



Sponsored by
Schuylkill Technology Center
Schuylkill Intermediate Unit #29
and
Approved by
Pennsylvania State Board of Nursing
Accredited by
Pennsylvania State Board of Vocational Education,
Bureau of Career and Technical Education

North Campus
101 Technology Drive
Frackville, PA 17931

South Campus
15 Maple Avenue
Mar Lin, PA 17951

570-874-1412 Enrollment
570-874-1412 Ext 4810 Financial Aid
<https://adult.stcenters.org>

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Non-Discrimination Statement

The Schuylkill Intermediate Unit/ STC will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected category and provides equal access to the Boy Scouts and other designated youth groups. This policy is in accordance with state law, including the Pennsylvania Human Relations Act, and with federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1975, and the Americans with Disabilities Act of 1990. The Schuylkill Intermediate Unit's commitment to non-discriminatory practices extends to prospective students and employees, current students and employees, parents of students, community members, and representatives of outside agencies. Contact information of their Title IX Coordinator(s) - Shannon Brennan, CTE Director (570) 544-4748 ext. 3115 or titleixcoordinator@stcenters.org

A non-discrimination policy - Title: 104 Nondiscrimination/Discriminatory Harassment - Employment Practices
<http://go.boarddocs.com/pa/iu29/Board.nsf/goto?open&id=BAXRZZ5CF452>

Schuylkill Intermediate Unit/ STC employees, community members, and agency representatives who have a complaint of harassment or discrimination or who seek information about accommodations for individuals with disabilities should contact Shannon Brennan, CTE Director, STC 101 Technology Drive, Frackville, PA 17931, (570) 874-1412 or sbrennan@stcenters.org

Student Right to Know

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our website at www.stcenters.org (Adult Programs).

Administration

Acting Executive Director
Assistant Executive Dir/Dir of CTE
Assistant Director of CTE
PN Program Coordinator

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Kimberly O'Neill MSN, RN, CSN

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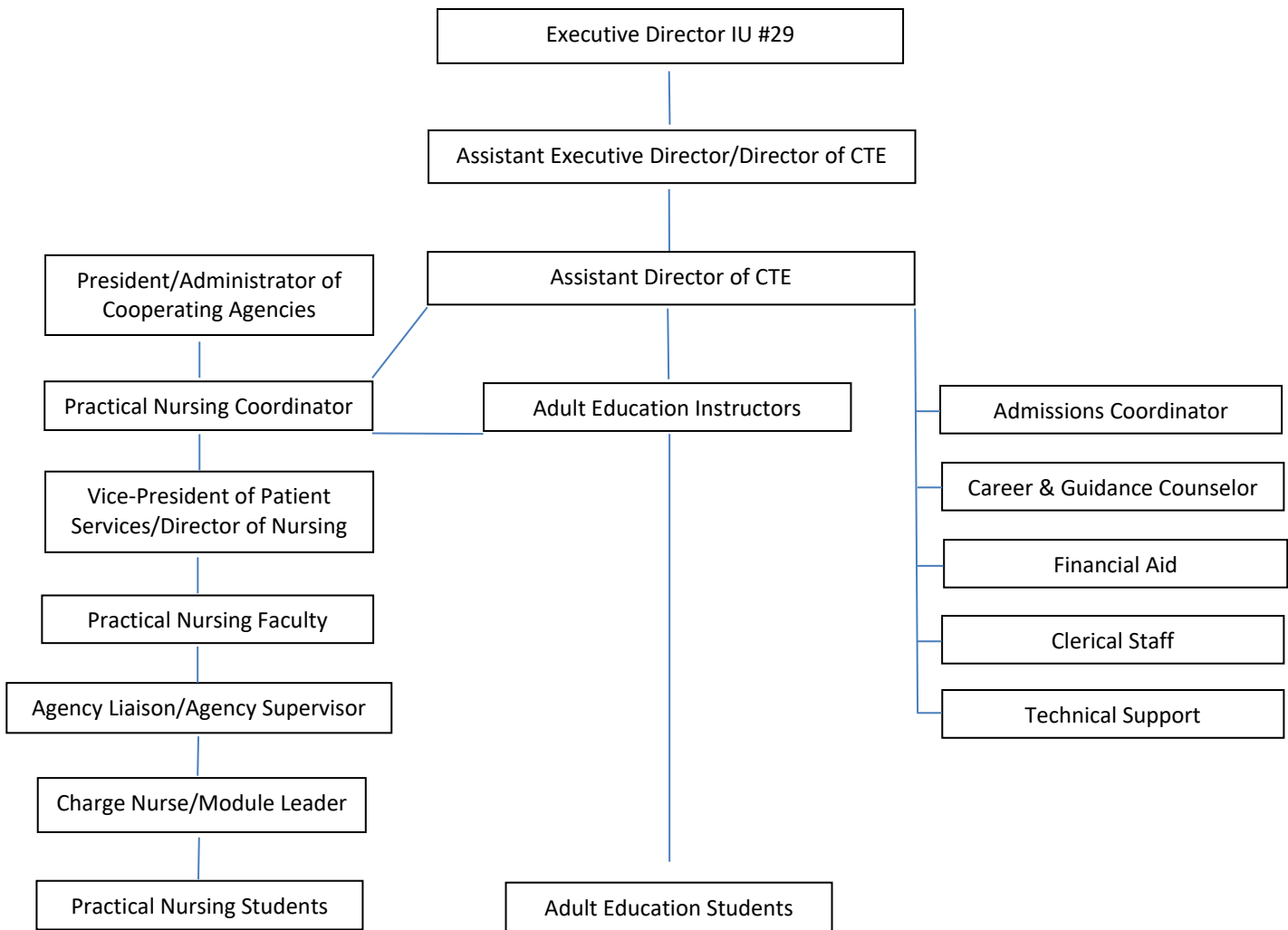
Instructors

PN Instructor
PN Instructor
PN Instructor
PN Instructor
PN & Medical Assisting Instructor
Medical Assisting Instructor
Medical Assisting Instructor
CDL Instructor (Day)
CDL Instructor (Night)
Welding
Automotive Technology Instructor
Automotive Technology Instructor
Vehicle State Inspection Instructor
Massage Therapy Instructor
HVAC Instructor
Electro-Mechanical Instructor

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Sarah Ford, BSN, RN
Stacie Herring MSN, RN
Lorraine Kirchmeier
Sherry Whitecavage MSN, RN
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STC ORGANIZATIONAL CHART



Revised: 10/04/2023

Practical Nursing Cooperating Agencies

Broad Mountain Nursing & Rehabilitation Center	Frackville, PA
Shenandoah Manor Nursing Home	Shenandoah, PA
Child Development Incorporated	Minersville, PA
Lehigh Valley Health Network Schuylkill-East Norwegian Street	Pottsville, PA
Greenwood Center for Nursing & Rehabilitation	Hometown, PA
Aveanna Healthcare	Schuylkill Haven, PA
Mount Carmel Senior Living Community	Mount Carmel, PA
Geisinger Shamokin Area Community Hospital	Coal Township, PA
DaVita Dialysis	Frackville, PA
Silver Pines Treatment Center	Mahanoy City, PA

In-House Practical Nursing Contracts

Schuylkill IU 29 Maple Avenue School Nurse	Mar Lin, PA
STC School Nurse	Frackville, PA
STC School Nurse	Mar Lin, PA

STC Mission Statement

The mission of the STCs Postsecondary Programs is to enable the adult student to acquire the attitudes, knowledge, skills, and values necessary to become a lifelong learner and a productive citizen of a global economy by developing an educational pathway for excellence driven by a partnership with education, business, industry, government, family, and the community.

STC Practical Nursing Program Mission Statement

The mission of the STCs Practical Nursing Program is to empower the Practical Nursing student with the knowledge, skills, diversity, attitude, and values required to promote healthy lifestyles and to deliver high quality patient – centered care to all persons along the healthcare continuum. The administration, faculty, and staff recognize and value the role of the Practical Nurse with in the health care community. The program faculty will encourage the Practical Nursing student to continuously pursue the acquisition of knowledge throughout their nursing careers.

Accreditations

Pennsylvania State Board of Vocational Education, Bureau of Career and Technical Education
Pennsylvania State Board of Nursing

Approvals

United States Department of Education for Pell Grants and for participation in the Federal Family Education Loan Program
Pennsylvania Department of Education for Veterans Training
Bureau of Vocational Rehabilitation for the training of rehabilitation students

Welcome

STC prepares adult students for success across a variety of demanding careers; including technical, medical, business, and industrial trades. We utilize a competency-based delivery system, providing a well-planned curriculum that balances essential classroom theory with intensive, hands-on applications in laboratory and work-based environments. Because today's workplace demands cutting-edge skills, STC ensures our laboratories contain state-of-the-art equipment that is regularly updated to meet current business and industry standards.

History Of The Practical Nursing Program

The Practical Nursing Program provides a human service, which enables individuals to satisfy those requirements essential to sustain life and to promote health and well-being. This service is based on the belief that every individual, regardless of circumstance, is of value and merits consideration, respect, and assistance. Nurses must master specific skills, acquire knowledge from academic disciplines, and develop effective communication skills in order to minister to clients. The outcome of nursing care depends not only on this mastery, but also upon a relationship of trust between the client and the nurse, decisions made with and for the client require performance of the individual nurse to always meet the highest personal and professional standards of practice.

The Practical Nursing Program was initiated in 1966 with the first class enrolled January 9, 1967. Many of the program's graduates have advanced their education and have become Licensed Registered Nurses. Upon satisfactory completion of the Practical Nursing Program, the graduate receives the school's certificate and is eligible to take the National Council Licensure Exam (NCLEX) to qualify as a Licensed Practical Nurse. NOTE: The State Board of Nursing shall not issue a license or certificate to an applicant who has been convicted of felonious acts prohibited by "The Controlled Substance, Drug, Device, and Cosmetic Act" of April 14, 1972, or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory, or country (See Section 5 of the Practical Nursing Law).

The Administration and Faculty are eager to assist you in any way to make a smooth transition into STC and your future career.

Practical Nursing Philosophy

- We, the faculty of the Practical Nursing Program, accept and believe in the Mission Statement of STC.
- We further believe that the INDIVIDUAL is a unique, holistic entity, composed of physiological, psychological, sociocultural, and spiritual variables. These variables are influenced by both the internal and external environments, which constantly affect the development of the individual.
- We believe that individuals are composites of the societies in which they function. These SOCIETIES are organized boundary systems comprised of specific roles, values, beliefs, and rules. These social systems include but are not limited to familial, educational, political, religious, work systems. It is important to learn and respect the religious and cultural beliefs of all people.
- We believe that NURSING is a creative effort of one individual helping another, based upon scientific, esthetic, ethical, as well as personal knowledge. Nursing deals with human responses to health and illness.
- We believe that PRACTICAL NURSING is an entity of nursing that involves participation in the assessment, planning, implementation, and evaluation of nursing care in all settings where nursing takes place. This participation is under the supervision of the Registered Nurse, the Physician, and/or Dentist.
- We believe that LEARNING is an active process whereby the learner is their own agent of knowledge and skill acquisition. The learner needs to become self-directed in their learning and use critical thinking skills. Instructors are FACILITATORS and are responsible for creating a learning environment.
- We believe that EDUCATION is a goal-directed process through which behavior is changed. This process involves both the teacher and the learner.
- We believe that PRACTICAL NURSING EDUCATION is a process integrating both nursing theory and related clinical experiences. Upon completion of this process, the learner is prepared to become a productive, immediately employable member of a global society.
- We believe that this EDUCATION PROCESS continues throughout the individual's lifetime.

School Calendar

POST-SECONDARY CLOSINGS

July 06	Independence Day
September 04	Office Closed
September 07	Labor Day
November 26, 27 & 30	Thanksgiving Recess
December 24 thru January 01	Winter Break
February 15	President's Day
March 25, 26 & 29	Spring Break
May 31	Memorial Day

Offices are closed on Fridays during the summer. Starting the first Friday in June, continuing through mid-August.

School Weather/Emergency Closings

All scheduled closings are identified on the school calendar.

In case of a snow emergency or any other disaster, closure announcements will be made on the local Radio/TV stations by 7:00 A.M. for "Schuylkill AVTS North Campus". When STC is closed, the Adult Programs are automatically closed to in-person instruction.

Announcements will be made on:

AM RADIO STATIONS:	WMBT, WPPA
FM RADIO STATIONS:	WPAM, T102, WMGH
TELEVISION STATIONS:	WBRE - CHANNEL 28; NBC
	WNEP - CHANNEL 16; ABC
	WYOU - CHANNEL 22; CBS
	WGAL - CHANNEL 8

Students must always use good judgment and follow safety procedures when traveling in bad weather.

Make-Up Time due to emergency closures: Time lost because of school closure will be made up to ensure all students comply with the program's required hours. Lost class or clinical time may be recovered by:

- An alternative assignment.
- An online assignment.
- Adding hours to the scheduled class/clinical day.

Make-up days may be scheduled on holidays or vacation days if necessary. Hours lost due to delays will be made up at the discretion of the coordinator.

