **50%**

Essential Textbooks

None

Practical Nursing Program Grading Scale

- **A+** = 98-100
- **A** = 96-97
- **A-** = 94-95
- **B+** = 92-93
- **B** = 89-91
- **B-** = 86-88
- **C+** = 84-85
- **C** = 79-85
- **C-** = 79-80
- **D** = 75-78
- **F** = 74 and Below

COURSE TITLE: NURSING 2 – MEDICAL SURGICAL NURSING

Level: 2
Clock Hours: Theory: 280 / Clinical: 412
Prerequisites: Level 1 Courses

Course Description

This course focuses on nursing care of adult and older adult patients experiencing common medical-surgical and mental health conditions, using a body systems framework. Emphasis is placed on the management of physiological disorders, as well as psychological and emotional stressors encountered in both acute and long-term care settings. Clinical experiences allow students to apply theoretical knowledge and provide safe, effective care in real-world environments. Throughout the course, students will develop skills in parenteral medication administration, patient care management, and professional therapeutic communication.

Student Learning Outcomes

Student learning outcomes for this course are organized around five key areas: *clinical decision making, teamwork, safety, patient education,* and *professionalism*. Upon successful completion of the course, the student will be able to:

Clinical Decision Making

Theory

1. Compare how human diversity influences health outcomes.
2. Analyze how personal attitudes, values, and beliefs impact the delivery of care to diverse adult and older adult patients.
3. Explain basic anatomy and physiology in relation to common pathophysiological conditions across body systems.
4. Describe how QSEN competencies and the nursing process contribute to clinical decision making in adult/older adult care.
5. Interpret diagnostic tests, treatments, pharmacologic therapies, nutrition, and nursing interventions related to disease management.
6. Relate physical assessment findings to medical-surgical and mental health conditions.
7. Compare nutritional needs in patients with medical-surgical and mental health conditions.

Clinical

1. Articulate the patient's perspective and experience regarding their health.
2. Apply knowledge of drug actions, side effects, contraindications, and nursing implications for medications commonly administered to adults and older adults.
3. Conduct and analyze focused physical assessments, identifying deviations from normal in medical-surgical and mental health patients.
4. Prioritize relevant patient data to guide nursing care.
5. Differentiate between actual and potential health problems.
6. Analyze laboratory and diagnostic results in the clinical context.

7. Determine care priorities using Maslow's Hierarchy and the ABCs (Airway, Breathing, Circulation).
8. Apply the nursing process in planning, implementing, and evaluating care for adult/older adult patients.
9. Demonstrate sound clinical judgment using critical thinking skills.

Teamwork

Theory

1. Apply principles of accountability and delegation within the scope of practice.
2. Explain personal responsibility in identifying and resolving clinical issues or concerns.

Clinical

1. Communicate effectively with the interprofessional team using clear and concise methods, including incidental and SBAR reporting.
2. Accurately document patient data, assessments, medications, and findings in both paper and electronic records.
3. Demonstrate effective time management and prioritization in the care of one to two patients.
4. Practice civility and recognize instances of uncivil behavior in the clinical setting.

Safety

Theory

1. Explain the importance of nursing data in promoting quality and safety in clinical practice.
2. Describe concepts related to the safe and effective care of medical-surgical and mental health patients.
3. Demonstrate knowledge of pharmacologic principles.
4. Differentiate common medication classifications and their clinical uses.
5. Validate safe medication administration techniques—including insulin and intravenous medications—using the six rights.

Clinical

1. Incorporate evidence-based practice in the planning, implementation, and evaluation of nursing care.
2. Deliver nursing care that is safe, appropriate, and aligned with the established plan of care.
3. Accurately calculate and administer insulin and IV medications.
4. Administer medications via oral, topical, subcutaneous, insulin, intramuscular, and intravenous routes with 100% accuracy using the six rights.

5. Recognize personal limitations and seek assistance from qualified interprofessional team members as needed.
6. Demonstrate ongoing proficiency in intermediate-level nursing skills.

Patient Education

Theory

1. Identify the learning needs of adult and older adult patients and their support systems.
2. Outline the key components of an individualized patient teaching plan.
3. Identify appropriate community health resources for patients with medical-surgical and mental health needs.

Clinical

1. Develop and implement a patient teaching plan based on identified needs.
2. Reinforce education initiated by other interprofessional team members.
3. Communicate teaching provided to the healthcare team and document it accurately in the patient's record.

Professionalism

Theory

1. Demonstrate knowledge of the legal and ethical responsibilities of the LPN as defined by scope of practice.
2. Exhibit accountability for personal and professional development.
3. Distinguish the use of therapeutic communication strategies appropriate to various clinical scenarios.

Clinical

1. Adapt effectively to new clinical settings and patient care environments.
2. Function independently within the expectations of the practical nursing student role.
3. Utilize therapeutic communication skills across diverse clinical situations.
4. Uphold ethical, legal, and professional standards while maintaining accountability for patient care.
5. Reflect on and evaluate personal performance to promote continuous growth.

<u>Teaching/Learning Strategies</u>
Lecture, discussion, multimedia resources, case studies, reference materials, handouts, concept mapping, textbook Study Guides, ATI Exams and Tutorials.

Methods of Evaluation/Grading
Must pass both Theory and Clinical for successful completion of course(s).

Method	Description	Grade
Part A Exams	• Cardiovascular (1) Exam #1 (Chapters 21-22-24-26) • Cardiovascular (2) Exam #2 (Chapters 23 & 25) • Respiratory Exam #3 (Chapters 29-30-31) • Skin Exam #4 (Chapters 53-54-55) • Endocrine Exam #5 (Chapters 38-39-40-41) • Blood and Lymph Exam #6 (Chapters 27-28)	25%
Community Resource Assignment	• Maximum of 2 points to lowest test in the second 7 exams	See Rubric for added points
Midterm	• Midterm Exam (Cumulative from Part A)	25%
Clinical Assignment	• Care Plan/Care Map or Alternative Assignment	See Rubric for added points to MT
Part B Exams	• Mental Health Exam #7 (Chapters 56 & 57 & Neeb Book) • Immune Exam #8 (Chapters 18-19-20) • Gastrointestinal (1) Exam #9 (Chapters 32-33) • Gastrointestinal (2) Exam #10 (Chapters 34-35) • Urinary Exam #11 (Chapters 36-37) • Reproductive Exam #12 (Chapters 41-42-43-44) • Neurological Exam #13 (Chapters 47-48-49- 50)	25%
Teaching Plan	• Maximum of 2 points to lowest test in the first 6 exams	See Rubric for added points
Final	• Final Exam - (Cumulative from Part B)	25%
Clinical Assignment	• Care Plan/Care Map or Alternative Assignment	See Rubric for added points to Final
Clinical Evaluation	• Clinical Rotation performance and lab performance	Pass/Fail
Math	• 5 Medication Math Exams	$\geq$ 85 average
	GRADE TOTAL FOR NURSING 2	**100%**

Essential Textbooks

1. Gorman, L. (2022). Neeb's Fundamentals in Mental Health Nursing (6th ed). FA Davis: Philadelphia

2. Gylys-Masters (2023). Medical Terminology (7th ed.). FA Davis: Philadelphia

3. Williams, L., Hopper, P. (2022). Understanding Medical Surgical Nursing (7th ed). FA Davis: Philadelphia. (Study Guide Available)

4. Workman, M. L. (2023). Understanding Pharmacology-Essentials for Medication Safety (3rd ed). Elsevier: St Louis. (Study Guide Available)

Practical Nursing Program Grading Scale

- **A+** = 98-100
- **A** = 96-97
- **A-** = 94-95
- **B+** = 92-93
- **B** = 89-91
- **B-** = 86-88
- **C+** = 84-85
- **C** = 79-85
- **C-** = 79-80
- **D** = 75-78
- **F** = 74 and Below

COURSE TITLE: NURSING 3 – MATERNAL CHILD AND PEDIATRIC NURSING

Level: 3
Clock Hours: Theory: 84 / Clinical: 126
Prerequisites: Level 1 and Level 2 courses

Course Description

This course offers an integrative, family-centered approach to maternity and pediatric nursing, emphasizing the unique needs of infants and children compared to adults. Focus is placed on normal pregnancy, growth and development, and common pediatric disorders. Clinical experiences provide students with the opportunity to apply theoretical knowledge and deliver safe, effective care to childbearing women and pediatric patients in various clinical settings.