Post-Secondary Training Calendar

Practical Nursing (Day) 18 Months

Classroom: 8:00am – 2:30pm; Clinical: 6:45am – 2:15pm Monday to Friday

0525D

Term 1 – May 19, 2025 – November 18, 2025

Term 2 – November 24, 2025 – June 10, 2026

Term 3a – June 15, 2026 – September 18, 2026

Term 3b – September 22, 2026 – December 16, 2026

0326D

Term 1 – March 09, 2026 – September 15, 2026

Term 2 – September 21, 2026 – April 06, 2027

Term 3a – April 12, 2027 – July 16, 2027

Term 3b – July 19, 2027 – October 15, 2027

Practical Nursing (Evening) 24 Months

Classroom: 4pm – 9pm Monday, Wednesday & Thursday; Clinical: 6:45am – 2:15pm Saturday & Sunday

0325E

Term 1 – March 10, 2025 – October 20, 2025

Term 2 – October 27, 2025 – June 08, 2026

Term 3a – June 15, 2026 – October 01, 2026

Term 3b – October 05, 2026 – February 02, 2027

CDL Class A (Day) – (8am – 4pm) *Driving tests are scheduled after the course hours are completed*

Classroom: Monday, Wednesday & Friday *Limit 3 students*

July 08, 2026 – September 09, 2026

September 21, 2026 – November 06, 2026

December 02, 2026 – January 27, 2027

February 17, 2027 – April 09, 2027

April 26, 2027 – June 14, 2027

CDL Class A (Evening) – (4pm – 9pm & 8am – 4pm) *Driving tests are scheduled after the course hours are completed*

Classroom: Tuesday, Wednesday, Thursday & Saturday *Limit 3 students*

July 07, 2026 – August 22, 2026

September 08, 2026 – October 24, 2026

February 23, 2027 – April 15, 2027

May 04, 2027 – June 19, 2027

CDL Class B – (8am – 4pm) *Driving tests are scheduled after the course hours are completed*

Classroom: Monday, Wednesday & Friday *Limit 3 students*

TBD

Welding & Medical Assisting (Evening) – (4pm – 9pm)

Automotive Technology (Evening) – (3pm – 8pm)

Classroom: Tuesday & Thursday with up to 3 hours per week of virtual instruction

July 2025

Term 1 – July 08, 2025 – September 25, 2025

Term 2 – September 30, 2025 – December 31, 2025

Term 3 – January 06, 2026 – March 26, 2026

Term 4 – March 31, 2026 – June 18, 2026

Jan 2026

Term 1 – January 06, 2026 – April 01, 2026

Term 2 – April 07, 2026 – July 02, 2026

Term 3 – July 07, 2026 – October 01, 2026

Term 4 – October 06, 2026 – December 22, 2026

July 2026

Term 1 – July 07, 2026 – September 30, 2026

Term 2 – September 30 – December 24, 2026

Term 3 – January 05, 2027 – March 31, 2027

Term 4 – March 31, 2027 – June 24, 2027

Jan 2027

Term 1 – TBD

Term 2 – TBD

Term 3 – TBD

Term 4 – TBD

Massage Therapy (Evening) – (4pm – 8pm)

Classroom: Monday, Tuesday & Thursday

July 2026

Term 1 – July 13, 2026 – October 05, 2026

Term 2 – October 08, 2026 – January 07, 2027

Term 3 – January 11, 2027 – April 05, 2027

Term 4 – April 08, 2027 – July 01, 2027

Jan 2027

Term 1 – TBD

Term 2 – TBD

Term 3 – TBD

Term 4 – TBD

Vehicle State Inspection (Evening) – 5:30pm – 9:30pm Monday & Thursday

CAT I (Car)

CAT II (Motorcycle)

CAT III (Commercial Truck)

CAT IV (Test Only)

Post-Secondary Program Objectives

Practical Nursing Program Objectives

Upon completion of this program, the graduate practical nurse will:

- Assist in assessing the basic physical, emotional, spiritual, and socio-cultural needs of the health care client.
- Collaborate with health care team members to coordinate the delivery of nursing care.
- Contribute to development of Nursing Care plans for health care consumers with defined health problems.
- Integrate critical thinking in meeting the needs of health care recipients and their families.
- Deliver nursing care based on principles from the psychosocial and biophysical sciences.
- Utilize effective communication while working with health care consumers, families, and significant others.
- Evaluate the effectiveness of nursing interventions while maintaining accountability for your nursing actions as well as care delegated to unlicensed health care personnel.
- Complies with the scope of practice as outlined in the nurse practice act of the state in which licensed.

CDL Program Objectives

Our main objective is to train and test student drivers to obtain a Class A or B Commercial Driver's License (CDL). At completion, students will be licensed to drive all commercial Class A and/or B trucks, e.g. tractor-trailer, tanker trailers, cement and dump trucks, and utility vehicles.

Welding Program Objectives

The Welding Programs offer instruction in welding rods, striking the arc, basic manipulative techniques in oxyacetylene cutting, plasma cutting, oxyacetylene welding and brazing in four major joints. Students also learn oxyacetylene cutting, construction, setup and welding in flat, vertical, horizontal, and overhead positions and an introduction to MIG welding. Students prepare to sit for AWS D1.1 Structural GMAW Weld Certificate Exam.

Medical Assisting

The program is designed to train students in the general clinical skills needed to work in a medical office, including patient intake, vital signs, phlebotomy, and assisting the medical provider in a medical environment. Students are prepared to take the NHA CCMA Certification.

Automotive Technology

The objective of this program is to prepare students for entry-level employment in the Automotive Technology Repair Field. Students will demonstrate competency in diagnosing and repairing systems, engines, electricity, engine performance, transmissions, transaxles, suspension, steering, brakes and passenger controls. The program emphasizes safety.

Electro-Mechanical Technology Program

The Electro-mechanical/ Industrial Technology Program teaches students the fundamental concepts and applications of industrial equipment and controls necessary to maintain most machinery. The program covers: Basic Electrical Wiring, Motors, Generators and Transformers, Motor Controls, Industrial Electronics, Digital Electronics, Programmable Logic Controllers, Hydraulics/Pneumatics and Robotics.

HVAC (Heating, Ventilation, Air Conditioning)

This program prepares students with the skills necessary for entry-level employment in the HVAC Industry. Students will demonstrate competency in refrigeration, tools, installation, electricity for HVAC system, air conditioning and heating systems. The program emphasizes safety, knowledge of tools and equipment needed for servicing and troubleshooting. Students will sit for the EPA 608 examination.

Massage Therapy

The Massage Therapy program provides training for an entry-level career as a professional massage therapist. Students develop knowledge of Anatomy & Physiology, Massage Therapy, Kinesiology, Pathology, Ethics, and a variety of massage modalities. The program is designed to prepare students to sit for the MBLEX Examination and obtain massage therapy licensure in the state of PA. **NOTE:** Graduates must successfully pass a State Board approved examination to apply to become licensed to practice massage therapy in the State of Pennsylvania. The Massage Therapy curriculum is designed to prepare students to be successful in passing the MBLEX (Federation of State Massage Therapy Boards' Licensing Examination).

Tuition and Fees

Effective July 1, 2026

The tuition and fee schedule are subject to change at any board meeting throughout the year.

Practical Nursing – 18 or 24 Months - 1500 Hours

Tuition	\$22,875.00
Program Fees	\$4,875.00
Tuition & Fees Total	\$27,750.00

Automotive Technology – 12 Months – 600 Hours

Tuition	\$9,000.00
Program Fees	\$855.00
Tuition & Fees Total	\$9,855.00

Massage Therapy – 12 Months – 600 Hours

Tuition	\$10,000.00
Program Fees	\$1,650.00
Tuition & Fees Total	\$11,650.00

Medical Assisting – 12 Months – 600 Hours

Tuition	\$9,000.00
Program Fees	\$1,650.00
Tuition & Fees Total	\$10,650.00

Welding – 12 Months – 600 Hours

Tuition	\$10,000.00
Program Fees	\$1,725.00
Tuition & Fees Total	\$11,725.00

HVAC – 12 Months – 600 Hours

Tuition	\$9,000.00
Program Fees	\$855.00
Tuition & Fees Total	\$9,850.00

CDL Class A – 4 Weeks (Day) 7 Weeks (Evening) – 160 Hours

Tuition	\$4,640.00
Program Fees	\$760.00
Tuition & Fees Total	\$5,400.00

CDL Class B – 7 Weeks – 140 Hours

Tuition	\$3,500.00
Program Fees	\$760.00
Tuition & Fees Total	\$4,260.00

CDL Testing Fees and Retest Policy

STC utilizes York County School of Technology as our official CDL Testing Site. The cost of one CDL Driving Test (\$260) is incorporated into the STC program fees. If a student fails any portion of the initial examination, the cost of all subsequent retests is the **sole responsibility of the student** and must be paid directly to the testing site.

- **Retest Cost Structure:**
 - **Full Retest:** \$260 (if the entire driving test must be repeated).
 - **Partial Retest:** \$90 per individual section (if only one or two parts are required).
- **Payment Method:** Students must provide payment (Credit Card accepted) to York County School of Technology on the day of their scheduled retest.

Course Schedule Overview

Programs at STC North Campus – 101 Technology Drive Frackville, PA 17931

Practical Nursing

Length – 18 or 24 Months
Total Hours – 1500
Theory – 756 Hours
Clinical – 744 Hours
Credits – 112.8

Massage Therapy

Length – 50 Weeks
Total Hours – 600
Theory – TBD Hours
Clinical – TBD Hours
Credits – TBD

CDL Class A

Length – 4 or 7 Weeks (*approx.*)
Total Hours – 160
Theory – 40 Hours (*approx.*)
Skills Training – 120 Hours (*approx.*)
Credits – 10.0

HVAC

Length – 50 Weeks
Total Hours – 600
Theory – TBD Hours
Skills Training – TBD Hours
Credits – TBD

Automotive Technology

Length – 50 Weeks
Total Hours – 600
Theory – 350 Hours
Skills Training – 250 Hours
Credits – 47.5

Medical Assisting

Length – 50 Weeks
Total Hours – 600
Theory – 300 Hours
Skills Training – 300 Hours
Credits – 45.0

CDL Class B

Length – 6 Weeks (*approx.*)
Total Hours – 140
Theory – 40 Hours (*approx.*)
Skills Training – 100 Hours (*approx.*)
Credits – 9.0

Vehicle State Inspection

Length – 2.5 Weeks
Total Hours – 20

Programs at STC South Campus – 15 Maple Ave, Mar Lin, PA 17951

Welding

Length – 50 Weeks
Total Hours – 600
Theory – 270 Hours
Skills Training – 330 Hours
Credits – 43.50

Enrollment Requirements

To secure your seat in any STC adult program, please ensure you meet the following requirements

All Adult Programs

- **Application & Fee:** Complete an application and pay the non-refundable registration fee to reserve your seat.
- **Academic Documentation:** Submit a certified high school transcript or GED (required for all students applying for Federal Student Loans and/or Grants). STC will confirm all students' transcripts arrive directly from a high school with the high school's seal and/or signature affixed. If a diploma is determined to be invalid, a GED may be required for admission.
- **Funding Secured:** Have funding sources secured and submit all award letters 10 days prior to the program start date.
- **Age Requirement:** Must be at least 18 years of age.
- **Transportation:** Have dependable transportation to and from class and clinical sites.
- **Background Check:** Complete all required Background Checks/Clearances. Administration will review criminal records, if any, on a case-by-case basis to determine eligibility to enroll.

Deferring Enrollment

A student may have the option of **deferring enrollment** for a time period of **no more than one year** or to the start of the next consecutive class from the date of application. Students who defer past one year or the start of the next consecutive class will be required to restart the entire admission process from the beginning.

Practical Nursing

- Complete the TEAS examination (TEAS scores will be accepted for 5 years)

Practical Nursing & Medical Assisting

- Background Checks/Clearances: Pennsylvania Child Abuse (PA Department of Human Services), Pennsylvania State Police, and FBI Fingerprinting Report. Administration and Clinical Site Administration will review criminal records, if any, on a case-by-case basis to determine eligibility to enroll.
- Immunizations:
 - Seasonal influenza vaccination: One of the following containing the individual's name and date of vaccination must be provided: (1) physician's note; (2) receipt listing influenza vaccination; or (3) copy of vaccine administration record
 - Proof of recent TB screening in the form and manner required by PROVIDER
 - Proof of immunity to measles/mumps/rubella: Adequate immunity can be demonstrated by either (1) documentation of prior receipt of two doses of MMR; or (2) serologic evidence of immunity. Exemptions can be requested only when vaccination cannot be given due to medical reasons or pregnancy.
 - Proof of immunity to varicella: Adequate immunity can be demonstrated by either (1) documentation of prior receipt of two doses of Varivax vaccine; or (2) serologic evidence of immunity. Exemptions can be requested only when vaccination cannot be given due to medical reasons or pregnancy.
 - Proof of Tdap immunization: One of the following containing the individual's name and date of vaccination must be provided: (1) physician's note; (2) receipt listing Tdap vaccination; or (3) copy of vaccine administration record. Exemptions can be requested only when vaccination cannot be given due to medical reasons or pregnancy
 - Proof of Hepatitis B immunization: (1) record of 3 dose series of Hepatitis B vaccine; and (2) documentation of post-vaccine Hepatitis B surface antibody test, if available
 - Proof of COVID-19 vaccination in the form required
- Drug Screening:
 - Negative 10 panel urine drug screen administered by an STC Approved laboratory.
 - This screens for: cocaine, marijuana, PCP, amphetamines, opiates, benzodiazepines, barbiturates, methadone, propoxyphene, & Quaaludes.

CDL Class A or B

- Pay \$250 nonrefundable enrollment deposit. (Will be credited to account towards tuition)
- Pass a DOT Physical & Drug Test prior to the start of class (**Must** be done at LVHN Schuylkill OccMed)
- Have a valid driver's license
- Have an acceptable driving record (MVR)
- Be able to read and speak ENGLISH as per the Federal Motor Carriers Fleet Safety Compliance Manual Part 391.11 (section) (a) (2)

Readmission Policy – PN

Students who were on an approved leave of absence or who were unsuccessful in completing a term may request readmission into the nursing program. Students must repeat failed nursing and pharmacology courses in the term before progressing onto the next consecutive term.

Students who have been terminated and desire to repeat a failed course or students desiring readmission to the program following a leave of absence or withdrawal must:

1. Submit a letter requesting reentry (the request will be reviewed by the faculty and admission committee)
2. If accepted, the student must make an appointment with the Financial Aid Officer. All financial obligations from prior admission must be satisfied before returning to the new term.
3. All necessary medical forms, clearances and any other specified items will need to be repeated before the readmission occurs. The student will then be scheduled to enter on the next date the identified term begins and must pay for current tuition changes as prorated for the term/terms to be completed.
4. The period of time between failure of a course or termination or a leave of absence from the program and readmission may not exceed three (3) calendar years from the last day of attendance. Exceptions may be made for Active Military Duty. Requests to return to school must be made to the Program Coordinator. Each situation will be evaluated individually, and the faculty will decide if a student may return if the LOA is longer than two years due to Active Military Duty.
5. Clinical hours are a component of each nursing course and must be repeated when a nursing course is not successfully completed.
6. Students who are readmitted, except those that are repeating Fundamentals of Nursing, will be required to pass a skills verification day. Students will be given the opportunity to practice in lab prior to the skills check off day. Students will be given two (2) opportunities to pass the skills verification day, if they are unsuccessful after two attempts, their readmission to the program will be revoked.
7. Students readmitted into Term II and Term III who had successfully passed Pharmacology I will be required to complete a medication administration skill verification day. Students will be given time to practice in the lab prior to the check-off day. Students will be given two (2) opportunities to pass the medication administration skill day, if they are unsuccessful after two attempts, their readmission to the program will be revoked.

All potential applicants to the Practical Nursing Program must be able to show sufficient abilities in five categories: observation and communication, physical abilities, cognitive, and intellectual capabilities, ability to make sound decisions and behavioral, social and professional abilities. The following skills are required.

Observation and Communication

Students must have adequate sensory capabilities to properly assess and observe the patient as well as communicate with the patient, family, and medical staff. These include but are not limited to:

- Vision (with correction if necessary) – Students must be able to read pharmacy prepared medications and on standard unit dose packages medications, physician's orders, marking on standard syringes, and read markings on sphygmomanometer.
- Hearing (with use of hearing aid and/or amplified stethoscope if necessary) – Students must be able to correctly hear blood pressures, bowel sounds, lung sounds, and cardiac sounds.
- Communication – Students must read and write English at a proficient level. Must comprehend and speak fluent English. They must be able to read and answer test questions on their own. Hear directives with the speaker's mouth covered with a surgical/isolation mask.
- Sense of touch – Students must be able to feel pulses and make assessments.