Student Learning Outcomes

Student learning outcomes for this course are organized around five key areas: *clinical decision making, teamwork, safety, patient education,* and *professionalism*. Upon successful completion of the course, the student will be able to:

Clinical Decision Making

Theory

1. Analyze the diverse nature of the family unit.
2. Evaluate the impact of personal attitudes, values, and beliefs on delivering care to maternal-child and pediatric patients.
3. Differentiate normal anatomical and physiological changes during the antepartum, intrapartum, and postpartum stages of pregnancy.
4. Distinguish the stages of the birth process.
5. Compare the nutritional needs of maternal/child patients with those of adult/older adult patients.
6. Evaluate characteristics of the normal neonate.
7. Compare normal growth and development in children of all ages and identify potential alterations in moderately ill children.
8. Assess the nutritional requirements of selected maternal-child and pediatric patients.
9. Differentiate medication administration practices and nursing implications between neonates/children and adult/older adult patients.

Clinical

1. Integrate growth and development concepts when planning and providing nursing care.
2. Evaluate the use, actions, side effects, contraindications, and nursing implications of selected drugs for maternal-child and pediatric patients.
3. Validate focused physical assessment findings in maternal-child and moderately ill pediatric patients to identify deviations from normal.
4. Interpret laboratory and diagnostic study results for maternal-child and pediatric patients, distinguishing differences from adult/older adult patients.

5. Prioritize nursing care based on Maslow's Hierarchy of Needs and Airway, Breathing, Circulation (ABC) principles for the childbearing family.
6. Develop nursing care plans using evidence-based practice principles for childbearing families and moderately ill children with simple to moderate needs.
7. Apply critical thinking skills to solve patient care problems effectively.

Teamwork

Theory

1. Describe the scope of practice for an LPN within maternal-child and pediatric healthcare settings.
2. Analyze the LPN's role and responsibility in resolving issues or concerns.

Clinical

1. Assess personal communication skills within the interprofessional team and family interactions.
2. Develop proficiency in verbal interprofessional reporting (e.g., incidental and SBAR reports) for maternal-child and pediatric patients.
3. Manage time and prioritize care for one or more patients effectively.
4. Recognize and respond appropriately to uncivil behavior within the interprofessional team.

Safety

Theory

1. Explain the role of nursing data in ensuring quality and safety in nursing practice.
2. Differentiate between maternal-child/pediatric patients and adult/older adult patients regarding safe, effective nursing care.
3. Contrast pharmacologic principles relevant to maternal-child and pediatric patients versus adult/older adult patients.
4. Categorize common medication classifications used in maternal-child and pediatric care.
5. Adapt methods and strategies for safe medication administration to maternal-child and pediatric patients, emphasizing the six rights.

Clinical

1. Apply evidence-based practices when planning, organizing, implementing, and evaluating nursing care for maternal-child and pediatric patients.
2. Deliver safe nursing care aligned with established care plans for maternal-child and pediatric patients.
3. Question pediatric medication orders and calculate dosages based on weight accurately.
4. Safely administer medications (oral, topical, subcutaneous, insulin, intramuscular, intravenous) to maternal-child and pediatric patients.

5. Demonstrate ongoing progress in safely performing nursing skills within the LPN scope of practice.

Patient Education

Theory

1. Differentiate the learning needs of families, maternal-child, and pediatric patients compared to adult/older adult patients.
2. Evaluate components necessary for effective patient teaching in maternal-child and pediatric populations.
3. Identify relevant community health resources for maternal-child and pediatric patients.

Clinical

1. Collaborate with interprofessional team members to provide patient and family education for maternal-child and pediatric patients.
2. Assess and adjust teaching plans to meet identified learning needs of maternal-child and pediatric patients and their families.

Professionalism

Theory

1. Explain the additional scope of practice limitations for LPNs in maternal-child and pediatric settings.
2. Advocate for personal responsibility in lifelong learning and professional growth.
3. Compare therapeutic communication techniques appropriate for maternal-child, family, and pediatric patient interactions.
4. Assess readiness for the NCLEX-PN exam and identify areas needing remediation.

Clinical

1. Evaluate how different clinical agencies interpret and enforce LPN scope of practice regulations.
2. Demonstrate progressive independence aligned with practical nursing student role expectations.
3. Employ effective therapeutic communication skills when caring for maternal-child, family, and pediatric patients.
4. Identify and question situations where ethical, legal, or professional standards diverge from typical practice.

<u>Teaching/Learning Strategies</u>
Lecture, discussion, multimedia resources, case studies, reference materials, handouts, concept mapping, textbook Study Guides, ATI Exams and Tutorials.

Methods of Evaluation/Grading
Must pass both Theory and Clinical for successful completion of course(s).

Method	Description	Grade
Exams	• Maternity/Newborn (ATI book chapters 1-17)	20%
	• Pediatric Exam #1 ATI book chapters 1-8, 34-35, and 39-41)	20%
	• Pediatric Exam #2 (ATI book chapters 12-14, 19-20, 26-31, and 37-38)	20%
	• Pediatric Exam #3 (ATI book chapters 9-11, 15-18, 21-25, 32-33, and 36)	20%
Clinical Assignment	• Concept Map – Mother/Baby • Concept Map – Pediatrics	7.5% 7.5%
ATI Proctored Exams	• Maternity/Newborn • Nursing Care of Children (Peds)	5% Level 3-**95%** Level 2-**85%** Level 1-**75%** <Level 1-**70%** **Did not complete NP exam – 60%**
Clinical Evaluation	• Clinical Rotation	Pass/Fall
Math	• 3 Medication Math Exams	≥85% average (to pass)
GRADE TOTAL for NURSING 3		**100%**

Essential Textbooks
1. ATI Content Mastery Series Review Module (2020). *PN Maternal Newborn Nursing* (ed.11). ATI: Leawood, KS

2. ATI Content Mastery Series Review Module (2020). *PN Nursing Care of Children* (ed.11). ATI: Leawood, KS

3. Gylys-Masters (2023). Medical Terminology (7th ed.). FA Davis: Philadelphia

Practical Nursing Program Grading Scale

- **A+** = 98-100
- **A** = 96-97
- **A-** = 94-95
- **B+** = 92-93
- **B** = 89-91
- **B-** = 86-88
- **C+** = 84-85
- **C** = 79-85
- **C-** = 79-80
- **D** = 75-78
- **F** = 74 and Below

COURSE TITLE: PROFESSIONS AND VOCATIONS – 2

Level: 3
Clock Hours: Theory: 7 / Clinical: 0
Prerequisites: Level 1 and 2 courses.

Course Description

This course provides an overview of employment and educational opportunities for practical nurses. It covers essential work skills, including securing, maintaining, and terminating employment. Additionally, the course addresses the process for state licensing and preparation for the NCLEX-PN examination.

Student Learning Outcomes

1. Develop techniques of seeking employment while attending Career Fair(s).
2. Create a professional resume to obtain first nursing position after graduation.
3. Complete process for state licensure and NCLEX PN examination.

Teaching/Learning Strategies

Lecture, discussion, multimedia resources, case studies, reference materials, handouts, and attendance at school sponsored Job Fair.

Methods of Evaluation/Grading

1. Student Portfolio (For each day late, five (5) points will be deducted from assignment grade) **100%**

Essential Textbooks

1. None

Grade Requirement

Students must achieve a letter grade of D or better, based on the school's grading scale to pass the course and progress in the nursing program.

Practical Nursing Program Grading Scale

- **A+** = 98-100
- **A** = 96-97
- **A-** = 94-95
- **B+** = 92-93
- **B** = 89-91
- **B-** = 86-88
- **C+** = 84-85
- **C** = 79-85
- **C-** = 79-80
- **D** = 75-78
- **F** = 74 and Below

EXPECTED CLINICAL BEHAVIORS RELATED TO CURRICULUM

Program Outcomes for Clinical

Program outcomes for the curriculum are organized around five key areas: *clinical decision making, teamwork, safety, patient education,* and *professionalism*. Upon successful completion of the course, the student will be able to:

Program Outcome 1 – Patient-Centered Care and Clinical Decision Making

1. Provide basic nursing care in a timely and organized manner.
2. Complete assessments required for medication administration (vital signs, labs, etc.) promptly.
3. Bring necessary clinical supplies (clinical skills book, stethoscope, nametag, watch, black pen, etc.) to clinical.
4. Prepare for clinical experiences with foundational knowledge (patient history, diagnosis, labs, etc.).
5. Stay informed of current healthcare provider orders.

Program Outcome 2 – Teamwork and Communication

1. Obtain RN signature on Student/Nurse Communication Sheet when at AJH.
2. Arrive on the unit by 6:50 a.m. and notify the instructor promptly if you are late.
3. Adhere to designated break and lunch times.
4. Follow call-out procedures if unable to attend clinical.
5. Communicate clearly and effectively with patients, faculty, and staff.

Program Outcome 3 – Safety and Evidence-Based Practice

1. Understand the condition and status of assigned patients from the previous day.
2. Demonstrate knowledge of appropriate clinical skills.
3. Understand medication classifications, dosages, side effects, and nursing implications.
4. Submit completed clinical worksheets by the due date.
5. Administer medications according to orders (including late or discontinued medications).
6. Implement safe practices to prevent risks such as falls and cross-contamination.

Program Outcome 4 – Patient Education

1. Assess patient learning needs accurately.
2. Provide appropriate education to patients and their families.

Program Outcome 5 – Professionalism

1. Maintain professional and respectful behavior, both verbal and non-verbal, while on the clinical unit.
2. Comply with all policies outlined in the Student Handbook.

FINANCIAL AID

POLICIES FOR TUITION AND FINANCIAL AID FOR 2025-2026

TUITION & FEES

- Application Fee (Non-Refundable): $100.00
- Total Tuition: $16,850.00
- Tuition Deposit (Non-Refundable): $500.00
  (Required at the time of acceptance to reserve your seat in the class)

Amount Due Before Program Start: $500.00
This tuition deposit is applied toward the total tuition and is non-refundable. After the deposit is paid, the remaining tuition balance is **$16,350.00**.

Additional Expenses Not Included in Tuition *(Estimated Costs)*

- Books: $800.00
- Student Uniforms: $150.00
- Personal Supplies: $225.00
- State Board & NCLEX Fees: $295.00
- Travel, parking, and meal expenses are the responsibility of the student.

TUITION POLICY

- Tuition rates are established by the Joint Operating Committee as part of the approved annual general operating budget.
- Tuition for the Practical Nursing Program at EASTERN Center for Arts & Technology must be paid in full by the specified due date for each of the four designated Payment Periods.
- For students receiving Financial Aid, tuition payments will align with Title IV Clock Hour Payment Period guidelines and the defined Academic Year of 900 clock hours.
- A non-refundable tuition deposit of $500.00 is required upon acceptance into the program to secure a seat in the class.
- The remaining tuition balance is $16,350.00, calculated from the total tuition of $16,850.00 minus the $500.00 deposit.

Repeat Course Tuition

	Course	Payment Period	Theory	Clinical	Payment Due Upon Fail *
Level 1A – Fundamentals (450)	Anatomy and Physiology	#1	100		$1,123
	Pharmacology	#1	67		$753
	Nursing 1A	#1	134	149	$3,179
			301	**149**	**$5,055**
Level 1B – Fundamentals (149)	Nursing 1B	#2 (126 hours)	49	77	$1,415
	P and V 1	#2 (23 hours)	23		$260
			72	**77**	**$1,675**
Level 2 – Medical Surgical (692)	Nursing 2	#2 (301 hours) #3 (300 hours) #4 (91 hours)	280	412	$7,772
			280	**412**	**$7,772**
Level 3 – Maternal Child/Pediatric (209)	Nursing 3	#4 (202 hours)	84	118	$2,269
	P and V 2	#4 (7 hours)	7		$79
			91	**118**	**$2,348**
	Total Hours 1,500		**744**	**756**	**$16,850**

Repeat Coursework tuition = approximately $11.23 x the number of hours in the repeat course

ACADEMIC YEAR PAYMENT PERIODS AND CLOCK HOURS (FINANCIAL AID ASSISTANCE)

$500 Deposit Due Prior To Start of Program

This deposit will be applied toward the tuition due for **Payment Period #1**. **Students receiving financial aid must ensure that their FAFSA and all required documentation are completed, submitted, and fully certified prior to the start of the program.**

Academic Year	Payment Period	Tuition Due	DISBURSEMENTS	TOTAL Paid
Year 1 (900 clock hours)	**Payment Period #1** (450 Clock Hours)	**$5,055** The $500 Deposit is applied to the tuition card. Leaving $4,555	**1ST DISBURSEMENT** *If federal funds deposited into a student's tuition account exceed **$5,055**, the excess amount will be refunded to the student. If the total amount of federal funds deposited is **less than $5,055**, the student is responsible for paying the remaining balance by the scheduled disbursement date.*	**$5,055**
Year 1	**Payment Period #2** (450 Clock Hours)	**$5,055**	**2ND DISBURSEMENT** *If federal funds deposited into a student's tuition account exceed **$5,055**, the excess amount will be refunded to the student. If the total amount of federal funds deposited is **less than $5,055**, the student is responsible for paying the remaining balance by the scheduled disbursement date.*	**$10,110**
Year 2 (600 clock hours)	**Payment Period #3** (300 Clock Hour)	**$3,370**	**3RD DISBURSEMENT – after 900 hours** *If federal funds deposited into a student's tuition account exceed **$3,370**, the excess amount will be refunded to the student. If the total amount of federal funds deposited is **less than $3,3370**, the student is responsible for paying the remaining balance by the scheduled disbursement date.*	**$13,480**
Year 2	**Payment Period #4** (300 Clock Hours)	**$3,370**	**4TH DISBURSEMENT** *If federal funds deposited into a student's tuition account exceed **$3,370**, the excess amount will be refunded to the student. If the total amount of federal funds deposited is **less than $3,370**, the student is responsible for paying the remaining balance by the scheduled disbursement date..*	**$16,850**

Payment Period Refund Policy

For each Payment Period, any funds deposited into a student's tuition account that exceed the amount due for that specific period will be refunded to the student.

NOTE: Receiving a refund does not indicate that your total program tuition has been paid in full—it only confirms that the tuition for the current Payment Period has been covered.

Disbursement Dates are the dates when federal financial aid funds are deposited into EASTERN's institutional bank account by the U.S. Department of Education. These dates are not the same as the dates students receive refund checks. In accordance with federal regulations, EASTERN has up to 14 days from the disbursement date to process and issue financial aid refunds.

If a student would like to apply their refund toward a future tuition payment, they must return the funds to EASTERN using a money order or debit/credit card.

ACADEMIC YEAR PAYMENT PERIODS AND CLOCK HOURS (OUT-OF-POCKET PAYMENTS)

$500 Deposit Due Prior To Start of Program
This amount will be credited to the amount due for Payment Period.

Academic Year	Payment Period	Tuition Due	Payments Due	TOTAL Paid
Year 1 (900 clock hours)	**Payment Period #1** (450 Clock Hours)	**$5,055** The $500 Deposit is applied to the tuition card. Leaving $4,555	**1ST PAYMENT** **Due by: August 15, 2025** **Payment of: $4,555**	**$5,055**
Year 1	**Payment Period #2** (450 Clock Hours)	**$5,055**	**2ND PAYMENT** **Due by: December 1, 2025** **Payment of: $5,055**	**$10,110**
Year 2 (600 clock hours)	**Payment Period #3** (300 Clock Hour)	**$3,370**	**3RD PAYMENT** **Due by: January 9, 2026** **Payment of: $3,370**	**$13,480**
Year 2	**Payment Period #4** (300 Clock Hours)	**$3,370**	**4TH PAYMENT** **Due by: June 5, 2026** **Payment of: $3,370**	**$16,850**

TUITION REFUND POLICY

General Guidelines

- No refunds will be issued for employer or personal payments until the entire tuition balance has been paid in full.
- Refunds for students receiving Financial Aid will be processed in accordance with the policies of EASTERN Center for Arts & Technology, the U.S. Department of Education (USDE) Title IV Program and the U.S. Department of Defense Tuition Assistance (if applicable)
- The $100 application fee and $500 tuition deposit are non-refundable.
- Refunds due to withdrawal (either personal or academic) are calculated based on the refundable portion of tuition for the current Payment Period. The effective date of withdrawal is the student's last date of attendance.
- Notice of withdrawal must be submitted in writing to the Practical Nursing Program Coordinator.
- A typical week of full-time classes generally includes five days of instruction, while part-time classes are two evenings per week and every other weekend. However, the number of class days may be reduced due to holidays, teacher in-service days, or cancellations caused by inclement weather.
- A week of class counts toward tuition reductions regardless of attendance of the student.
- All students who withdraw or take a leave of absence from the Practical Nursing Program prior to completion will have refunds processed under the following "School Refund Policy":

Refund Policy for Withdrawals

If a student withdraws tuition refunds are calculated based on:

- Refunds are based on Payment Period dates, not course dates.
- Refunds are calculated on the "refundable" tuition paid for that Payment Period and the date of withdrawal.