Physical Abilities

Students must have strength, mobility, flexibility, and coordination to adequately perform patient care activities. These would include, but are not limited to the ability to:

- Push, pull, or lift various weights utilizing proper body mechanics.
- Stand, walk, or sit for long periods of time.
- Pick up objects with hands.
- Manipulate objects with fingers.

Cognitive and Intellectual Capabilities

Students must have the ability to read and understand the written word as well as to think critically.

- Students must be able to collect and analyze data.
- Students must be flexible and be able to adapt to changing situations.
- Students must be able to logically reason and prioritize when planning care for the patient.
- Students must demonstrate interpersonal skills and have the ability to get along with classmates, faculty, and staff.

Ability to Make Sound Decisions

Nurses often have to make quick decisions regarding a patient's care that will have an outcome on the patient's health and life.

- Students must be able to exercise good judgement and decision-making skills.

Social and Professional Abilities

Along with physical health students must possess the emotional and behavioral attributes necessary to have an effective relationship with their peers, faculty, patients, and other health care providers.

- Students must accept accountability and responsibility for their actions.
- Students must comply with the policies of the nursing program.
- Students must comply with the ethical and legal standards of nursing practice.
- Students must be able to work well with others.

Academic Requirements

Grading Scale

A = 100 – 90

B = 89 – 80

C = 79 – 70

Failure = 69 – 0

Students may check their current academic progress by contacting the office or logging in through the Student Portal.

Grade Rounding Policy

- Grades are NOT rounded.
(Example: A final grade of 79.9% is recorded as 79% and therefore does not meet the 80% requirement.)

Minimum Grade Requirements

- A minimum 70% overall grade is required to successfully pass the program from all programs of study, with the exception of PN.
- Licensed Practical Nursing (PN) Program: Due to state and accrediting requirements, students must earn a minimum 80% overall grade to successfully pass the program.

Graduation Requirements

To be eligible for graduation, students must:

1. Complete all theory assignments and tests.
2. Complete all skills training requirements.
3. Earn the minimum overall grade required for their program.
4. Be in full compliance with the program's attendance policy.
5. Have all tuition and fees paid in full (**ZERO balance**) at least 10 days prior to program completion.

Upon meeting all graduation requirements, students will receive a certificate of completion as prescribed by the STC Board of Directors, along with the following program-specific items:

Licensed Practical Nursing – Eligibility to sit for the NCLEX Exam and apply for PA PN Licensure

Automotive Technology – Vehicle State Inspection License & EPA 608

Medical Assisting – Eligibility to sit for the NHA Exam

Massage Therapy – Eligibility to sit for the MBLEX Exam and apply for PA Massage Therapy Licensure

Welding – Eligibility to sit for the AWS D1.1 Structural Steel Welding Exam

HVAC – Eligibility to sit for the EPA 608 Industry Certification Exam

CDL Class A & B – Eligibility to take a Commercial Driver's License Exam

Vehicle State Inspection – Certification from the PA Department of Transportation for State Inspection Mechanics

Graduation Ceremony

STC holds formal graduation ceremonies twice each year. Students will receive an invitation and tickets approximately 30 days prior to the event. **Graduation is held in July & January**

Graduation Statistics

Full statistics can be found on our website. The employment rates are based on unduplicated graduates and their latest placement record following their completion. (students are surveyed at graduation and again 6 months after graduation)

Job Opportunity And Placement

STC provides students with several job opportunities and industry connections during the training period. The most current job placement rate for each program is listed on the STC website.

We offer comprehensive placement assistance, including having recruiters visit the class and make presentations about their companies. However, STC cannot guarantee employment upon graduation; successfully gaining employment is ultimately the responsibility of the student.

Placement opportunities with our industry partners are contingent upon (but not limited to) the following requirements:

Professionalism: Must possess the character and attitude necessary to meet high industry standards for professionalism and teamwork.

Compliance: Must meet any legal or company-specific hiring requirements (e.g., background checks, drug screenings, etc.).

Licensed Practical Nursing: Must pass NCLEX to obtain licensure.

Medical Assisting: Must pass NHA exam

Massage Therapy: Must pass MBLEX to obtain licensure

Welding: Must pass the AWS D1.1 Structural Steel Welding test to meet industry certification standards.

CDL: Must pass all required CDL knowledge and skills tests to be legally eligible for employment.

FINANCIAL AID APPLICATION PROCESS

All federal financial aid items must be completed online at <https://studentaid.gov>

STC believes that education is a family investment. Therefore, the primary responsibility for financing a student's education rests with the student and the student's family. Financial aid is intended to supplement, not replace, a family's resources. The Financial Aid Office at STC strives to assist qualified students needing financial assistance in obtaining aid to meet the economic responsibilities to attend school. This assistance includes counseling students to understand the financial expenses of attending school, informing students of the kinds of aid available and how to apply, and assisting students with the application process.

Students are required to complete their financial aid applications on-line. The school cannot determine your financial aid eligibility until your financial aid applications have been processed and verified, if required. It is important to complete your applications **as early as possible**. Some FAFSA applications are flagged for a process called verification. If your application is flagged, additional information will be required by our office. You will be notified in writing of what documentation is needed and no financial aid will be processed until it is received and verified.

Before you begin completing the FAFSA application, you will want to gather the information required to apply. Listed below are some of the data items you will need to complete this application.

- ✓ Your Social Security Number and your parents' Social Security number if you provide parent information.
- ✓ Your driver's license number.
- ✓ Your federal income tax returns, W-2s, and other records of money earned for the prior, prior tax year.
- ✓ Information on cash; savings and checking account balances; investments, including stocks and bonds and real estate (but NOT including the home in which you live); and business and farm assets for you.
- ✓ Records of your untaxed income, such as child support received, interest income, and veterans non-education benefits.

EVERY STUDENT MUST HAVE ALL THREE ITEMS BELOW COMPLETED TO RECEIVE AID

1. Complete the FAFSA – School Code – 015888

If you have never completed a FAFSA application in the past, or if you previously had a PIN number, you will now be required to create a FSA ID prior to being able to complete your application.

❖ **When completing the section asking what degree or certificate you will be working toward, please choose:**

Certificate/diploma (occupational/technical/educational program of less than 2 yr.)

❖ **It is highly recommended that you import your Tax Return information from the IRS**

2. Complete Loan Entrance Counseling

3. Complete a Master Promissory Note

Program Eligibility and Financial Need Determination

STC participates in various federal, state and local financial aid programs. The purpose of financial aid is to aid students of financial need who, without financial aid, would be unable to pursue an education. These are some of the Financial Aid resources available to students attending STC: Federal Pell Grant, Federal Direct Stafford Loans, Veteran's Education Assistance, CareerLink and Office of Vocational Rehabilitation

Student Eligibility

Financial Aid recipients must meet the following minimum eligibility requirements in addition to demonstrating need:

- Have a high school diploma, GED, or home schooled in a setting that meets state law.
- Be enrolled as a regular student working toward a diploma or certificate in an eligible program.
- Be a U.S. Citizen or Eligible Non-Citizen.
- Have a valid Social Security Number.
- Maintain Satisfactory Academic Progress of 75% or higher.
- Maintain Satisfactory Attendance (complete within 150% time).
- Not in Default on a Previous Student Loan

DEFAULT / OVERPAYMENT REQUIREMENTS

Students who are in default on a previous student loan or owe an overpayment to the USDE must resolve the default or overpayment prior to being eligible to receive aid.

How Financial Aid Is Determined

The information you provide on the FAFSA is used to calculate your Student Aid Index (SAI). SAI is not necessarily the amount of money your family will have to pay for college, nor is it the amount of federal student aid you will receive. It is a number used by your school to calculate how much financial aid you are eligible for at that school. The SAI is calculated using a formula established by the U.S. Congress.

The federal processor will send this information to you in your Student Aid Report (SAR) which also serves as an acknowledgment that the application was processed. You may receive this acknowledgement electronically via email, if you provide an email address on the FAFSA.

Each school determines how much it will cost for you to attend school, including tuition, fees, books, supplies, transportation expenses etc. This is called your Cost of Attendance (COA) and is unique to each school to which you apply. (This is one reason you may be eligible for more financial aid at one school than another.) The COA at STC is determined by school administration and reviewed annually to ensure they are realistic.

Financial Need Calculation: Cost of Attendance (COA) – Student Aid Index (SAI) = Financial Need

If your COA is \$16,000 and your SAI is 12000, your financial need is \$4,000; so, you aren't eligible for more than \$4,000 in need-based aid.

Special Circumstances

Although the process of determining your financial aid eligibility is basically the same for all applicants, there is some flexibility in specific circumstances. If your family experiences a change in income due to an unusual circumstance (loss of job, separation or divorce, death in the immediate family) contact the Financial Aid Office regarding your situation. It may be possible to reevaluate your financial aid eligibility.

Students requesting special circumstances are required to complete the Verification Process prior to being eligible to have their application reviewed. See the Verification section of this handbook for additional information.

Satisfactory Academic Progress (SAP)

Financial aid recipients are required to maintain Satisfactory Academic Progress (SAP) in order to remain eligible to receive federal financial aid. Three categories of academic progress are evaluated by Administration in conjunction with the Financial Aid Coordinator at the midpoint and end of each payment period to determine SAP; 1) cumulative GPA, 2) number of hours completed (attendance), and 3) maximum timeframe to complete the program of study. If a student has failed to meet SAP an email is sent to set up a time to meet with the program director and instructor to develop an Academic Rehabilitation Plan (ARP). A copy of the signed plan is required by the Financial Aid Office. Students who fail to meet the ARP within the allocated timeframe are terminated from school.

Warning

A student who fails to meet the minimum standard for any part of the SAP process will be placed on a warning status. The student can receive financial assistance for the current term but will be placed on probation if they do not improve their academic performance and meet the minimum standards by the end of the evaluation period. Evaluation periods are conducted at the mid-point and endpoint of the payment period. The payment period is determined by the program in which the student is enrolled. Students are required to meet with the program director and instructor to develop an Academic Rehabilitation Plan (ARP). A copy of the signed plan is required by the Financial Aid Office. Failure to meet the parameters of ARP will result in termination from school.

Suspension

A student who fails to regain eligibility by meeting the minimum SAP standards after a successful appeal or does not fulfill the requirements set forth in their ARP when placed on Warning Status. Students who reach their 150% credit hour length of their program are immediately placed on financial aid suspension. A student who is placed on Financial Aid Suspension may only receive financial aid if the student regains eligibility by meeting the standards set forth in this policy.

Suspension Review Request

A student who is placed on Financial Aid Suspension has the right to submit a Suspension Review Request letter to the Financial Aid Office. The letter must include why the student failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation. The student should also submit any supporting documentation. These items are forwarded to the Director for review. Students are notified of the decision by email. The school's decision is final. Reasons that may be Acceptable for an Appeal:

- Personal injury, illness, physical disability or victim of a crime

- Death and/or illness of an immediate family member
- Separation/Divorce
- Fire or other catastrophic events
- Legal problems
- Other circumstances beyond a student's control that occurred during the term for which a student lost eligibility

Cumulative GPA

The GPA required by a student to maintain satisfactory academic progress is determined by the student's program of enrollment. A student must maintain a 75% or better course grade average. *Please consult your program's section of the handbook for your program's required GPA.*

Calculating GPA

STC bases all grades on a 100% scale. In computing the GPA, the following courses and credits are not included: courses and credits transferred from other institutions, advanced placement courses, courses passed by examination, courses in which a P grade was assigned, credits granted for military service, or other credits earned through Prior Learning Assessment (PLA). If a student repeats a course, only the repeat grade is counted.

Attendance

All students enrolled must successfully complete all payment period hours prior to being eligible to receive subsequent disbursements of aid. Students with excessive absences will have their financial aid assistance either delayed or cancelled. *Please consult your program's section of the handbook for your program's hours and absentee time.*

Maximum Time Frame

Federal requirements state that students may continue to receive their federal financial aid if they maintain the ability to complete their training with 150% of the scheduled time. This allows a student to retake a portion or portions of a program when they are unsuccessful in their first attempt. Students who are unable to complete their training within 150% of the scheduled time will lose their eligibility to receive additional federal student aid. Students are NOT eligible to continue to receive financial aid during the repeat period nor are they eligible to apply for additional financial aid to cover the cost of the repeated coursework.

Academic Year Definitions

STC's academic year for financial aid purposes is defined in Clock Hours and Weeks of Attendance. STC's programs range from programs that are less than one academic year in length to programs that are more than one academic year in length. Students attending any program that is less than one academic year or who are advanced placed will have their financial aid awards prorated, or reduced, according to federal guidelines based upon the number of hours and weeks to be completed.

All students enrolled in programs that are more than one academic year in length are eligible for more than one academic year of financial aid. Upon successful completion of the first academic year, students are eligible to borrow additional pro-rated Stafford Loan funds at Grade Level 2 and receive additional grant assistance if crossing into a new Federal Fiscal year or have remaining grant eligibility in the current Federal Fiscal year. All financial aid for the second year of training will be prorated based the student's remaining period of enrollment within the program.

Full Time PN

The first academic year consists of 31 weeks and 900 clock hours of attendance.

The second academic year consists of 20 weeks and 600 clock hours of attendance.

Part Time PN

The first academic year consists of 48 weeks and 900 clock hours of attendance.

The second academic year consists of 31 weeks and 600 clock hours of attendance.

Automotive Technology, HVAC, Massage Therapy, Medical Assisting, & Welding

The academic year consists of 50 weeks and 600 clock hours of attendance.

Advance Placement *STC only accepts transfer credits under the Advanced Placement opportunity in the PN Program*

Students receiving advanced placement into the Practical Nursing program are eligible to apply for financial aid but will have their financial aid prorated based on the number of weeks and clock hours they have remaining in the program.

Students receiving advanced placement of less than one academic year will enter as a grade level 1 student with the ability to advance to grade level 2. Students receiving advance placement equal to one academic year will enter the program at grade level 2.

Repeated Course Work

Students who are unsuccessful in their first attempt at coursework and are required to do repeat class work, clinical experiences or an entire term of training are NOT eligible to continue to receive financial aid during the repeat period nor are they eligible to apply for additional financial aid to cover the cost of the repeated coursework. All financial aid is cancelled during the repeat period and then re-instated when the next payment period is reached if the student maintains the ability to complete the training with 150% of the scheduled clock hours. Students are responsible for paying the costs incurred for repeated coursework on their own. Students who withdraw from training for 180 days or more and then return to training regain full financial aid eligibility upon their return, if the student maintains the ability to complete the training with 150% of the scheduled clock hours or has been placed on an approved academic improvement plan.

Verification Policy

Verification is a process where the Financial Aid Office must verify the information reported on the FAFSA is true and correct. Applicants are selected for verification at random by school officials or through computer edits by the USDE.

Verification may include, but is not limited to, review of the following data:

- Adjusted gross income
- Taxes paid
- Income Earned from work
- Untaxed Portions of IRA or Pensions
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Education Credits
- Number of Household Members
- Number in College
- Confirmation of non-filing
- High School Completion Status
- Identity/Statement of Educational purpose

The Financial Aid Office will notify all students selected for Verification by email to the student's email address provided on his/her FAFSA application. Included will be all supporting documentation that must be completed, signed and returned to the school.

Students are required to provide all Verification documentation as specified in writing within 30 days of receipt of notice. Late applicants may be provided with a shorter time in which they must return the required documentation for verification to be completed, and aid processed prior to the end of their award year or program, whichever is earlier. Failure to meet this deadline will result in non-payment of awards for Pell, and loans will not be originated. Students will be responsible for paying all tuition costs.

If corrections need to be made to the FAFSA, the school will make the required changes, and the student will be notified by the USDE. No payments for federal student aid will be made until the updated FAFSA is received by the school. Students will be notified by the school in writing of award changes within 30 days of receipt of all required verification documentation.

The verification process is complete when all signed documents are reviewed by the school and a valid FAFSA is submitted.

Students requesting a review of their application due to special circumstances whose FAFSA application was selected for verification must complete the verification process before the school can make any changes or adjustments to the students' cost of attendance or to the values of the data items required to calculate the EFC.

In the case where the student is responsible for an overpayment of federal aid to the USDE, the student will be notified in writing requesting full reimbursement of the overpayment. If, after notification, the student has not repaid or made satisfactory arrangements to repay the overpayment, the school will refer the overpayments to the USDE Student FSA's Management Collections (ED Collections) and notify NSLDS of the overpayment. At this point, the student becomes ineligible to receive Title IV funds until the overpayment is resolved.

Professional Judgement

Professional Judgment: Special and Unusual Circumstances

Regulation Reference: Higher Education Act of 1965 (HEA), as amended, Section 479A

1. Policy Statement STC exercises Professional Judgment (PJ) on a **case-by-case basis** to address special or unusual circumstances that may affect a student's ability to pay for their education. In accordance with HEA Section 479A, the Financial Aid Administrator (FAA) may adjust the Cost of Attendance (COA) or the data elements used to calculate the Student Aid Index (SAI) to reflect a student's current financial situation more accurately.

2. Categories of Professional Judgment STC recognizes two distinct categories of PJ reviews:

- **Special Circumstances (Financial):** Adjustments to data elements (such as AGI or taxes paid) based on significant changes in financial status. Examples include loss of employment, divorce/separation, death of a wage earner, or extraordinary unreimbursed medical expenses.

- **Unusual Circumstances (Dependency Overrides):** Adjustments to a student's dependency status from Dependent to Independent. This is reserved for unique situations where a student cannot contact their parents or where contact poses a risk. Examples include human trafficking, refugee status, abandonment, or an abusive family environment.

3. Procedure

- **Request:** Students must initiate the process by contacting the Financial Aid Office and submitting a written request/form explaining their situation.
- **Documentation:** The student is required to submit third-party documentation to substantiate their claim (e.g., termination letters, court documents, medical bills).
- **Review:** The FAA will review the documentation to determine if the circumstance is legitimized under federal statute.
 - *Note:* PJ is never exercised to circumvent general eligibility requirements or to simply increase aid eligibility without a documented change in circumstance.
- **Calculation:** If approved, the FAA will recalculate the SAI based on the new data. For income adjustments, the FAA will utilize "Projected Year Income" rather than "Prior-Prior Year" data.
- **Notification:** The student will be notified of the decision in writing.

4. Finality of Decision The decision of the Financial Aid Administrator at STC regarding Professional Judgment is **final** and cannot be appealed to the U.S. Department of Education.

5. Non-Discrimination Professional Judgment is applied consistently and without regard to race, religion, national origin, gender, age, or disability.

Types Of Federal Aid

Pell Grant

Federal Pell Grants provide the “foundation” of financial aid to which other assistance may be added. Pell Grants provide money for tuition that does not have to be repaid unless a student withdraws from school and is determined to owe a refund. The USDE determines students' eligibility for this source. A student cannot receive a Pell grant if he/she already holds a bachelor's degree. The award year begins July 1 and ends June 30. Students attending short-term training programs that are greater than 600 hours in length will be eligible for a Federal PELL Grant for one award year. Practical Nursing students attending a program that begins before June 30 and crosses over into the next award year beginning July 1, will have to complete two FAFSA applications, one for the current award year and one for the upcoming award year. The amount of Pell Grant you qualify for is dependent on your family income and cost of education.

Direct Stafford Loans

Stafford loans are monies that students are eligible to borrow while attending school that must be repaid. The loan is only in the student's name. To obtain the Stafford Loan, all first-time borrowers must complete Loan Entrance Counseling AND a Master Promissory Note (MPN). This note is valid for a period of 10 years.

The amount borrowed is based on the student's academic level at the time the loan is processed. If the student receives other financial aid, the loan amount may be less. A student can receive a subsidized and unsubsidized loan for the same period. Loan fees set by the USDE are deducted from the total loan amount at the time of disbursement. Loan funds are disbursed in at least 2 installments.

Payments are deferred while students are attending school. Students enter repayment six months following graduation or date of withdraw. During the repayment period, under certain circumstances, the USDE may grant deferments, forbearances, or cancellations. A list of deferment and cancellation options is provided at the time the student signs their Master Promissory Note.

Subsidized Stafford Loans

Eligibility for a Subsidized Stafford Loan is based on family income and financial need established by standards set forth by the federal government. The federal government subsidizes the interest on behalf of the student by paying the interest for the student during the deferment period (or period of enrollment). The maximum Subsidized loan eligibility for the first academic year is \$3,500.

Unsubsidized Stafford Loans

The Unsubsidized Stafford Loan provides an opportunity for students to benefit from the low interest cost of the loan program. These loans are monies that students are eligible to borrow while attending school that must be repaid. Benefits of an Unsubsidized Loan are extended to other eligible applicants who fail to meet the federal income and financial need standards. The Unsubsidized Loan can be issued for the full amount of eligibility or in combination with a subsidized loan.

On any portion of the Unsubsidized Loan the interest must be paid by the student on a quarterly basis while the student is enrolled in school, or the student can elect to capitalize the interest during the deferment period.

Parent Plus Loans

Parent PLUS loans are available to parents of dependent students to assist in meeting the costs of education. Repayment of the PLUS loan principal and interest begins within 60 days after receipt of the loan proceeds. If a parent is denied a Parent PLUS loan, the dependent student then becomes eligible to apply for additional loan money on his/her own.

Loan Limits

Independent students are eligible to borrow up to a total of \$9,500 in their first full academic year. Dependent students are permitted to borrow \$5,500 in their first full academic year. Students attending programs of less than one year in length will have these loan amounts prorated based on the total number of weeks and hours in the training program.

Practical Nursing students, upon successful completion of their first academic year, are considered to have advanced to Grade Level 2 for financial aid purposes. These students are then eligible to borrow additional pro-rated Stafford Loan funds for the remaining hours and weeks in the program so long as the student can complete their training within 150% of the scheduled clock hours or has been placed on an approved academic improvement plan. Independent students are eligible to borrow up to a total of \$5,775 in their second academic year. Dependent students are not permitted to borrow more than \$3,575 in their second academic year.

Loan Limits For Transfer Students

Students who transfer mid-year to STC will see loan amounts that vary greatly from students who did not transfer mid-year into the same program. A transfer occurs when the loan academic year at the school from which the student is transferring overlaps the start of the training at STC.

Third Party Loans / Alternative Loans

Third Party Loans / Alternative Loans are loans obtained by students on their own. Private alternative education loans require the borrower to be a creditworthy student, parent or co-borrower. Generally, the loans have a variable interest rate and charge a fee. Alternative loan funds are either transferred electronically (EFT) to the school or are checks made co-payable to the student and the school. Therefore, if a check is made co-payable to the student and the school, the student must come into the office to endorse the check. Third Party Loan funds are credited to the student's tuition account and any credit balance is refunded to the student unless the school has been directed otherwise.

Loan Cancellation

Students must notify the Financial Aid Office in writing within 10 days of the date of disbursement if they wish to cancel all or a portion of their subsidized and/or unsubsidized loan or loan disbursement. If students request to cancel their subsidized and/or unsubsidized loan after the 10-day period, the school is not required to return the loan proceeds, cancel all or a portion of the loan or loan disbursement(s) or do both. The school will notify students in writing of the outcome of the cancellation request.

Financial Aid Packaging

Once the Financial Aid Office has received your FAFSA results and other required forms, a financial aid package is developed for you based on your financial need. At this time the Financial Aid Office will package your aid and send you an award letter outlining the financial aid included in your package. Students who receive additional assistance from any additional sources are required to notify the Office immediately.

Incoming Students - Award letters are distributed to students at orientation. Students who do not receive an award letter have either not completed the required applications or have not submitted all the required paperwork to the Financial Aid Office. Students will continue to receive new award letters if their financial aid changes.

Transfer Students - Award letters are sent to admitted transfer students prior to the start of their program provided that the school has their complete financial aid transcript on file for determination of remaining eligibility and all remaining financial aid has been cancelled at their previous school. Transfer students must contact the school they had previously attended and direct the school to cancel all remaining disbursements. Students will continue to receive new award letters if their financial aid changes.

Advance Placement Students - Because advance placed students can continue to test out of classes even after the start of the practical nursing program, awards are determined, and award letters are sent to students when a final determination has been made as to what the student has to actually complete.

Students Entering Their Second Academic Year (PN Term 3) - Students who are currently enrolled and are advancing into their second year of the practical nursing program will receive award letters prior to the start of Term 3. Students who do not receive their new award letter before the start of Term 3 in the program have either not submitted a new FAFSA application for the upcoming year or have not submitted all required paperwork.

Students Crossing Over Into A New FAFSA Award Year - Students who are currently enrolled in a program and are crossing over into a new FAFSA award year (July 1) - your award letters will not be ready until approximately June of each year. To receive a new award for the new year, students must submit a new FAFSA application for the upcoming year. Students who do not receive their new award letter by June have either not submitted a new FAFSA application for the upcoming year or have not submitted all the required paperwork.

Disbursement Policy

Student Loan disbursements are transferred electronically to the school and credited directly to the student's tuition account. Students are notified in writing when loan disbursements have been posted to their account.

The first disbursement of PELL Grant funds are transferred electronically to the school and credited directly to the student's tuition account. PELL Grant payments generally arrive within the first 30 days of training. The first disbursement of student loan funds occurs after a student has been enrolled for 30 days.

To be eligible for the second disbursement of grant and loan proceeds students **MUST** maintain SAP as defined in this handbook and **MUST** have successfully completed one half of the program's academic year. Failure to meet these standards will result in financial aid funds being either delayed or cancelled.

Scholarships and payments from other sources, such as a student's employer, a student's parent, or others, are posted to the students' accounts as they arrive at the school.

If at any time a student's account is overpaid creating a credit balance after all tuition and fees are paid, the credit balance will be refunded to the student. Refunds to students will be processed through the school's Business Office. All refund checks will be mailed to students. Students can elect to have their credit balances returned to the USDE to reduce loan debt or held on account for a future tuition bill.

Holding anticipated refund – STC allows students to hold anticipated refunds from the next consecutive term to cover costs in their current term. If the refund amount in the consecutive term is larger than the amount due in the current term the student will receive the difference in the appropriate term. If the student withdraws during the current term the balance will be due by the student.

In the case where your financial aid disbursements do not cover the total cost of your program, you are responsible for paying the balance owed to the school.

Leave of Absence (LOA) For financial aid purposes, a Leave of Absence (LOA) is a temporary interruption in a student's program of study. STC's full LOA policy, including the procedure for requesting a leave and the requirements for return, can be found in the **Attendance Policy** section of this handbook.

Important: If a student is granted an approved LOA, they are not considered withdrawn, and no return of Title IV calculation is required. However, if the student fails to return from the LOA on the scheduled date, STC will report the student as withdrawn (effective the student's last known date of attendance), and a Return of Title IV Funds calculation will be performed immediately.

PROGRAMS OF STUDY

Automotive Technology – Theory & Skills

Automotive Technology – (40/4) (30/1.5) In this section, students will develop an understanding of the automotive industry, and the skills needed for a successful entry-level career. Students will learn fundamental industry skills including: basic math, workplace safety, automotive systems, shop tools & equipment, diagnostic tools & equipment, and basic preventive maintenance. Students will have the opportunity to practice these skills in the lab.

Engines – (40/4) (30/1.5) In this section, students will learn basic skills relating to automotive engine design and diagnosis, as well as develop a basic understanding of lubricating and cooling systems. Students will have the opportunity to practice these skills in the lab.

Suspension & Steering Systems – (40/4) (30/1.5) In this section, students will learn basic skills relating to tires & wheels, suspension systems, steering systems, restraint systems, and wheel alignment. Students will have the opportunity to practice these skills in the lab.

Brakes – (40/4) (30/1.5) In this section, students will learn basic skills relating to brake systems including: disc brakes, drum brakes, antilock brakes, and traction/stability control systems. Students will have the opportunity to practice these skills in the lab.

Electricity – (40/4) (30/1.5) In this section, students will learn basic skills relating to electrical systems; theory, diagnosis & service of batteries; and lighting systems. Students will have the opportunity to practice these skills in the lab.

Engine Performance – (40/4) (30/1.5) In this section, students will learn basic skills relating to engine performance systems and intake & exhaust systems. Students will have the opportunity to practice these skills in the lab.

Transmissions & Transaxles – (40/4) (30/1.5) In this section, students will learn basic skills relating to manual transmissions/transaxles & service and automatic transmission/transaxles & service. Students will have the opportunity to practice these skills in the lab.

Passenger Comfort – (40/4) (30/1.5) In this section, students will learn basic skills relating to heating & air conditioning, and air-conditioning diagnosis & service. Students will have the opportunity to practice these skills in the lab.

Safety – (30/3) (10/0.5) In this course, students learn all aspects of the industry safety practices.

CDL Class A Enhanced Training Program – Theory & Skills

Student Ratio: 3 Students / 1 Truck: One Student Operating, One Student Observing, and One Student Surveying Project

ELDT – (10/1) Students will learn the five essential components to the CDL Knowledge test. Basic Operation, Safe Operating Practices, Advanced Operating Practices, Vehicle Systems & Reporting Malfunctions and Non-Driving.

Air Brakes – (10/1) In this section, students will learn air brakes.

Logbooks – (10/1) In this section, students will learn how to properly maintain a log book.

CDL Prep – (10/1) In this section, students will prepare for the knowledge test.

Behind the Wheel – (120/6) Students will learn and practice Pre-Trip Inspections, Drop and Hook, CDL Basic Control Skills (BCS) include: Straight Line Backing, Right Turns, Parallel Parking, and Alley Docking. CDL on Road Driving includes: Basic Shifting Techniques, 4 Lane Highway Driving, 2 Lane Highway Driving, and Uphill/Downhill Driving Techniques. Students will then complete the CDL Driving Test.

CDL B – Theory & Skills

Student Ratio: 3 Students / 1 Truck: One Student Operating, One Student Observing, and One Student Surveying Project

ELDT – (10/1) Students will learn the five essential components to the CDL Knowledge test. Basic Operation, Safe Operating Practices, Advanced Operating Practices, Vehicle Systems & Reporting Malfunctions and Non-Driving.