Tuition Breakdown

Cost =	$16,850.00
Non-refundable deposit=	$ 500.00
Tuition Balance =	$16,350.00
Payment Period #1 =	$ 5,055.00 (*includes deposit*)
Payment Period #2 =	$ 5,055.00
Payment Period #3 =	$ 3,370.00
Payment Period #4 =	$ 3,370.00

Refund Schedule by Payment Period

Payment Periods 1 & 2 (450 hours each):

- Before Day 1: 100% refund of refundable tuition
- Days 1–4: 75% refund
- Days 5–9: 50% refund
- Days 10–14: 25% refund
- Day 15 or later: No refund

Payment Periods 3 & 4 (300 hours each):

- Before Day 1: 100% refund of refundable tuition
- Days 1–3: 75% refund
- Days 4–7: 50% refund
- Days 8–11: 25% refund
- Day 12 or later: No refund

Tuition Due Chart Based on Withdrawal Date

$16,850	**PP #1**	**PP #2**	**PP #3**	**PP #4**
Before Day 1	$500.00 DUE Non-Refundable	$5,055 DUE	$10,110 DUE	$13,480 DUE
Days 1-3 (Days 1-9 for PT)	$1,451 DUE	$6,506 DUE	$10,953 DUE	$14,323 DUE
Days 4-7 (Days 10-14 for PT)	$2,653 DUE	$7,708 DUE	$11,795 DUE	$15,165 DUE
Days 8-11 (Days 15-19 for PT)	$3,857DUE	$8,909 DUE	$12,637DUE	$16,007 DUE
Day 12 or later (Day 20+ for PT)	$5,055 DUE	$10,110 DUE	$13,480 DUE	$16,850 DUE

Refund Check Distribution

Students will be notified by email when refund checks are ready for pickup. If the check is not picked up by the end of the day specified in the email, it will be mailed via U.S. Postal Service.

IMPORTANT: All financial obligations must be satisfied before advancing to the next Level of the program.

FINANCIAL OBLIGATION

- To graduate and be eligible to sit for the NCLEX-PN (State Licensing Exam), all tuition and fees must be paid in full prior to the student's graduation date.
- EASTERN will make every effort to contact students with outstanding balances to arrange satisfactory payment. If all reasonable attempts to resolve the debt are unsuccessful, the unpaid account will be referred to a private collection agency and reported to national credit bureau systems.

- Once an account is sent to collections, the student is responsible for all associated collection costs and attorney fees in addition to the original amount owed to EASTERN. At that point, any payment arrangements must be made directly with the designated collection agency.

General Financial Aid Information

- EASTERN believes that qualified students should have access to higher education, and that financial limitations should not prevent a student or their family from pursuing educational opportunities. To support this, the Financial Aid Team is committed to helping eligible students secure the financial assistance needed to meet the costs of attending school. This includes providing guidance on understanding educational expenses, explaining available types of aid and the application process, and offering support throughout the application procedure.
- The Financial Aid Team administers all financial aid programs in compliance with federal regulations and institutional policies, ensuring every student has equal access to available financial resources. Please note that all information in this handbook is subject to change without prior notice due to updates in school policies or federal and state regulations.
- All interactions between a student and the Financial Aid Team—including records, communication, and documentation—are strictly confidential and handled in accordance with applicable privacy laws. However, some aid providers may require periodic reports on a student's academic progress, and students are notified of this condition at the time aid is awarded.
- Students will be notified of their financial aid awards and are required to report any additional aid they may receive from other sources. If the total aid exceeds the student's eligibility (resulting in an over award), the financial aid package will be adjusted accordingly.
- It is also important for the school to know if a student has previously received financial aid from another post-secondary institution. This information is typically available through the National Student Loan Data System (NSLDS) at: https://nsldsfap.ed.gov/login.

Meeting the Costs of Nursing School

Tuition Policy

Tuition for the Practical Nursing (PN) Program is due on or before the designated payment period dates. Student tuition is partially supported by state subsidies, and the annual tuition rate is based on the expected receipt of state funding. If there are changes in the level of state subsidy, the school reserves the right to adjust tuition accordingly. Students who must repeat a course or level due to unsatisfactory academic performance will be required to pay the tuition for the repeated course or level in full prior to re-enrollment.

Financial Aid

Financial aid is intended to help students cover the direct costs of their education, including tuition, fees, books, and uniforms, as well as indirect personal expenses such as housing, food, and transportation.

EASTERN offers federal financial aid through Title IV programs, including Federal Direct Loans and Federal Pell Grants. Direct Loans must be repaid to the U.S. Department of Education, while Pell Grants are need-based funds that do not require repayment. Eligibility for these programs is determined by completing the Free Application for Federal Student Aid (FAFSA).

In addition to federal aid, scholarships may be available periodically to eligible students. Information on scholarships, including eligibility criteria and application details, will be communicated to the student body as opportunities become available.

Student Budget

- The Cost of Attendance is calculated annually and includes both direct educational expenses and allowable personal living costs.
- Current student budgets are available at the end of this Handbook and on the Practical Nursing page of the website: www.eastech.org.
- The Student Aid Index (SAI) is an eligibility number used by your college's or career school's financial aid office to determine your federal student aid amount. This number is based on the financial information provided by you and your contributors on your FAFSA form.
- Financial need is the difference between the total cost (budget) to attend school and the family's expected contribution toward those costs. It is calculated as the cost minus the Student Aid Index. Your SAI represents the combined expected contribution from your parents and/or spouse as well as your own. This number is determined through a federally mandated and approved "need analysis" process, which cannot be altered by the Financial Aid Officer.
- The Financial Aid Office uses the SAI from your FAFSA, along with other submitted information, to decide the amount of aid you will receive.
- All applicants who complete the application process will receive an Award Letter detailing the types and amounts of aid offered, along with the expected disbursement dates.
- Financial aid may be disbursed as early as one month into the program and again at approximately 450, 900, and 1,200 clock hours. Typically, funds are applied directly to the student's tuition account. If financial aid exceeds tuition charges, a refund check will be issued within 14 days for related educational expenses (such as food, clothing, or housing), unless the grantor restricts these uses, in which case the aid will be adjusted accordingly.

Determination of Dependent/Independent Student Status

Most need-based financial aid programs require students to be classified as either **Dependent** or **Independent**. To determine your status:

Independent Student

For the Federal Pell Grant and Federal Direct Loan Programs, you are considered an independent student if you meet **any** of the following criteria:

- You were born before January 1, 2002.
- You are married as of today (answer "Yes" if separated but not divorced).

- You have children who receive more than half of their support from you.
- You have dependents (other than a spouse.
- Both of your parents are deceased, or you were (until age 18) a ward or dependent of the court.
- You are a veteran of the U.S. Armed Forces or currently serving on active duty, other than for training.
- You are an emancipated minor.
- You are homeless.

Dependent Student

For the Federal Pell Grant and Federal Family Student Loan Programs, a dependent student is:

- An individual born on or after January 1, 2003,
- **AND** who does not meet any of the criteria for an independent student listed above.

Rights and Responsibilities of Students Receiving Financial Aid

As a consumer of an educational service, it is both your right and responsibility to thoroughly evaluate and understand what you are committing to. You are responsible for:

- Applying for Financial Aid at least 30 days before the start date.
- Familiarizing yourself with the school's financial aid program prior to enrollment.
- Completing all financial aid applications accurately; intentional misrepresentation is a violation of federal law and may result in criminal charges under the U.S. Criminal Code.
- Submitting all applications and reapplications on time and to the correct offices.
- Carefully reading and understanding all documents you sign and keeping copies for your records.
- Accepting responsibility for all agreements you sign, including loan repayment obligations.
- Promptly notifying the Financial Aid Office and/or lenders of any changes in:
  - Name, address, enrollment status, marital status, or personal/family financial circumstances.
  - Receipt of additional financial aid such as scholarships or grants.
- Informing the Financial Aid Office if you have attended any other post-secondary institution during the current academic year or the previous summer.
- Providing all requested documentation, verification, corrections, or new information in a timely manner.
- Completing all required paperwork, corrections, and documentation at least 30 days before the program begins.
- Using financial aid funds solely for educational expenses.
- Being aware of and complying with the tuition refund policy.
- Maintaining satisfactory academic progress throughout your studies.

You Have The Right To Know

- The total cost of attending school and the tuition refund policy.
- The types of financial aid available and the application process.
- Deadlines for submitting financial aid applications.
- How financial aid eligibility is determined and the criteria used to select recipients.
- The expenses included in calculating your educational budget.
- The resources considered when assessing your financial needs.
- The amount of financial aid need that has been met by the school, and when aid is credited to your account.
- That the Financial Aid Team will explain the details of your financial aid package and review your records with you.
- Which portions of your financial aid are loans that must be repaid, including interest rates, repayment terms, total amount, repayment procedures, and the repayment start date.
- Which portions of your financial aid are grants or scholarships that do not require repayment.
- How and when financial aid funds will be disbursed, the decision-making process behind disbursements, and the criteria used.
- That you have the option to accept or decline any financial aid awarded to you.
- How the school monitors satisfactory academic progress and the consequences if progress is not maintained.
- That you have the right to appeal if your financial aid is canceled.

Drug Violations

Eligibility for Title IV federal financial aid programs (including Direct Loans and Pell Grants) will be suspended if a student is convicted of a drug-related offense. In such cases, the school will issue a written notice to the student outlining the loss of Title IV funding and providing information on the steps required to regain eligibility.

Federal Pell Grant

Award Range: Up to $7,395.00 per academic year (based on 900 clock hours).

Eligibility Requirements:

- Must demonstrate financial need, as determined by the federally mandated need analysis formula (Student Aid Index, formerly EFC).
- Must not have exceeded the lifetime limit of 12 semesters (or equivalent) of Pell Grant eligibility.
- Must be an undergraduate student without a prior bachelor's degree.
- Must be a U.S. citizen or eligible non-citizen.
- Must be making satisfactory academic progress as defined by the institution.
- Must be registered with the Selective Service, if required by law.
- Must not be in default on any federal student loan or owe a refund on any federal grant under the Higher Education Act of 1965, as amended.

- Must not have a disqualifying conviction for drug possession or distribution.
- Must be enrolled in a program leading to a degree or certificate.

Federal Direct Loan Program (All Direct Loans subject to the US loan fee of 1.057%)

Subsidized Direct Loan

- Maximum Annual Amount:
  - Year 1 (900 hours): $3,500
  - Year 2 (600 hours): $3,000
- Interest: Does not accrue while enrolled at least half-time; begins 6 months after graduation or dropping below half-time status.
- Lifetime Limit for All Undergraduate Students: $23,000

Unsubsidized Direct Loan

- Maximum Annual Amount (Independent Students):
  - Year 1 (900 hours): $6,000
  - Year 2 (600 hours): $4,000
- Maximum Annual Amount (Dependent Students):
  - Year 1 (900 hours): $2,000
  - Year 2 (600 hours): $1,333
- Interest: Accrues immediately once funds are disbursed to the student's tuition account at EASTERN.
- Lifetime Aggregate Limits (Including Subsidized and Unsubsidized):
  - Dependent Undergraduate Students: $31,000
  - Independent Undergraduate Students: $57,500

Eligibility Requirements

- Must be officially accepted for enrollment and maintaining satisfactory academic progress.
- Must be enrolled at least half-time in a program leading to a degree or certificate.
- Must not be in default on any federal loan or owe a repayment on a federal grant.
- Must be registered with Selective Service, if required.
- Must demonstrate financial need to qualify for Subsidized Direct Loans.
- Must not have exceeded lifetime loan limits.

Completing the FAFSA – Free Application for Federal Student Aid

This is a free process. Only use the official website: https://studentaid.gov
If a site asks for payment, you are on the wrong website.

Step-by-Step Instructions

1. Sign In or Create an Account

- Visit https://studentaid.gov
- Sign in using your FSA ID and password or select "Create Account" if you don't already have one.

2. Complete the FAFSA Application
   - On the home page, under "Popular Topics", click:
     "Apply for Aid Using the FAFSA Form"
   - Then click:
     "Start or Edit a 2025–26 FAFSA Form"
     - Use 2023 Tax Return information
3. Enter School Information
   - School Code: 016763
   - Program Length: Less than two years
   - Be sure to provide the correct School Code when prompted
4. Grade Level Question
   - If you have a bachelor's degree: select that option
   - If you do not have a bachelor's degree (even if you've previously attended college): select "First Year, Never Attended"
5. Use the IRS Data Retrieval Tool
   - When prompted, choose to use the IRS Data Retrieval Tool to automatically import your 2023 tax information
6. Sign Your FAFSA
   - Use your FSA ID to sign the form
   - Parents of dependent students must also obtain an FSA ID and sign the FAFSA

If You Cannot Use the IRS Data Retrieval Tool

You must request and submit an official 2023 IRS Tax Return Transcript:

1. Visit https://irs.gov
2. Scroll to "Tools & Applications" and click "Your Account"
3. Under "Learn more or sign in," click "New to online account? Get started."
4. On the left side, under "Individuals" > "Your Information," click "Tax Record (Transcript)"
5. Choose "Sign in to your online account" or "Get transcript by mail"

Additional Steps (Required for Federal Student Loans)

1. Complete Loan Agreement (Master Promissory Note / MPN)
   - From the home page under "Popular Topics," click:
     "Complete a Loan Agreement (MPN)"
     - Choose:
       "I'm an Undergraduate Student" or "I'm a Parent of an Undergraduate Student"
2. Complete Loan Entrance Counseling

- Return to “Popular Topics” and click:
  “Complete Loan Entrance Counseling”
  - Select: “I’m an Undergraduate Student”

VERIFICATION

- Verification is a process used by the U.S. Department of Education (USDE) to confirm the accuracy of the information provided on your FAFSA.

- At EASTERN, all students are required to submit standard verification documents—including a valid driver’s license, Social Security card, citizenship documentation (if applicable), and the DL Verification Form—regardless of whether they are selected by the USDE for official verification. This policy is in place to help streamline and expedite the financial aid process.

- Being selected for verification does not imply there is an error on your application; it is a routine part of the federal financial aid process.

DIRECT LOAN (DL) AND PELL GRANT DISBURSEMENT

Direct Loans (DL) and Pell Grants are disbursed in **two installments** per academic year. Funds are first applied directly to the student’s tuition account to cover any outstanding balance. Once the tuition obligation is satisfied, any remaining funds will be released to the student by EASTERN for use toward other educational expenses.

ELIGIBILITY AND INTEREST BENEFITS

Eligibility is determined by family income and financial need, based on guidelines established by the federal government. If a student qualifies under these standards, the federal government subsidizes the interest on the loan during the in-school period.

COURSE/LEVEL FAILURE

- To remain eligible for financial aid, students must maintain Satisfactory Academic Progress (SAP) as defined by institutional and federal guidelines.
- If a student fails a course or level, they are no longer considered to be meeting SAP and therefore become ineligible to receive Title IV funds (e.g., Direct Loans or Pell Grants) for any repeated coursework.
- In such cases, the student must pay out-of-pocket to repeat the failed course or level. Once the student successfully completes the repeat and regains SAP status, they may become eligible to receive Title IV funding again for future coursework.

LOAN REPAYMENT AND/OR LOAN DEFERMENT

Repayment of Federal Direct Loans may be postponed under specific conditions through a deferment. However, deferments are not granted automatically—students must apply and meet eligibility requirements.

For more information about deferment options and how to apply, please contact the Financial Aid Team or consult official deferment resources provided by the U.S. Department of Education.

Additional sources of Information on Financial Aid

- 1-800-433-3243

Federal Title IV and Department of Defense TA Return of Funds Policy

- **Federal Regulation Compliance**
  Federal law outlines how a school must calculate the amount of federal financial aid a student has earned if they withdraw, drop out, or are dismissed before completing more than 60% of a payment period.

- **Pro-Rata Calculation**
  The amount of federal financial aid earned is determined on a pro-rata basis. Once a student completes more than 60% of the payment period, they are considered to have earned 100% of the aid for that period.