Air Brakes – (10/1) In this section, students will learn air brakes.

Logbooks – (10/1) In this section, students will learn how to properly maintain a log book.

CDL Prep – (10/1) In this section, students will prepare for the knowledge test.

Behind the Wheel – (100/5) Students will learn and practice Pre-Trip Inspections, CDL Basic Control Skills (BCS) include: Straight Line Backing, Right Turns, Parallel Parking, Alley Docking, and Backward Serpentine. CDL on Road Driving includes: Basic Shifting Techniques, 4 Lane Highway Driving, 2 Lane Highway Driving, and Uphill/Downhill Driving Techniques. Students will then complete the CDL Driving Test.

CDL Basic Control Skills (BCS) include: Straight Line Backing, Parallel Parking, and Alley Docking

CDL on Road Driving includes: Basic Shifting Techniques, 4 Lane Highway Driving, 2 Lane Highway Driving, and Uphill/Downhill Driving Techniques

Heating, Air Conditioning, Ventilation – Theory & Skills

Refrigeration Fundamentals – (50/5) (40/2) In this section, students will learn skills relating to matter, energy & heat; general safety practices; the refrigeration process; and refrigerant management. Students will have the opportunity to practice these skills in the lab.

Tools – (50/5) (40/2) In this section, students will learn skills relating to hand tools, tubing & piping tools, and specialized HVAC tools. Students will have the opportunity to practice these skills in the lab.

System Installation – (50/5) (40/2) In this section, students will learn skill relating to system location, air-distribution systems, system connections, leak detection, system evacuation, and system start-up & charging. Students will have the opportunity to practice these skills in the lab.

Electricity for HVAC – (60/6) (40/2) In this section, students will learn skills relating to electricity fundamentals, electric motors, electric controls, wiring diagrams, and electric codes. Students will have the opportunity to practice these skills in the lab.

System Commissioning – (50/5) (40/2) In this section, students will learn skills relating to testing, adjusting & balancing, indoor air quality, mechanical troubleshooting, and electrical troubleshooting. Students will have the opportunity to practice these skills in the lab.

Heating Systems – (50/5) (40/2) In this section, students will learn skills relating to electric heat, gas heat, oil heat, hydronic heat and heat pumps. Students will have the opportunity to practice these skills in the lab.

Safety – (30/3) (20/1) In this course, students learn all aspects of the industry safety

Massage Therapy Program – Theory & Skills

Massage Therapy Theory – (15/1.5) (30/1.5) This course introduces students to the massage profession and the fundamentals of massage therapy techniques. Students will examine the historical development of massage, benefits of massage therapy, indications, contraindications, and the major concepts of massage therapy. Client evaluation, draping, hygiene, and safe sanitary practices are introduced.

Anatomy & Physiology I – (30/3) (0/0) Students will study the structural systems of the human body and the principles of human physiology to understand body organization at different levels, the importance of the body's chemical constituents and processes, the organ systems involved with support and movement, and how these organ systems work together to maintain homeostasis. It includes the study of structure, function, and related conditions and diseases of the integumentary, skeletal, muscular, and nervous systems.

Anatomy & Physiology II – (30/3) (0/0) Students will study of the structural systems of the human body and the principles of human physiology to understand body organization at different levels, the importance of the body's chemical constituents and processes, and how the various organ systems work together to maintain homeostasis. It includes the study of structure, function, and related conditions and diseases of the nervous, endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, and reproductive systems.

Kinesiology: Upper Body – (40/4) (0/0) This course is an in-depth study of musculoskeletal and neurological systems and how they work in conjunction with each other. Emphasis is placed on the upper body: head, neck, arm and hand. Students will have an opportunity to practice in the lab.

Kinesiology: Lower Body – (40/4) (0/0) This course is an in-depth study of musculoskeletal and neurological systems and how they work in conjunction with each other. Emphasis is placed on the trunk and lower body: pelvis, thigh, leg and foot. Students will have an opportunity to practice in the lab.

Swedish Massage – (0/0) (75/3.75) The major techniques of massage therapy are put together in the massage laboratory into hour massage routines. Proper draping techniques, range of motion and proper body mechanics are stressed and put together into routines. Concepts of intentional touch and grounding will be put into practice. The importance of rhythm and correct pressure will be developed. Students will have an opportunity to practice these skills in the lab.

Massage Pathology – (35/3.5) (0/0) This course provides a general overview of the disease process and the mechanisms by which the human body copes with disease. It also includes surveys of the more common diseases affecting various body systems and discussions of diseases of the endocrine, integumentary, musculoskeletal, digestive, respiratory, circulatory, urinary and reproductive systems. Students study basic medical terminology encountered by massage therapists.

Law, Business & Ethics – (30/3) (0/0) This course introduces students to state massage law, rules, and regulations and discusses ethical issues, rules of conduct, and professional responsibilities of massage therapists. Communication skills, personal hygiene and health habits will be discussed. The operation of a massage enterprise will be explored through the integration of basic business practices, marketing strategies, financial management, and record keeping requirements.

Hydrotherapy & Aromatherapy – (35/3.5) (0/0) Students learn how to apply moist heat, contrast therapies, and a variety of cold applications for therapeutic purposes as well as the use of essential oils to help bring into balance one's physical and mental health. Students evaluate the type of modality most appropriate in varying therapeutic situations. Students will have the opportunity to practice these skills in the lab.

Therapeutic Massage – (0/0) (50/2.5) This course introduces the student to therapeutic massage, with an emphasis on deep tissue massage, trigger point, therapy, and neuromuscular therapy. Students will have the opportunity to practice these skills in the lab.

Special Populations – (40/4) (0/0) Special populations include those who require alternate massage techniques from the basic Swedish massage such as pregnant women, infants, geriatric clients, and people with certain dysfunction. This course explores how to perform massage on people with special massage needs and encourages the student to develop an awareness of those qualities required to operate a successful practice incorporating special populations. Students will have an opportunity to practice these skills in the lab.

Massage Review – (82/8.2) (0/0) Throughout the program, students will review concepts and practice for the Massage and Bodywork Licensing Examination (MBLEx).

CPR & First Aid – (8/0.8) (0/0) Students will complete CPR & First Aid training to receive their certification.

Clinical Externship – (0/0) (60/3) Students will practice massage techniques in a massage clinic under the supervision of a licensed massage therapist. In preparation for the real-life experience of managing a massage business, students will interview clients, discuss massage needs, perform therapeutic services, and maintain SOAP notes on the services performed. Students will also gain experience on the practical side of a massage therapy practice by making, confirming, and canceling appointments, maintaining client files, and keeping records.

Medical Assisting – Theory & Skills

Medical Orientation – (30/3) (0/0) Prepares students for the expectations of a medical office setting; including, the nature of the work and skills involved.

Medical Terminology – (60/6) (0/0) This class provides a thorough presentation of the language utilized in the medical Assisting field.

Anatomy & Physiology – (60/6) (0/0) Students are trained in the anatomy of the human body.

Medical Law & Ethics – (30/3) (0/0) This class educates students in the legalities associated with the profession, HIPAA as well as a thorough discussion of various ethical considerations.

Pharmacology – (60/6) (0/0) Students are trained in the fundamental principles of medication and understand the use in treatment, prevention, and diagnosis of disease.

Medical Assisting Principles – (30/3) (0/0) Students are provided with instruction on the practice of medical assisting procedures.

Emergency Procedures – (30/3) (0/0) Student learn CPR, First Aid, patient care and how to assist with medical procedures.

Medical Assisting Clinical Procedures – (0/0) (300/15) Students practice the following clinical skills in a laboratory setting: vital signs, taking medical histories, preparing patients for examinations, collecting and preparing laboratory specimens, and communicating with patients.

Externship: 40 hours of the clinical procedures will be conducted in a work-based learning environment. A list of providers with whom STC has agreements may be obtained from administration. Students may also apply to an employer of their choice.

Welding – Theory & Skills

Safety – (50/5) (10/0.5) In this course, students learn all aspects of the industry safety practices.

SMAW – (40/4) (80/4) In this section, students will learn to identify and perform stick welding.

Oxyfuel Welding – (30/3) (80/4) In this section, students will learn to identify and use the parts of an oxyfuel gas cutting and welding outfit.

Math Applications – (10/1) (0/0) In this section, students will learn how to measure using both the US customary system and the SI metric system. Convert lengths from US customary units to SI metric units and vice versa. Calculate the perimeter, the area and volume of common shapes.

Welding Symbols – (10/1) (0/0) In this section, students will learn the method for making a mechanical drawing of a three-dimensional objects using the orthographic projection.

Basic Tools & Equipment – (10/1) (0/0) In this section, students will learn to identify and properly use tools & equipment.

GMAW – (25/2.5) (30/1.5) In this section, students will learn the principles of and identify the equipment used in GMAW.

Weld Joints & Positions – (10/1) (10/0.5) In this section, students will learn to identify the five basic weld joints, the parts of fillet weld, parts of groove weld, and types of welds that can be made on each joint. List the four welding positions.

Brazing & Soldering – (15/1.5) (10/0.5) In this section, students will learn the differences between brazing and braze welding processes. Will perform brazing and braze welding.

AWS Prep – (5/0.5) (100/5) Preparation for the AWS D1.1 Weld Test **Prerequisite: Terms I, II & III or documented Industry Experience*

GTAW – (35/3.5) (15/0.75) In this section, students will learn the principles of and identify the equipment used in GTAW

Welding & Cutting Processes – (5/0.5) (5/0.25) In this section, students will learn the welding & cutting processes.

Inspecting & Testing Welds – (10/1) (0/0) In this section, students will learn the differences between a welding flaw and a welding defect. Perform several basic types of tests on welds to evaluate weld quality.

Welding Mathematics – (5/0.5) (0/0) In this section, students will learn how the academic disciplines in STEM apply to welding. Add, subtract, multiply, and divide whole numbers, fractions and decimals.

Physics of Welding – (10/1) (0/0) In this section, students will learn the three general methods by which a weld is achieved. Describe the difference between chemical and mechanical properties and give examples of each. Explain the effect of welding on metal.

Welder Certification – (5/0.5) (0/0) In this section, students will learn how to describe the use of codes and specifications to provide needed information on a required weld.

Vehicle State Inspection – Theory & Skills

This is a self-study course in which we will only provide and proctor the testing

Category I – includes all passenger cars, trucks up to 17,000 pounds GVW, and trailers up to 10,000 GVW.

Category II – includes all motorcycles.

Category III – includes heavy trucks over 17,000 pounds GVW, trailers up to 10,000 GVW, and all buses.

Category IV – certification is for current certified inspection mechanics ONLY. This category includes all reconstructed vehicles, specially constructed, modified, collectibles or street rods

Safe Operating Practices

Hazards in a Vehicle Repair program, Appropriate Safety Equipment, and Appropriate Clothing

Electro-Mechanical Technology – Theory & Skills

Advanced Operating Practices – Basic Electrical Wiring, AC/DC Motors and Transformers, Motor Controls, Electronic Controls, Hydraulics/Pneumatics, and PLC Systems- Primarily Allen Bradley Systems

Safe Operating Practices – Hazards in an Electrical Shop, Appropriate Safety Equipment, and Appropriate Clothing

Practical Nursing

PRACTICAL NURSING CONCEPTUAL FRAMEWORK

The conceptual framework for STC – Practical Nursing Program is grounded in nursing theory specifically in the work of Sister Callista Roy's – Roy Adaptation Model which believes that the individual is a unique holistic entity who constantly interacts with the environment, and that the Practical Nurse, as an integral part of the health care team, utilizes acquired skills and knowledge to assist the individual in adapting to the environment.

Our conceptual framework is built upon two main components, which are:

1. The Practical Nurse functions as a member of the health care team.
2. The Practical Nurse, as a member of the health care team, assists the individual in adapting to the environment through the use of the Nursing Process.

The curriculum objectives of the program are developed by utilizing the following Sub-components of the Conceptual Framework:

- | | | |
|-----------------------------|------------------|----------------------------------|
| 1. Biopsychosocial Concepts | 4. Communication | 7. Role of the Practical Nurse |
| 2. Pathophysiology | 5. Nutrition | 8. Legal/Ethical Aspects |
| 3. Nursing Interventions | 6. Drug Therapy | 9. Personal/Vocational Potential |

The curriculum content is designed to progress from normal to abnormal and basic to complex in order to prepare the graduate to function as a productive, immediately employable member of society.

Total Hours – 1500

Theory – 10 hours = 1 credit (756 hours = 75.6 credits)

Clinical – 20 hours = 1 credit (744 hours = 37.2 credits)

CIP Code – 51.3901

Practical Nursing – Theory & Skills

The Practical Nursing Program is available on a full-time and part-time basis. The full-time class covers a 12-month period with enrollment beginning in June/July of each calendar year. The part-time class covers an 18-month period with varying enrollment dates, every 9 months. A 2-year evening/weekend program will be starting in the future. Employment opportunities for PNs are available in hospitals, clinics, prisons, schools, public health agencies, doctor's offices, extended care facilities, and private homes. PNs can also continue their education to enter professional nursing and other health care fields. Upon successful completion of the program, graduates will be eligible to sit for the National Council Licensing Examination (NCLEX-PN). Success in the examination qualifies graduates to function as licensed practical nurses.

Anatomy & Physiology I – (81/8.1) (0/0)

Anatomy and Physiology is the study of the structures and functions of the human body. Anatomy and Physiology I is the first of two courses that cover the basics of human anatomy and physiology including anatomical terminology, principles of chemistry and microbiology, cells, tissues, integumentary system, skeletal system, muscles, central nervous system, sensory system, endocrine system, and reproductive system. This course includes examining changes in the structure and function as they relate to disease process.

Fundamentals of Nursing – (141/14.1) (30/1.5)

The Fundamentals of Nursing course provides the students with the knowledge to provide both basic and advanced nursing care to patients across the lifespan utilizing the nursing process. Nursing principles of assessment, vital signs, comfort measures, positioning, transferring, nutritional requirements, aseptic and sterile technique, death and dying, and effective communication are covered in this course. The course emphasizes the theory behind procedures, development of skills in therapeutic measures, and preparation of patients for diagnostic tests. Transcultural nursing concepts are introduced. Related clinical labs and clinical experiences are scheduled to correlate theory and practice.

Pharmacology I – (30/3.0) (13/0.65)

Students will learn the fundamental principles of medication administration and develop the skills to administer specific drugs used in the treatment, prevention, and diagnosis of disease; and the ability to implement appropriate nursing actions to maximize the desired outcomes of therapy. In Pharmacology I, students will learn safe and effective drug administration, drug calculations, appropriate assessments, and documentation, implementation, evaluation, and communication skills in a controlled laboratory setting. Course also includes various systems of measurements and the conversions between the systems. Note: Course includes 6 hours of lab and 8.5 clinical lab hours.

Anatomy & Physiology II – (52/5.2) (0/0)

Anatomy & Physiology is the study of the structures and functions of the human body. Anatomy & Physiology II covers the gastrointestinal system, urinary system, cardiovascular system, hematologic system, respiratory system, and lymphatic system. This course includes examining changes in structure and function as they relate to disease process.

Medical – Surgical Nursing I – (129/12.9) (0/0)

The study of specific diseases and disorders affecting the central nervous system, sensory system, musculoskeletal system, endocrine system, reproductive system and integumentary system of adults and children. The course covers the symptoms, diagnostic studies, treatment regimen (including diet therapy and related pharmacology), and nursing care as it relates to the specific disorder. Mental health concepts of the adult and child are covered in this course. The nursing process is emphasized as the foundation upon which nursing care is based.

Pharmacology II – (60/6.1) (12/0.6)

Safe and effective drug administration is an important component in providing high quality patient care for all nurses in all settings. To perform this vital role, the practical nurse must understand the fundamental principles of drug action; develop skills to administer specific drugs in the treatment, prevention, and diagnosis of disease; develop the ability to implement appropriate nursing actions to maximize the desired outcomes of therapy; and possess the observational skills to determine patient response. The course includes the basic principles and practices for the implementation of IV therapy as mandated by 49 PA Code Regulations 21.145 and 21.203

Medical – Surgical Nursing II – (129/12.9) (0/0)

This course builds upon the study of specific diseases and disorders that affect the body systems of adults and children. The body systems covered include respiratory, cardiovascular, gastrointestinal, urinary, and immune. The course covers the symptoms, diagnostic studies, treatment regimen (including diet therapy and related pharmacology), and nursing care as it relates to the specific disorder. The nursing process is emphasized as the foundation upon which all nursing care is based. The course includes the study of basic leadership and management skills. Various cultural aspects will be studied, as well as community services available to the public.

Pharmacology III – (36/3.6) (0/0)

Safe and effective drug administration is an important component in providing high quality patient care for all nurses in all settings. To perform this vital role, the practical nurse must understand the fundamental principles of drug action; develop skills to administer specific drugs in the treatment, prevention, and diagnosis of disease; develop the ability to implement appropriate nursing actions to maximize the desired outcomes of therapy; and possess the observational skills to determine patient response. Students will learn about medications and the nursing process related to the diseases processes of the following body systems; respiratory, cardiovascular, gastrointestinal, and urinary.

Family Centered Health Care – (60/6) (0/0)

This course deals with the normal physical, psychological, and social patterns of development. Included are theory and related clinical experience in the care of mothers and newborn infants, physiology and mechanics of reproduction, pregnancy, antepartum, parturition, and post-partum. Psychosocial aspects of patient care and the concept of the family unit are emphasized. Applied Diet Therapy and Drug Therapy are included.

Personal and Vocational Relations – (28/2.8) (0/0)

A presentation of the program of studies, rules, and regulations with a review of the Student Handbook provides the new student with insight into his/her role and responsibilities. Students are oriented to the health delivery system and preliminary preparation for Nursing Assistant certification. A brief history of nursing is also presented as part of this course. Preparation for the world of work including job interview skills, resume writing, and professional accountability are discussed. The process of applying for licensure and the NCLEX are included in this unit. Current health care trends and basic leadership skills are taught in the classroom. Students are also scheduled for leadership clinical rotation to practice the application of these skills.

Virtual ATI

Following the completion of ATI Capstone, the student practical nurse will have the opportunity to engage in Virtual- ATI, a 12-week, personalized innovative, online partnership to help prepare them for NCLEX-PN success. The student will be assigned a personal nurse educator who will work one-on-one with them to guide them through a comprehensive content review. The student will receive a “Green Light” when the Virtual-ATI nurse educator deems they are ready to pass the NCLEX-PN. This is an independent, optional experience afforded to the student practical nurse following graduation. Students are highly encouraged to actively participate in this experience; however, it is not mandatory and opting out of the experience does not prevent the student from taking their NCLEX-PN if they have successfully completed the program.

Clinical Practicum

Clinical Practicum progresses from basic to complex nursing care. Each clinical practicum is planned to augment the theory component presented in each term. Each clinical practicum is a unique entry in and of itself. Progression through these practicums requires the student to perform at a progressively more independent level. Evening clinical rotations may be necessary in the acute care setting based on the availability of the site.

Clinical I – Fundamentals of Nursing (0/0) (180/9)

Students are introduced to nursing care in a geriatric setting. This rotation provides an opportunity to practice communication skills, basic hygienic care procedures, socialization, and teamwork skills. The students will practice nursing care measures, as indicated, under close supervision. These include, but not limited to, vital signs, hygiene, transfers, and medical aspects.

Clinical II – Long Term Care – Intermediate and Medical – Surgical Nursing (0/0) (260/13)

Students are assigned to a long-term care facility where they will function under supervision of program faculty to give safe and efficient nursing care. The nursing process will be utilized as a basis for that care. Students begin to perform procedures using both medical and surgical aseptic techniques. Students will be introduced to administering medication in the long-term care setting. Students will also be assigned to an acute care facility where they will function under supervision of the program faculty to give safe and efficient nursing care to the stable acutely ill client. Students will have the opportunity to prepare clients for specialized diagnostic and therapeutic procedures and administer medications. This rotation is also planned to acquaint the students with various specialty units, outpatient clinics, rehabilitative services, and the emergency department. Observational experiences, as well as the care of patients with specialized nursing problems (e.g. oncology, respiratory, coronary) will be assigned during this rotation. The nursing process will be applied in each setting.

Clinical III – Advanced Long-Term Care – Advanced Medical – Surgical Nursing (0/0) (246/12.45)

This clinical rotation in the long-term setting is designed to expose the student to the multiple roles and responsibilities of the practical nurse in a geriatric setting such as charge nurse, treatment nurse, and medication nurse. Leadership skills learned in the classroom are applied in the clinical setting. This clinical rotation in the acute care setting is planned to provide an opportunity for the student to utilize the nursing process while caring for patients with complex nursing problems. Under supervision, the student is expected to consider legal and ethical boundaries while functioning as a member of the health care team.

The Practical Nursing program encompasses the giving of direct patient care, recording data, performing treatments, assisting with restoration of function, and administration of medications. Practical Nursing also involves participation in assessment of planning, implementation, and evaluation of nursing care in all settings where nursing takes place.

Theory and laboratory sessions are held at STC – North Campus in Frackville. Clinical experience in concurrent and/or sequential to theory, and is scheduled at Shenandoah Senior Living Community in Shenandoah, Rosewood Rehabilitation and Nursing Care in Schuylkill Haven, Mount Carmel Senior Living Community in Mount Carmel, Manor Care in Pottsville, Schuylkill Center (Genesis) in Pottsville, Hometown Nursing and Rehabilitation Center in Hometown, Broad Mountain Nursing and Rehabilitation Center in Frackville, Lehigh Valley Health Network – Schuylkill (East) in Pottsville, Geisinger Shamokin Area Community Hospital in Coal Township, STC School Nurse, Frackville, Schuylkill IU 29 Early Intervention Preschool, Schuylkill IU 29 Maple Avenue, and Schuylkill Learning Academy Maple Avenue in Marlin. Students are responsible for individual transportation to and from the classroom as well as clinical sites. Reliable transportation is imperative to proper learning. The STC Practical Nursing program adheres to a strict absentee policy.

Practical Nursing Student Organization

- Each class will elect a representative and an alternate during the first 20 days of Term I enrollment.
- Elections will be held within each class during the first week of each subsequent term, i.e. Term II, and Term III
- A class advisor shall be appointed from the faculty on a progressive rotating basis. This advisor shall act as a liaison between the class and administration.
- The representative and/or alternate will represent members of the student body at selected meetings with the faculty and administration.
- Faculty will invite one student per class to serve on the Curriculum Committee and Handbook.

Purposes & Objectives of this Organization are to

1. Establish group interrelationships.
2. Encourage group directed projects through the stages of selection, promotion, and completion.
3. Participate in review and/or development of policies, which affect students. (Representatives will be invited to attend select faculty meetings.)
4. Develop cooperative functioning skills with classmates as a forerunner to good co-worker and employer/employee relationships.
5. Provide a prelude to participation in professional organizations after graduation and licensure, i.e.: Alumni Association, NAPNES
6. Provide an atmosphere for leadership skill development.

Nursing Simulation Learning Resources Lab

The nursing lab is available for the students to provide extra opportunities to practice clinical skills at their convenience. Students are not permitted to remove the simulation mannequins from the beds. Students are not permitted to turn on or manipulate the simulation mannequin equipment.

Video / Audio Taping During Clinical

In accordance with HIPAA and other Federal and State patient confidentiality laws students are forbidden from using any recording devices while in the clinical area, including any observational experiences they are involved in. Students may not utilize any photographic, video, audio, or other recording devices, including cell phones, during their hours of clinical instruction. There are absolutely no exceptions to this rule. Students are also forbidden from posting any information pertaining to clinical or lab experiences on any social networking site or any other type of internet or media site. Failure to comply with this policy will lead to disciplinary action, which may include immediate dismissal from the program.

HIPAA (Health Information Portability and Accountability Act)

Federal legislation mandates that all patient information be confidential. This applies to all clinical facilities and agencies with which STC has affiliations. When students are in the clinical areas, they are not to take any identifying information about the patient from the chart, such as the patient's name, birth date, or medical record number. Patient information should be given only to those people who are directly involved with patient care. Failure to comply with this will result in disciplinary action for the student, which could include dismissal from the program.

Patient Visiting In The Hospital

The SPN shall function in the assigned hospital units only. NO visit to other units or offices of the hospital without permission.

All visits to family members who might be hospitalized must be approved by the Nursing Instructor and may only be done after scheduled school hours.

Emergency situations will be handled individually.

Do not bring money, wallet, purse, etc. to the clinical classrooms. STC, Nursing Instructors, and the clinical agency are not responsible for personal items. Bring only lunch money required for that day.

Practical Nursing Academic Requirements

Students in this program are expected to show consistent progress in their ability to utilize learning opportunities effectively, acquire and retain essential content, and make appropriate application in clinical practice.

Courses of study included in the Practical Nursing Program of Learning include:

1. Anatomy and Physiology, I & II
2. Nursing Fundamentals
3. Medical – Surgical Nursing I & II
4. Pharmacology I, II, & III
5. Family Centered Health Care
6. Personal & Vocational Nursing I & II
7. Clinical Practicum

Each course of study is comprised of various modules (refer to the Program of Learning for clarification).

Students must repeat failed nursing courses before progressing onto the next consecutive term. Students are required to complete all courses with a satisfactory minimum grade average of 80% and must obtain a satisfactory grade in the clinical course of study for all terms to be eligible for graduation. Grades are not rounded off. Example: 79.9% is not 80%.

Students will be allowed to retest two failed exams each term. Only students who have an average of less than 80% in a subject area are permitted to retest exams. The procedure for retesting is as follows:

- The student will complete and submit the Request for Retesting form to the program coordinator/instructor for approval.
- The program coordinator/instructor will meet the student to establish a date and time for the retesting.
- The original test grade and the retest grade will be averaged together. The average test grade will be entered into the student's record.

In Term I the student must obtain an 80% on the Dosage & Solution and Medication Administration exams. Students may retake these two exams as many times as necessary to pass. Students who do not pass these examinations by the end of Term I will not be permitted to administer medications at the clinical site. Students who do not satisfactorily administer

medications at the clinical site by the end of Term II will not achieve a passing score on this critical skill and therefore will not pass the clinical rotation and will be terminated from the program. The Retests are not counted as part of the two retests per term.

Each clinical experience is an entity unto itself with unique experiences that enable the student to apply skills in specific clinical settings. Because of the uniqueness of the three (3) clinical terms, each one must be satisfactory. Clinical is a satisfactory/unsatisfactory grade. Since what is learned in theory is applied in clinical practice, unsatisfactory clinical practice warrants the repeating of the associated theory as well as the clinical component of the involved term.

To graduate, a student must satisfactorily complete all theory courses of study identified in the Program of Learning with a minimum grade of 80% and must obtain a satisfactory grade in the clinical course of study.

Ongoing evaluations keep students informed of their progress and enrollment status. Written progress reports are completed at each mid-term and end of term.

Academic Probation

A student is placed on academic probation at mid-term if the grade in any theory course of study is less than 80%. Students on academic probation will be required to meet with the instructors and academic advisors to review a remediation plan. Students on academic probation are expected to complete the remediation plan working closely with the course instructor. If, at the end of the term a student fails to achieve a satisfactory (80%) grade in all academic courses of study, or obtain a satisfactory clinical practicum offered in that term, the student will be terminated from the program. An option to repeat the failed term may be offered to the student. If a student fails the same term a second time, he/she will not be re-admitted to the Practical Nursing Program.

Grading

Passing Grade – 80% - Theory Performance

- Grading Scale on page 15
- Numerical grades are used for theory achievement, as well as reports, and care plans.
- Final grade for academic achievement is determined by the individual course and may include one or all the following:
 - Written Exams
 - Class Presentations
 - Class Projects

You can check on your current academic progress by contacting the office or through the online gradebook within the online platform Blackboard

Exam Policy

Exams are usually given first thing in the morning. Cell phones are to be given to the instructor prior to all exams and reviews and will be given back to the student after all students are finished with the exam/review. Students are not allowed to use cell phones during the exam and review. If a student is observed using a cell phone during the exam or the review the instructor will take the exam, and the student will be given a “0”. Once an exam has started students will not be allowed to leave the room while taking the exam unless the instructor gives permission based upon the individual circumstances. If a student must leave during the exam, the exam and answer sheet will be collected and any questions unanswered will be marked wrong at the discretion of the instructor.

When you are finished with the exam, you are to hand in the exam and answer sheet to the instructor and you may leave the room. Cell phones are to remain in the testing room. Once you leave you are not permitted to reenter the testing room until all students are finished with the exam. No exams or answer sheets should be left on your desk or taken out of the room with you.

During the exam and exam review your desk is to be cleared from books, pens/pencils, paper, water bottles, etc. and all hats and hooded sweatshirts will be removed.

Instructors reserve the right to alternate seating arrangements prior to the exam, and to give the student a different exam if they are absent or late the morning of an exam. The student will be responsible for obtaining any missed lecture material.

Any late tests will be taken at the end of the day with the instructor sitting one on one with the student. Any retests will only be permitted to be taken when the PN Coordinator or an instructor is available to sit with the student one on one. There will be no exceptions made.

Clinical papers will be graded individually and the cumulative grade is posted to the accompanying course as a test grade. Clinical Performance Achievement is determined by:

- Performance evaluations and checklists.
- Conference participation.
- Attitude and Professionalism – includes, but is not limited to, the evaluation of cooperation, ability, and willingness to follow orders, safety habits, dependability, personal hygiene, and organization of tasks, and preparedness for assignments.

Students are responsible for personally recording and monitoring their progress. Students are expected to approach the appropriate PN staff person for clarification of their progress and to seek assistance whenever necessary. Written progress reports are distributed each mid and end of term.