- **Calculation Formula**
  Percentage of Period Completed =
  (Number of scheduled clock hours completed by the withdrawal date) ÷ (Total clock hours in the payment period).

- **Returning Unearned Aid**
  If a student receives more federal financial aid than they earned:
  - The school returns the lesser of:
    - Institutional charges × unearned percentage, or
    - Total federal aid disbursed × unearned percentage.
  - The student is responsible for repaying any remaining unearned aid not covered by the school's return.

- **PLUS Loan Credit Balances**
  If a credit balance exists due to a Parent PLUS Loan, the credit will be returned to the parent borrower, unless the parent has authorized the school to release it directly to the student.

- **Definition of Withdrawal Date**
  The withdrawal date is determined by the earliest of the following:
  - The date the student officially begins the withdrawal process.
  - The student's last date of attendance in an academic activity.
  - The midpoint of the payment period for a student who leaves without notifying the school.

- **Order of Aid Repayment**
  Unearned funds must be returned in the following order:
  - Unsubsidized Direct Loans
  - Subsidized Direct Loans
  - Direct PLUS Loans
  - Federal Pell Grants

Alternative Loans and Grants

- **Grant**
  Pennsylvania Targeted Industry Program (PA-TIP)
  Apply at: https://www.pheaa.org/funding-opportunities/pa-tip/apply.shtml
  Application requires submission of a 2023-24 FAFSA for the May 1, 2024, deadline.
  Phone Number: 800-692-7392

- **Loan**
  PHEAA - PA Forward Student Loans
  Apply at: apply.pheaa.org.
  https://www.pheaa.org/student-loans/pa-forward/

Student Lending and Code of Conduct

Eastern Center for Arts & Technology is dedicated to providing students and their families with accurate information and the best options for student borrowing. To avoid any real or perceived conflicts of interest between Eastern staff and education loan lenders, the school adheres to the following principles:

- participate in any revenue-sharing arrangements with any lender.
- permit any officer, employee or agent of the school who is employed on the Financial Aid Team or is involved in the administration of education loans to accept any gifts of greater than nominal value from any lender, guarantor, or servicer.
- permit any officer, employee or agent of the school who is employed on the Financial Aid Team or is involved in the administration of education loans to accept any fee, payment, or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
- permit any officer, employee or agent of the school who is employed on the Financial Aid Team or is involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. Eastern Center for Arts & Technology does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.
- assign a servicer to any first-time borrower through financial aid packaging or any other means.
- request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.

EASTERN recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. EASTERN will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and /or guarantor.

STUDENTS RIGHT TO KNOW AND CAMPUS SECURITY ACT INFORMATION

The *Student Right to Know and Campus Security Act* (P.L. 101-542) requires all post-secondary institutions to collect and disclose information related to campus safety. This law mandates that institutions prepare, publish, and distribute this information to all current students and employees, as well as to prospective students and employees upon request. The following details are provided in compliance with these requirements for all post-secondary programs offered at Eastern Center for Arts and Technology.

Institution Overview:
Eastern Center for Arts and Technology is a non-residential, single-campus secondary and post-secondary institution located in suburban Montgomery County, Pennsylvania. The institution offers educational programs exclusively; no athletic programs are provided. Classes are scheduled with fixed time allotments and supervised by staff. Campus safety is supported through periodic patrols by the Upper Moreland Police Department.

A. **Reporting Procedures:** Complaints from students are received by the Director and designated administrators, as outlined in Board Policy.

B. **Facility Security:** The building is secured daily by school personnel who lock and unlock the premises. During instructional hours, staff and administrators monitor the campus. Board Policy requires an administrator to be present on-site while students are in the building.

C. **Campus Security Personnel:** This institution does not employ dedicated campus security personnel; therefore, related policies do not apply.

D. **Student Orientation and Security Practices:** Practical Nursing (PN) students receive campus security information during orientation for each new class. Relevant policies are included in the student handbook and reviewed with students. Each student is assigned a locker secured with a combination lock and is advised to keep valuables locked or on their person at all times. Parking placards are issued to PN students for a designated campus parking lot; access is restricted to vehicles displaying these placards. Adult continuing education students receive separate handbooks containing policies and procedures and are also issued parking placards for their designated lot.

E. **Substance Abuse and Drug Awareness Policies:** In line with the Joint Operating Committee policies, guidelines addressing possession or influence of controlled substances, including alcohol, have been established. These policies are communicated at program entry and detailed in the student handbook. Resources include:

- Substance Abuse Policy
- Drug Awareness Information: www.dea.gov
- Federal Trafficking Penalties: www.dea.gov
- Drug and Alcohol Services Resource List: www.findtreatment.samhsa.gov

F. **Campus Crime and Security Statistics:** Crime and security data for Eastern Center for Arts and Technology were reported to the U.S. Department of Education, Office of Postsecondary Education in Summer 2014. Updated statistics are publicly available at

https://ope.ed.gov/campussafety/#/institution/details and at https://www.eastech.org/pn/practical-nursing.

G. **Alcohol and Drug Policies:** The school's governing board enforces policies related to the possession, use, and sale of alcoholic beverages and illegal drugs, including state underage drinking laws. Educational materials about federal and state drug laws, as well as drug and alcohol abuse prevention programs, are provided to students during registration.

CONFIDENTIAL REPORTING PROCEDURES

If you are the victim of a crime but choose not to pursue action through the criminal justice system, you may still consider submitting a confidential report. With your permission, the Program Coordinator can document the incident details without disclosing your identity.

The purpose of a confidential report is to honor your request for privacy while promoting campus safety. Such reports allow the school to maintain accurate records, identify potential patterns related to crime locations, methods, or perpetrators, and alert the community to possible risks. These reports are included in the institution's annual crime statistics.

In compliance with the Campus Sex Crimes Prevention Act of 2000, Eastern Center for Arts and Technology provides access to the Pennsylvania Sex Offender Registry: http://www.pameganslaw.state.pa.us

This Act requires institutions of higher education to inform their community about access to state-provided information regarding registered sex offenders. Please note misuse of this information for harassment or intimidation is strictly prohibited and may result in criminal charges as a Class 1 misdemeanor.

SUBSTANCE ABUSE POLICY

(Refer to EASTERN Website under Joint Operating Committee, Board Policies #C106 and #C115)

The **EASTERN Center for Arts and Technology Practical Nursing Program** is committed to maintaining a drug-and alcohol-free learning environment. As future healthcare professionals, students must be physically and mentally prepared to deliver safe and effective care.

Prescription Medication

Students taking a prescribed controlled substance must submit a copy of the valid prescription to the Practical Nursing Program Coordinator.

Reasonable Suspicion ("Cause") Testing

Any student exhibiting behavior that raises reasonable suspicion of being under the influence of drugs or alcohol will be required to undergo evaluation by an independent physician or laboratory. If a student is found to be under the influence, they will be **suspended** from the program. **Possession** of a controlled substance is grounds for **immediate dismissal**, and appropriate law enforcement authorities will be notified.

Testing Process

Students suspected of substance or alcohol use will be referred for immediate testing. Transportation to the testing facility must be provided by a supervisor or via taxi; students are not permitted to drive themselves. The cost of testing is the student's responsibility.

Treatment and Reinstatement

Substance and alcohol abuse are recognized as treatable conditions. A student who tests positive will be referred to a qualified physician for evaluation. Any recommended treatment or rehabilitation must be completed successfully and documented before the student may be considered for re-entry. Reinstatement is at the discretion of EASTERN faculty and the referring physician.

Refusal to Comply

Refusal to undergo testing when "cause" is established will be treated as a **positive result**. Noncompliance with this policy is grounds for **dismissal** from the Practical Nursing Program.

Behaviors That May Indicate "Cause" Include, but Are Not Limited To:

- Sleeping during class or clinical at inappropriate times
- Leaving class or clinical without explanation
- Slurred or incoherent speech
- Abnormal or unsteady gait
- Inappropriate, erratic, or disruptive behavior
- Failure to follow instructions
- Noticeable odor of alcohol

TITLE IX – SEXUAL HARASSMENT

See: https://www.eastech.org/about-us/administrative-team/title-ixsexual-harassmentequity-inclusion

DISABILITY POLICY

In accordance with **Section 504 of the Rehabilitation Act of 1973**, the **Americans with Disabilities Act of 1990 (ADA)**, and the **ADA Amendments Act of 2008 (ADAAA)**, EASTERN Center for Arts and Technology prohibits discrimination against individuals with disabilities. These laws define a disability as "a physical or mental impairment that substantially limits one or more major life activities, a record of such impairment, or being regarded as having such an impairment."