ATI Practice & Proctored Assessment Testing Policy

Faculty will assign ATI practice and proctored assessments as they align with each course in the practical nursing curriculum. These are:

Practice Assessments:

- Faculty will notify students of the practice assessment's opening and closing date. No extensions will be granted to students who do not complete the assessments on time.
- Students will take the practice assessments at home on their own time.
- Students will have the opportunity to take the practice assessments as many times as needed to earn the best possible grade.

Rubric for Practice Assessments:

- Each Practice Assessment is worth 10 points towards the course grade and weighted as a quiz grade. Students who do not complete the required one-hour focused review for each assessment will receive zero points. For the Medical – Surgical and Pharmacology Assessments, students must complete the required three – hours of focused review for each assessment.
 - Scoring 95 – 100 = 10 points
 - Scoring 90 – 94 = 9 points
 - Scoring 85 – 89 = 8 points
 - Scoring 80 – 84 = 7 points
 - Scoring 79 or less = 0 points

Proctored Assessments:

- Students will take the proctored assessment as scheduled during class time. Students that are absent will contact the program coordinator to schedule a time to take the assessment.

Rubric for Proctored Assessments:

- Each Proctored Assessment is worth 5 points towards the course grade and weighted as a quiz grade.
 - Scoring level 3 = 5 points
 - Scoring level 2 = 4 points
 - Scoring level 1 = 3 points
 - Scoring below level 1 = 2 points

Additional assessments found in the Engage Fundamentals modules and Learning Systems 3.0 may be assigned as quizzes throughout each course at the discretion of the instructor. These assessments will be entered as a quiz grade in Blackboard and will be factored into the course average. Students will receive ½ point for each correct answer. Any student who does not complete the quiz by the assigned due date will receive a zero.

Counseling and guidance policy

Objectives

1. To provide an opportunity for personal interaction between student and a mentor (instructor or coordinator).
2. To provide an opportunity for analysis of student progress in the program.
3. Assist the student to become self-directed and able to express his or her needs as well as his or her progress analysis.
4. Create an environment of mutual respect and good teacher/student relationship to promote optimal learning outcome.

Students have a responsibility to monitor their own progress in all aspects of the program. Students identifying the need for guidance or counseling should seek assistance from the PN Coordinator/Instructor.

Procedures

1. A conference may be scheduled at the end of term periods with PN Coordinator and/or designated instructor(s) on an “as needed” basis. Written progress reports, clinical evaluation, and student self-evaluations are reviewed with the student at this time. In addition, (mid-term), written progress reports, and clinical performance reports of satisfactory or unsatisfactory will be issued.
2. Faculty will be available for additional counseling sessions on an “as needed” basis. Student, instructors, or PN Coordinator may initiate these.
3. Documentation of the counseling session will be entered in the “Student Counseling Summary” form. Both the student and faculty member will sign the entry form.
4. The instructors maintain anecdotal records of each student’s performance in the clinical area. These are used to determine progress and to serve as a guide in counseling students. These records may be reviewed with the students during counseling sessions.
5. Students will evaluate their clinical performance on the Daily Clinical Progress Note. Instructors will use the same Daily Clinical Progress Note to provide students with feedback after each clinical day. The Daily Clinical Progress Notes will be used to provide students with a summative clinical evaluation at the end of each term.

Clinical Warning, Clinical Contract, And Termination Policy

It is the philosophy of the faculty that Practical Nursing education is based on well-defined behavioral objectives contributing to the total program objectives. Students will receive written program and clinical objectives and will be expected to meet all objectives with the guidance of the Practical Nursing Coordinator and/or PN faculty. When a student demonstrates behavior below satisfactory achievement or other adverse behavior it may be necessary to issue a clinical warning, develop a written clinical contract, or terminate the student from the program.

Students are required to track and record their own progress. Students are expected to seek remedial assistance when their progress is less than satisfactory at any time.

The determination of assigning a clinical Needs Improvement (NI) or Unsatisfactory (U) is at the discretion of the clinical instructor based upon the infraction performed by the student. If an instructor provides the student with an NI evaluation, the clinical instructor should verbally review the evaluation with the student and provide written feedback with suggestions for improvement on the Daily Clinical Progress Note. The meeting with the students to review the NI must be documented on a separate anecdotal sheet and signed by both the clinical instructor and the student.

If the student receives an Unsatisfactory on any given day for any of the term clinical objective the clinical faculty reserves the right to initiate the following steps of the Clinical Warning, Contract, and Termination Policy:

Step 1: 1st Clinical Unsatisfactory – Verbal/Written Warning

- A verbal conference with the clinical instructor and the student will be held within 24 hours of receiving the Unsatisfactory to discuss the deficiency. The conference will be documented on the students’ daily clinical evaluation form. The clinical instructor will also document the student meeting on a PN Counseling Summary form, and both the student and instructor will sign.
- The clinical instructor will also develop a Plan of Action for the student to follow to correct the areas of deficiency. The Plan of Action should include specific interventions to help the student achieve success.

Step 2: 2nd Clinical Unsatisfactory – Clinical Contract

- The second clinical Unsatisfactory may occur in any of the clinical objectives, not necessarily the same one that the first Unsatisfactory occurred in. If a Clinical Contract has been initiated the clinical faculty reserves the right to recommend initiation of the STC PN Probation or Suspension Policy (see STC Academic Warning, Probation, Suspension, and Termination Policy).
 - A clinical contract will be developed by the clinical instructor outlining for the student specific areas of concern regarding the clinical objectives as well as an interventional plan for success.
 - A meeting with the PN Coordinator, Clinical Instructor, and student will be arranged as soon as possible to review the contract.

Step 3: 3rd Clinical Unsatisfactory – Clinical Failure

- The third clinical Unsatisfactory may occur in any of the clinical objectives not necessarily the ones specifically mentioned on the clinical contract. Or the student fails to meet the clinical objectives of the clinical contract.
 - The entire faculty and PN Coordinator will have a meeting to review the student’s clinical daily evaluations, the clinical contract, and anecdotal notes. It will be at the discretion of the nursing faculty to either recommend for immediate clinical failure or the development of a clinical remediation plan to assist the student in successfully

- completing the clinical term. The remediation plan will be reviewed with the students and scheduled meetings between the clinical faculty and students will be held to evaluate the student's clinical progress towards success.
- Ultimately the faculty team will make the final recommendation to the Director of Post-Secondary programs for student termination from the Practical Nursing program if the majority of the faculty agrees that the termination is warranted.

*Clinical failure may be recommended without a prior clinical verbal/written warning or clinical contract under certain conditions such as:

- Unsafe practice
- Negligence
- Endangering the physical and/or mental well-being of a client
- False documentation
- Unethical conduct
- Administration of a medication without instructor verification
- Unprofessional behavior
- Placed on suspension for a second time, students may only be placed on suspension or probation one time
- Failure to meet the conditions of clinical probation
- Evidence of possession or use of harmful drugs. Examples: Alcohol, Barbiturates, Amphetamines, Narcotics, Hallucinogenic drugs, etc.
- Theft
- Disregard for the rules and regulations of the affiliating agencies and the Practical Nursing Program
 - The affiliating agencies reserve the right to recommend to the IU 29 the withdrawal from the agency of any student in the Practical Nursing program for reasons of unsatisfactory performance, violation of rules, or other misconduct. If a student is removed from a clinical agency the student may not be able to successfully complete the clinical objectives for the term which may result in termination from the program. Clinical agencies are utilized to meet specific clinical learning objectives; therefore, if a student is removed from a specific agency the student may not be able to complete the term objectives which would lead to clinical failure. Specific clinical learning objectives are provided by the cooperating clinical agencies as per the Intermediate Unit #29 Schuylkill County Area Vocational-Technical School Agreement of Cooperation and therefore clinical sites utilized to meet specific clinical learning objectives are not always interchangeable.

In the event that the student nurse disagrees with the clinical instructor's clinical evaluation the student should follow the steps of the Grievance Procedure outlined in the student handbook.

Nursing Simulation Learning Resources Center/Library

1. PN Nursing Simulation Learning Resources Center/Library

Hours are as follows:

Monday to Thursday 8:00 AM – 9:00 PM

Friday 8:00 AM – 5:00 PM

Please check with the Practical Nursing Office for summer hours.

Closed Holidays and Weekends

2. Books and magazines located in the library are for student use. Students may borrow books/magazines from the library by signing them out in the Practical Nursing Office. Any borrowed books/magazines must be signed back in upon the return to the library.

3. Student Policies:

In addition to the STC Internet Use Policy for PN Students, the following policies also apply:

- PN Students are to have their computer username/passwords available for class.
- Academic work by students takes precedence over all other uses of computers. The primary function of these resources is for work-related academics.
- Files are to be saved to the user's own media and not to the hard drive. It is the user's responsibility to provide his/her own media. Files saved on the hard drive may be deleted without notice.
- Lab software that is copyrighted may not be copied. Students may not install any software program or utility on the lab computers.
- Only software that is properly licensed will be loaded on the lab computers.
- Students may not remove any icons or programs from the lab computers, nor may they alter any programs.
- STC IT Department assumes no responsibility for lost or corrupted data on any PC.
- Students should limit their time on the computers to two hours unless there are no other users waiting.
- No food or drinks are allowed in the computer lab.

- If a technical problem occurs with either the hardware or software, contact the Practical Nursing Office, rather than trying to fix it.
- The lab will be open during posted hours only. Security concerns must be honored, so users are asked not to stay beyond the posted time.
- Recognizing that we are a school, accessing, downloading, or storing sexually explicit or other morally questionable material is prohibited.

4. Online Power Library

Practical Nursing students have access to the Pennsylvania Power Library, an online database of library catalogs, accessible from a single website on the Internet. Services provided by the Power Library include electronic database, digital collections, and a 24/7 live chat service.

The Practical Nursing Program encourages students to use evidence-based practice strategies when providing care or developing care plans. During the academic year, students will learn how to research topics in professional journals and properly format citations.

Power Library is available on the following websites:

<http://www.powerlibrary.net/Interface/POWER.asp?ID=PL2775>

<http://www.powerlibrary.net/Interface/POWER.asp?ID=PL2775&START=List>

Graduation Information

All financial obligations and all program requirements must be met before the student's name will be submitted to the State Board of Nursing.

Clinical Sites

STC's Practical Nursing program utilizes a variety of different clinical sites throughout the academic program to provide the student practical nurse with a variety of learning experience and opportunities. The following facilities are utilized as cooperating agencies as part of the clinical educational process.

STC – North Campus 101 Technology Drive Frackville, PA 17931	Aveanna Healthcare 400 W. Columbia Avenue – Suite100 Schuylkill Haven, PA 17972	Shenandoah Senior Living Community 101 East Washington Street Shenandoah, PA 17976
STC – South Campus 15 Maple Avenue Marlin, PA 17951	Silver Pines Treatment Center 5 White Owl Drive Mahanoy City, PA 17948	Mount Carmel Senior Living Community 2616 Locust Gap Highway Mount Carmel, PA 17851
Schuylkill Intermediate Unit 17 Maple Avenue Marlin, PA 17901	Child Development, INC. – Pottsville Center 701 Mount Hope Avenue Pottsville, PA 17901	Broad Mountain Nursing & Rehabilitation Center 500 West Laurel Street Frackville, PA 17931
DaVita Dialysis 950 Mall Road Frackville, PA 17931	Lehigh Valley Health Network – Schuylkill 700 East Norwegian Street Pottsville, PA 17901	Greenwood Center for Health & Rehabilitation 149 Lafayette Avenue Tamaqua, PA 18252
	Geisinger–Shamokin Area Community Hospital 4200 Hospital Road Coal Township, PA 17866	

Background Checks – Previous Employment for Student Clinical Placement

Clinical agencies have the right to establish criteria that would exclude a student from placement at their facility. A criminal record containing a felony, a felony related to a controlled substance, or a felony related to health care fraud and patient abuse may keep a potential student from participating in clinical at the cooperating agencies. **Furthermore, a clinical agency has the right to refuse a student practical nurse to participate in a clinical experience at the cooperating agency if the student was a previously terminated employee.**

It is the responsibility of the student applicant to disclose any prior employment termination with any of the cooperating agencies during the application process to the STC PN program and prior to the first day of orientation. If a new cooperating agency is added to the list while enrolled in the Practical Nursing program, it remains the student's responsibility to immediately notify the Practical Nursing Coordinator of previous employment termination from that cooperating agency.

The STC PN program will evaluate such student situations, in collaboration with the cooperating agency, to possibly find alternatives for the student to complete the objectives of the course. All students are expected to meet course objectives as defined by the course module. In the event another clinical alternative is not available to meet the specific term clinical objectives, the student may not be able to progress and complete the Practical Nursing program.

Additionally, the Office of the Inspector General, U.S. Department of Health and Human Services, has the authority to exclude individuals and entities from federally funded health care programs pursuant to sections 1128 and 1156 of the Social Security Act and mandates a list of all currently excluded individual and entities called the List of Excluded Individuals and Entities (LEI). Any facility who hires an individual or entity on the LEIE may be subject to civil or monetary penalties. **Therefore, any potential or current student who is on the list will not be permitted acceptance into the program or completion of the program.**

Appendix X Background Check Disclosure Form

POLICIES AND REGULATIONS

Enrollment & Financial Policies

Tuition Payment Policy

All students are required to establish and sign a payment plan that fully covers their total adult education tuition using any combination of student loans, grants, and personal payments. The payment plan must demonstrate that the balance will be reduced to zero. Students must agree to this plan prior to the start of the program and, if applicable, prior to the start of a new financial aid award year.

All tuition must be paid in full no later than ten (10) days prior to the end of the course/term. If a student fails to meet this payment deadline or the terms of the payment plan, a student will not be permitted to attend class until the outstanding balance is fully paid. Any time missed due to non-payment will count toward absentee time.

Payment Plan Policy

STC understands that all adult students have varied financial circumstances and offers flexible payment plan options.

Students who utilize Federal financial aid, WIOA, VA or other funding sources that do not fully cover their balance must choose one of the following options prior to the academic year to remain in good financial standing and avoid delays in enrollment or participation in classes:

- Pay their balance in full
- Completing a Tuition Deferment Form if their employer offers a tuition reimbursement program signed by their employer.
- Enroll in an Approved Payment Plan with the Financial Aid Office.

The Approved Payment Plan will outline the payment schedule and due dates based on the student's total balance owed. Payments must be made according to the plan. Failure to make timely payments may result in:

- Withholding of grades, transcripts, certificates, pins, diplomas, or the ability to sit for certification examinations.
- Suspension or withdrawal from the program. Any student terminated from a program for financial reasons may reenter the program once the student balance is paid, potentially with a different student cohort.
- Ineligibility for future enrollment until the account is brought current

Students are responsible for ensuring payments are made on time and for promptly notifying the Financial Aid Office of any changes in their financial circumstances. The institution reserves the right to revise or deny payment plan arrangements at its discretion based on a student's payment history or outstanding obligations. Any proposed payment plans that exceed \$500 per month must be approved, in writing, by the Director.