Student Responsibility to Self-Report

> It is the student's responsibility to self-disclose a disability to the Practical Nursing Program Coordinator if accommodations are being requested. Although accommodations may be requested at any time, students are encouraged to do so as early as possible after admission to ensure timely support. If a student does not request accommodations faculty and staff will

assume the student is able to meet all Essential Abilities for Practical Nursing without assistance.

Required Documentation

Students requesting accommodations must submit appropriate documentation that:

- Confirms the existence of a disability.
- Describes the functional limitations caused by the disability.
- Specifies the type of accommodation(s) being requested.
- Explains how the accommodation(s) would enable the student to fully participate in the program.

Acceptable documentation may include:

- Educational or medical records
- Evaluations or assessments by licensed healthcare providers or educational professionals
- Past accommodation plans such as **IEPs (Individualized Education Programs)**, **SOPs (Summaries of Performance)**, or relevant teacher/clinician observations.

Evaluation and Determination

The Practical Nursing Program reserves the right to consult with the student, relevant healthcare providers, and qualified professionals to determine:

- Whether the student has a qualifying disability
- If accommodations are necessary
- What accommodations, if any, are reasonable within the context of the program

Once documentation is received, the student will meet with the Program Coordinator to discuss and finalize an individualized accommodation plan.

ELECTRONIC MEDIA–SOCIAL MEDIA/NETWORKS POLICY

The use of electronic media—including social networking platforms (e.g., Facebook, Twitter, Instagram), messaging apps, forums, blogs, and chat rooms—has become a common form of communication. However, inappropriate use can violate patient confidentiality and privacy laws (such as HIPAA), damage professional reputations, and breach the ethical boundaries between nursing students and patients.

To protect patient privacy and maintain professional standards, the following guidelines must be strictly followed:

Prohibited Conduct - Students are strictly prohibited from:

- Sharing, posting, or transmitting any form of patient information, including images or videos.
- Identifying patients in any way, including by name, initials, room number, diagnosis, or any other identifier.
- Making derogatory or inappropriate comments about patients, faculty, staff, other students, or clinical sites—even if identities are not disclosed.
- Posting threatening, harassing, obscene, profane, sexually explicit, racially offensive, or discriminatory content.
- Capturing or distributing photos/videos of patients using any device, including personal cell phones.
- Disclosing confidential or proprietary information about EASTERN, its employees, clinical partners, or fellow students.
- Implying representation of EASTERN, including expressing personal opinions as if endorsed by the institution.
- Engaging in activities that violate EASTERN policies or any local, state, or federal laws and regulations.

Important Reminders - Students should be aware that:

- Privacy settings do not guarantee confidentiality. Even with restricted access, content can still be shared and viewed beyond intended audiences.
- Posting patient-related information is never acceptable, even if identifying details are omitted.
- Professional boundaries must be respected. Students should not initiate or accept social media contact with current or former patients.
- Inappropriate contact through electronic media is unacceptable, even if the patient initiates it. Such situations should be reported to faculty immediately.
- Online content is permanent. Anything shared may be viewed by faculty, clinical partners, future employers, and others. Deleting content does not guarantee removal.
- Violations may result in serious consequences, including personal liability, fines, or criminal penalties under HIPAA and other laws.
- Misuse of electronic media may result in disciplinary action, including a formal warning, suspension, or dismissal from the Practical Nursing Program.

Student Responsibilities

- Students are expected to report any content that may compromise patient privacy, violate rights, or pose harm to others to program faculty.
- If unsure whether an online activity is appropriate, students must seek guidance from their instructor before engaging in that activity.

Maintaining patient privacy and professional integrity is essential. Any breach of this policy is treated as a serious violation of program expectations and ethical standards and can result in dismissal from

the program.

References

American Nurses Association (ANA). (2011). Principles for Social Networking and the Nurse. Retrieved from: https://www.nursingworld.org

National Council of State Boards of Nursing (NCSBN). (2024). A Nurse's Guide to the Use of Social Media. Retrieved from: https://www.ncsbn.org/public-files/Social_Media.pdf

Health Insurance Portability and Accountability Act (HIPAA) – U.S. Department of Health and Human Services. Retrieved from: https://www.hhs.gov/hipaa

VETERANS BENEFITS AND TRANSITION ACT OF 2018

In accordance with the Veterans Benefits and Transition Act of 2018, Section 3679 of Title 38, U.S. Code, the Practical Nursing Program at EASTERN Center for Arts and Technology ensures the following:

> EASTERN will not impose any penalty—such as the assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or the requirement for a covered individual to secure or borrow additional funds—due to delayed disbursement of funding from the U.S. Department of Veterans Affairs under Chapter 31 (Veteran Readiness and Employment) or Chapter 33 (Post-9/11 GI Bill).
>
> This protection applies to any covered individual who provides the institution with a Certificate of Eligibility or other required documentation to verify their VA benefits entitlement. The institution will permit such individuals to attend and participate in courses while awaiting payment from the VA.

ESSENTIAL ABILITIES AND QUALIFICATIONS OF THE PRACTICAL NURSING

To ensure safe, effective patient care and meet the demands of clinical and classroom environments, students enrolled in the Practical Nursing Program at EASTERN Center for Arts and Technology must possess the physical, cognitive, and emotional capabilities necessary to perform essential functions. These include, but are not limited to, the following:

Physical and Sensory Requirements

- Sufficient physical and mental stamina to meet the demands of the nursing profession.
- Adequate vision (with corrective lenses if needed) to read medication labels and observe patient conditions.
- Functional hearing (with assistive devices if necessary) to monitor alarms and communicate with patients and healthcare providers.
- Clear and effective speech to be understood by individuals across the lifespan.
- Sufficient tactile ability to assess pulses, temperature, and perform physical examinations.

- Manual dexterity in all limbs to operate medical equipment, administer injections, and manipulate small instruments.
- Physical strength to safely push, pull, or lift items or individuals exceeding 50 pounds.
- Ability to engage in frequent movement, including lifting, carrying, stooping, bending, squatting, crouching, kneeling, crawling, climbing, and reaching overhead.
- Capacity to stand and walk for extended periods without assistance.

Cognitive, Organizational, and Communication Skills

- Strong organizational skills and effective time management to meet academic and clinical deadlines.
- Ability to produce neat, accurate work under time constraints.
- Resilience and adaptability to handle emergencies, increased workload, and high-pressure situations.
- Capacity to prioritize tasks and make sound judgments in dynamic clinical settings.
- Ability to understand and apply institutional policies and procedures.
- Effective communication skills in English, including both verbal and non-verbal interactions with patients, families, and interdisciplinary team members.
- An ability to communicate empathetically and professionally with patients, including those with acute and chronic conditions.
- Proficiency in accurate, legible documentation using professional medical terminology.
- Basic competency in using computer systems and electronic health records.
- Commitment to adhering to professional nursing standards, ethical practices, and regulatory guidelines.
- Accountability for professional behavior and acceptance of consequences for failure to meet program expectations.

This list was developed in alignment with requirements from affiliated clinical sites and reflects essential functions expected of students in the Practical Nursing Program. It is not exhaustive and may vary based on specific clinical site policies.

STUDENT COMPLETION STATISTICS

Academic Year	Class #	Program Completion	% NCLEX PN 1st Time Pass Rate
2025-2026	Class 166 - FT (Fall)	Graduates August 2025	
	Class 167 - PT (Mon/Wed, EOW)	Graduates October 2026	
	Class 168 - FT (Spring)	Graduates January 2026	
	Class 169 - PT (Tue/Thu, EOW)	Graduates January 2026	
2024-2025	Class 163 - FT (Fall)	74.2	78.3
	Class 162 - PT (Mon/Wed, EOW)	66.7	pending
	Class 165 - FT (Spring)	65.5	83.3
	Class 160 - PT (Tue/Thu, EOW)	84	80
2023-2024	Class 159 - FT (Fall)	78.6	100
	Class 156 - PT (Mon/Wed, EOW)	75	81.3
	Class 161 - FT (Spring)	94.7	94.7
2022-2023	Class 155 - FT (Fall)	92.3	87.5
	Class 152 - PT (Mon/Wed, EOW)	80	100
	Class 157 - FT (Spring)	87.5	100
	Class 154 - PT (Tue/Thu, EOW)	75.5	83.3
2021-2022	Class 151 - FT (Fall)	84	80.0
	Class 149 - PT (Mon/Wed, EOW)	78.3	83.3
	Class 153 - FT (Spring)	68	100

Program Completion = Percentage of students who completed the program in 100% of the time

NCLEX – PN FIRST TIME PASS RATES

Eastern Compared to Pennsylvania and US results

Academic Year	Eastern	Pennsylvania	US
2024-2025	pending		
2023-2024	87.50%	89.16%	89.46%
2022-2023	93.75%	83.38%	84.49%
2021-2022	91.80%	84.41%	80.09%
2020-2021	84.62%	84.18%	79.77%

Eastern's results per quarter.

Academic Year	Quarter	1st Time Pass Rate	Year to Date
2024-2025	1 (Oct-Dec)	75.00%	
	2 (Jan-Mar)		
	3 (Apr-Jun)		
	4 (Jul-Sep)		
2023-2024	1 (Oct-Dec)	100.00%	100.00%
	2 (Jan-Mar)	87.10%	90.00%
	3 (Apr-Jun)	100.00%	92.45%
	4 (Jul-Sep)	***	**87.50%**
2022-2023	1 (Oct-Dec)	85.18%	85.18%
	2 (Jan-Mar)	100.00%	92.98%
	3 (Apr-Jun)	100.00%	93.65%
	4 (Jul-Sep)	***	**93.75%**
2021-2022	1 (Oct-Dec)	88.24%	88.24%
	2 (Jan-Mar)	94.11%	92.15%
	3 (Apr-Jun)	85.71%	91.80%
	4 (Jul-Sep)	***	**91.80%**
2020-2021	1 (Oct-Dec)	87.50%	87.50%
	2 (Jan-Mar)	86.67%	87.09%
	3 (Apr-Jun)	78.95%	84.00%
	4 (Jul-Sep)	***	**84.62%**

FINANCIAL AID BUDGET for Class #170 Full Time Program

Year 1 (25-26) – Ten Month Budgets (900 clock hours)

	DEPENDENT	INDEPENDENT
Tuition + Fees	$9,912	$9,912
Food + Housing	$6,000	$16,200
Books, Course Material, Supplies + Equipment	$2,000	$2,000
Transportation	$7,200	$7,200
Miscellaneous Personal Expenses	$3,000	$5,400
Loan Fees	$58	$101
Total	**$28,170**	**$40,813**

Year 2 (25-26) – Five Month Budget (600 clock hours)

	DEPENDENT	INDEPENDENT
Tuition + Fees	$6,938	$6,938
Food + Housing	$5,000	$13,500
Books, Course Material, Supplies + Equipment	$600	$600
Transportation	$6,000	$6,000
Miscellaneous Personal Expenses	$2,500	$4,500
Loan Fees	$48	$78
NCLEX-PN + Licensure	$295	$295
Total	**$21,381**	**$31,911**

Cost of Attendance Summary
Practical Nursing Program | 2025–2026 Academic Year

Tuition + Fees

- The tuition for the 2025–2026 school year is $16,850. The hourly rate is $11.01.

Food + Housing

- For students without dependents, living with parents, we are using the figure of $600 per month. For all other students, we are using a figure of $1,620 per month.
    - ($1,000 for rent and $620 for food).

Book, Course Material, Supplies and Equipment

- The $2,600 figure is taken from the 2024–2025 Cost List
    - ($2,000 for Year 1 and $600 for Year 2).

Transportation

- We are using a figure of $720 per month which includes the cost of insurance, upkeep, and gas.

Miscellaneous Living Expenses

- For students without dependents living at home, we used a monthly allowance of $300.
- For all other students, we are using a monthly allowance of $540.

Loan Fees

- Dependent Students
    - Year 1 – 1.057% of $5,500 = $58
    - Year 2 – 1.057% of $4,550 = $48
- Independent Students
    - Year 1 – 1.057% of $9,500 = $100
    - Year 2 – 1.057% of $7,350 = $78

- Dependent Students
  - Year 2 – Sub: $4,550 $6,500 x (630 hours/900 hours) = $4,550
  - Year 2 – UnSub: $2,000
- Independent Students
  - Year 2 – Sub: $10,500 x (630 hours/900 hours) = $7,350
- Year 1 = 9/2/2025 – 3/20/2026
- Year 2 = 3/23/2026 – 8/26/2026

INSTITUTIONAL RESOURCES

Financial Aid Office

EASTERN Center for Arts and Technology
3075 Terwood Road
Willow Grove, PA 19090
215-784-4835

kmolczan@eastech.org
Hours: 9:00AM to 3:00PM
Payment of Tuition: 215-784-4835, mail or in person

PN Program Coordinator/Financial Aid Officer - Ken Molczan / 215-784-4835
Financial Aid Advisor - Suzie Morgan / pnfinance@eastech.org

MISCELLANEOUS INFORMATION

School Website – https://www.eastech.org/pn/practical-nursing

Practical Nursing FAX # – 215-784-4829

Student Clinical Call Out Phone # – 215-481-3228 and leave a message.

CANVAS – https://ecatpn.instructure.com

Practical Nursing Program Resource Guide

MONTGOMERY COUNTY (5/23)

General Information

- **Montgomery County Support Services**
  - http://www.montcopa.org

Child Care

- https://www.montcopa.org/120/Subsidized-Child-Care

Possible Tuition Assistance

- https://www.montcopa.org/2114/PA-CareerLink-Montgomery-County

Health Department

- https://www.montcopa.org/513/Public-Health

English Language Support

- https://montcooic.org/esl/

Literacy/Reading

- **Literacy Council of Norristown**
  - http://www.lcnlit.org
    - **Montgomery County Library and Information Network Consortium**
  - http://www.mclinc.org

PHILADELPHIA COUNTY(5/23)

General Information

- http://www.phila.gov

Child Care

- https://cap4kids.org/philadelphia/parent-handouts/child-care-respite-care/child-care/

Possible Tuition Assistance

- http://www.philaworks.org

Health Department

- http://www.phila.gov/health

English Language Support

- https://www.phila.gov/services/diversity-inclusion-accessibility-immigration/learn-english/

Literacy/Reading

- http://www.freelibrary.org/

BUCKS COUNTY (5/23)

General Information

- http://www.buckscounty.gov

Child Care

- https://www.buckscounty.gov/1356/Child-Care

Possible Tuition Assistance

- https://www.buckscounty.gov/559/PA-CareerLink-Bucks-County

Health Department

- https://www.buckscounty.gov/229/Health-Department

English Language Support

- https://sites.google.com/a/cairn.edu/bucks-county-esl-resources/living-in-bucks-county

Literacy Services

- https://buckslib.org/outreachoptions/

STATE OF PENNSYLVANIA

- Pennsylvania Career Link
  - https://www.pacareerlink.pa.gov/jponline/

PRACTICAL NURSING SCHOOL CLOSING INFORMATION

1. School Website
   - www.eastech.org

2. Students will receive an email and text message from EASTERN

3. CBS/CW Philly Snow #
   - Snow# is 1135 (Full Time Classes) and 2135 (Part Time Classes)
   - https://www.nbcphiladelphia.com/weather/school-closings/

CLOCK TO CREDIT HOUR CONVERSIONS

Clock Hours to Credit Hours				
	Clock Hours - Theory	**Clock Hours - S. Lab**	**Clock Hours - Clinical**	**Credit Hours**
A & P	100			3.33
Pharm	67			2.23
N1A Clinical		91	58	9.43
N1A Theory	134			
N1B Theory	49			4.2
N1B Clinical		70	7	
PV-1	23			0.77
N2 Clinical		56	356	23.07
N2 Theory	280			
N3 Clinical		7	111	6.73
N3 Theory	84			
PV-2	7			0.23
Total	**744**	**224**	**532**	**50**

Converting Clock Hour Grades to GPA		
A+	98-100	4
A	96-97	4
A-	94-95	3.7
B+	92-93	3.3
B	89-91	3
B-	86-88	2.7
C+	84-85	2.3
C	81-83	2
C-	79-80	1.7
D	75-78	1.3

Go To GPA Calculator**:** **https://gpacalculator.net/college-gpa-calculator/**