Refund Policy

If a student withdraws or is terminated by the school, the following tuition refund policy is applicable after the first full class day of each term:

REFUND SCHEDULE (Based on Class Days Attended in Term)

Refund Eligibility	Student Liability (Amount Owed)	Program Length: 301–600 Hours	Program Length: 601–1500 Hours
75% Refund	You Owe 25%	Days 2 – 4	Days 2 – 10
50% Refund	You Owe 50%	Days 5 – 7	Days 11 – 15
25% Refund	You Owe 75%	Days 8 – 12	Days 16 – 30
NO REFUND	You Owe 100%	After Day 12	After Day 30

Short Courses (<300 Hours): Tuition is **100% Non-Refundable** once the first class has begun.

Students receiving Pell or Loan money will be subject to additional refund policies set forth by each respective agency. The major factor in determining Title IV Funding is class attendance. Any money returned to these agencies will be charged to the student when applicable. Application fees are non-refundable.

Policies are set by the Board of Education. Regulations are set by the Administration. Students are expected to know the policies and regulations. Infractions of a policy or regulation may result in disciplinary action. Disciplinary action could result in suspension or permanent expulsion, and/or criminal or civil prosecution.

Title IV Refund Policy

Students benefiting from receiving Title IV federal funds will have their federal financial aid refunds calculated as per federal regulations.

Title IV funds are awarded to students under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws or is terminated, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. If a recipient of Title IV grant or loan funds withdraws or is terminated from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined using a Return to Title IV Funds (R2T4) form. The U.S. Department of Education (USDE) requires STC to determine the aid earned by the specific Title IV formula in the R2T4 form. Once you have completed more than 60% of the payment period, you earn all your assistance.

In the event of an overpayment of aid, the return amounts will be repaid using the following sources, in order listed, up to the total net amount disbursed in each source: Unsubsidized Direct Stafford Loan, Subsidized Direct Stafford Loan, Direct PLUS, PELL Grant, Student assistance. The funds will be returned to the USDE within 10 days of the withdrawal.

If a credit balance occurs the student can elect to have the money returned to the USDE to reduce loan debt or refund to the student. If the credit balance is refunded to the student, it will be in the form of a check from the school. Refunds to students will be processed through the school's Business Office. All refund checks will be mailed to students.

The requirements for Title IV program funds when you withdraw are separate from any school refund policies. The amount of refund determined by the Title IV calculation determines how much financial aid you have earned for the current payment period, whereas the school refund policy determines the amount of tuition owed for the current payment period. Therefore, you may still owe funds to the school to cover unpaid institutional charges and/or for any Title IV program funds that the school was required to return.

Overpayment of Federal Student Aid

Overpayment is created whenever the student receives FSA funds that exceed his/her eligibility. Over awards are one cause of overpayments; overpayments can also be caused by misreported FAFSA information, miscalculated costs or EFC, payments to an ineligible student, or payments more than grant or loan maximums.

In the case where the school is liable for the over award, the school will immediately restore an amount equal to the overpayment to the appropriate FSA account. If the restoration of the overpayment leaves a balance due to school from the student, the student will be responsible to pay the balance due.

In the case where the student is responsible for the overpayment, the student will be notified by writing requesting full reimbursement of the overpayment. If, after notification, the student has not repaid or made satisfactory arrangements to repay the overpayment, the school will refer the overpayments to the USDE Debt Resolution Services Department and notify NSLDS of the overpayment. At this point, the student becomes ineligible to receive Title IV funds until the overpayment is resolved.

Credit Balance Refunds

Credit balances occur when payments to a student's account exceed the tuition and fees charged to the student. Credit balances can be returned to the USDE to reduce loan debt, held on account for a future tuition bill or refunded to the student to be used for living/transportation expenses. If at any time a student's account is overpaid creating a credit balance, the credit balance is refunded to the student in the form of a check from the school unless the school has been directed in writing to either return the money to a lender or hold the balance on account. Refunds to students will be processed through the school's Business Office no later than 14 days after the disbursement. All refund checks will be mailed to students.

Past Due Balance Policy

All tuition and fees must be paid in full before a student is issued a certificate of completion or diploma. The student's name will not be submitted for any licensure and CDL student's will not be permitted to test if their account balance is not fully paid

If a student leaves STC, either through withdrawal or completion, with a balance due, the following procedures will apply:

- STC will attempt to contact the student via mail, email, and phone to collect the balance.
- If a payment is not made within 90 days, it will be referred to STC's collection agency, Commercial Acceptance Company. Past due balances will incur a finance charge of 0.5% per month. Failure to pay may result in the balance being reported to credit bureaus.

Student Lending Code of Conduct

STC is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and to rule out any perceived or actual conflict of interest between STC officers, employees or agents and education loan lenders, STC has adopted the following:

- STC does not participate in any revenue-sharing arrangements with any lender.
- STC does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than nominal value from any lender, guarantor or servicer.
- STC does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise 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.
- STC does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise 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. STC 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.
- STC does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- STC recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. STC 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.
- STC will not 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.
- STC will not request or accept any assistance with call center or financial aid office staffing.

Academic & Administrative Policies

Attendance Policy

The following attendance guidelines are strictly adhered to:

Regular class attendance is considered essential. The cultivation of professional work habits is just as important as the acquisition of knowledge and the development of skills in a given occupation. Students should train themselves to be present for all classes. By forming this important business habit during your training program, you will find it easier to satisfy the employer who demands regular and punctual attendance. The student's attendance record becomes a part of his/her permanent college record.

Students are expected to attend and be punctual for all classes. Attendance in STC programs is measured in clock hours. Students must meet the minimum hours set by the school to be eligible to test for their licenses and or certifications. Poor attendance will ultimately affect financial aid, grades and can result in dismissal.

It is recognized that reasons beyond the control of the student may make it impossible for every student to attend class every day. When an absence is necessary, it is the student's responsibility to notify their instructors of each absence, in advance of the absence if possible. Students should contact the instructor for approval of make-up work, notes, assignments, and labs, to remain caught up with the class. In some instances, make-up work is not possible. i.e., projects requiring interaction with other students, guest speakers, and demonstrations.

Proof of the reason for an absence is required. The instructor may give a grade of "zero" on a missed examination, project, or homework if the student did not gain prior approval and/or provide documentation for the extenuating circumstances relative to the absence.

Students who miss the final of any class without gaining prior approval to make up for the exam will be dismissed from class. Students who arrive late on test days can be given a grade of "zero" for that test if they did not gain prior approval and/or provide documentation for the extenuating circumstances relative to the tardiness.

Students are allotted a specific amount of absentee time per program prior to the fee being applied:

Practical Nursing – **24 Hours** (*must be made up*)

Any 600-hour Program – **10 Hours** per Term

Make-Up Time Policy

Cost: Any time missed more than the programs allotted hours will need to be made up. A fee of **\$35.00/hour** will be charged to the student. The make-up fee must be paid prior to the end of the current term/program. If it is necessary to meet PN program objectives, an evening or weekend clinical rotation may be scheduled.

Notification/Confirmation: Once a make-up session is requested, a confirmation will be sent to the student's school email address containing the specific date, time, and location. This email serves as the official record of the scheduled session.

No Show: Failure to follow the scheduled make-up plan will result in the following actions:

- **Tests & Assignments:** Students who fail to attend a scheduled make-up session for a test or assignment will receive a grade of zero (0).
- **First No-Show:** The student has exactly two weeks from the missed date to reschedule and complete the missed time.
- **Second No-Show:** The student will forfeit all fees previously paid for that make-up session. A new fee must be paid, time rescheduled and completed within two weeks.
- **Third No-Show:** Failure to attend the third scheduled attempt will result in immediate termination from the program.

Excessive absences will affect a students' enrollment status as follows:

Programs	Total Hours	Payment Periods	5% Hours Warning	8% Hours Probation	10% Hours Termination
Practical Nursing	1500	450/450/300/300	22/22/15/15	36/36/24/24	45/45/30/30
Auto Tech, HVAC, Massage, Medical Assisting, Welding	600	300/300	15/15	24/24	30/30
CDL A	160	160	8	12	16
CDL B	140	140	7	11	14

Automatic Termination Due To Absenteeism (*This includes unexcused, excused and protected excused absences*)

- After a period of 13 consecutive days of no attendance
- When a student reaches 10% of absenteeism in any payment period
- When a student reaches 8% of the total hours in the entire program

Attendance Probation

Any student who misses 8% of the current payment period will be placed on attendance probation, regardless of the student's grade point average. A student placed on attendance probation will be notified and counseled within one school week following the absence that triggered the 8% threshold. The student's status will be evaluated at the end of the current term to determine eligibility for the following term.

While on attendance probation, the student must meet the following three conditions:

1. Not miss more than 9% of the current payment period
2. Maintain at least a 2.5 GPA
3. Complete all classes attempted

Extenuating Circumstances & Make-Up Assignments

If a probationary student misses any class or clinical time due to extenuating circumstances and can provide appropriate documentation (such as medical documentation or bereavement verification), they may be considered eligible for a make-up assignment. Any approved make-up assignment must be completed within one (1) week of the absence. If a student is deemed ineligible or fails to provide documentation, the missed time will remain recorded as absent in accordance with policy.

Evaluation and Outcomes

At the end of the probationary period, the student will be re-evaluated. The outcome will be determined as follows:

- | | | |
|---------------------------------------|---|--|
| Passes all three conditions | → | Removed from attendance probation |
| Fails only one of the conditions | → | Remain on attendance probation for the next period |
| Fails more than one of the conditions | → | Dismissal for violation of attendance probation |

Dismissal may be waived only with approval from the Executive Director of Adult Education. To gain approval, the student must provide evidence of mitigating circumstances, evidence of academic improvement, and a plan to maintain Satisfactory Academic Progress.

Re-Entry and Financial Aid

If a student re-starts the program after dismissal for attendance violations, or if they withdrew while on probation, they will remain on attendance probation for the entire term of their return.

Students on attendance probation will remain a regular student and eligible for Title IV Federal Student Aid and courses will be certified for Veterans Benefits.

Tardiness / Leaving Early

Due to the quantity of material presented in each class, it is in the student's best interest to arrive in a class prior to the starting time. If a student arrives late for class, please enter as quietly as possible and wait until a class break to ask the instructor for materials or assignments missed. Being late for class or leaving class early will result in missed time being recorded and accumulated. Tardiness and leaving early will be recorded in 15-minute increments.

A student not reporting to class/clinical on time must notify the instructor and the main office, PN students must also "cc" the PN Coordinator and the PN office, no later than one hour prior to report the delay. If a delay was reported, and now an absence is required, the student must notify everyone **again**. If you are unable to reach someone via email, call the school office at 570-874-1412 and leave a message. **DO NOT CALL THE FACILITY OF THE CLINICAL SITE.**

Clinical Days – PN

Clinical begins at 6:45 am. Arrival after 6:45 am will be considered as being tardy and will also be recorded in 15-minute increments up until 8:00 am. Arrival after 8:00 am will be counted as a whole day absent regardless of the number of missed minutes accumulated. If a student arrives after 8:00 am he/she will be sent home and marked as a whole day absent.

The first offense for students who arrive late at the clinic without emailing will be a written warning and the missed time deducted. Second offense for students who arrive late, before 8:00 am, to clinical without emailing will be sent home and deducted 7.5 hours of absentee time.

Full Day Absences

No later than one hour prior to the start of class if a student is aware he/she will be absent, the student must email the instructor and the main office. PN students must also “cc” the PN Coordinator and the PN office. It is the student’s responsibility to notify the correct instructor. Once the instructor receives this email the instructor will send a reply to the student to verify receipt. If the student does not receive this verification email from the instructor, it indicates the instructor did NOT receive the email and it is then the student’s responsibility to notify the instructor by calling the school office and leaving a message of your absence.

When a student misses a class day it is his/her responsibility to make sure they meet the objectives of the day. Students need to refer to their syllabus/weekly schedule to see what objectives and learning content were covered during their absence. Students should also meet with the instructor. Missed labs can be made up by the students during the hours that the lab is open.

No Call / No Show

Failure to report an absence will cause the student to be marked as No Call/No Show.

First Offense - a verbal warning will be issued. The No Call/No Show will be documented in the student’s class/clinical evaluation as a class/clinical unsatisfactory.

Second Offense – a written letter will be issued by the coordinator stating that the student is on class/clinical probation. The No Call/No Show will be documented in the student’s class/clinical evaluation as a class/clinical unsatisfactory.

Third Offense – suspension will be issued by the coordinator.

These offenses are cumulative and will continue throughout the program.

Protected Excused Time

Protected Excused Time includes missed time related to pregnancy, bereavement, court proceedings, and military duty. Serious, extenuating circumstances will be considered by the program coordinator and administration. Students will be required to make up the time with no associated make up fees, if the student has exceeded the maximum allotted program absentee hours.

Court Subpoena/Jury Duty

If a student is absent due to a court subpoena or jury duty these hours will not affect the student’s enrollment status (i.e. not counted in attendance for warning, probation, or termination) but will be considered when calculating total attendance hours and will be required to be made up if the student has exceeded the maximum program allotted absentee hours in order to complete the program.

Bereavement – Student must provide proof of the funeral as per Memorial Card, Memorial Service Program or Obituary.

Immediate Family – In the event of a death within the student’s immediate family (mother, father, husband, wife, child, sister, brother, grandchild, grandmother, grandfather, or parent-in-law), the student may be granted a Bereavement Leave at the discretion of the Administration of no more than three (3) Protected Excused days. This leave will not affect the student’s enrollment status (i.e. not counted in attendance for warning, probation, or termination) but will be required to be made up before the student is able to complete the program.

Death in the Family – In the event of death of other relatives, one (1) excused absence day may be granted at the discretion of Administration. This leave will not affect the student’s enrollment status (i.e. not counted in attendance for warning, probation, or termination) but students will be required to meet the objectives before the student is able to progress on to the next term or complete the program.

Excused Time

Excused Time includes missed time related to personal illness and medical conditions. Students will be required to make up the time and pay the fee if the student has exceeded the maximum allotted program absentee hours.

Personal Illness

The physician’s note does not automatically excuse missed time. Any student who seeks the care of a licensed health care provider must obtain a physician’s note clearing the student to return to class/clinical. Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.

A student is not required to submit a physician’s note for an absence, which does not exceed two (2) complete days. In the event of an absence there is three (3) or more consecutive scheduled days that will require a physician’s note to return to class/clinical with level of activity specified.

Any hospital admission, emergency room visit, chronic illness, motor vehicle accident, or change in health status will require a physician’s note for administration to determine if the absentee time falls under the Protected Excused or Excused Time category.

Medical Conditions

Documented absences due to medical conditions will be reviewed by administration for consideration as Protected Excused Time or Excused Time. Students are required to provide written documentation from their medical provider. However, since STC is a clock-hour program, and time missed due to a medical condition will have to be made up if the student has already reached the maximum allotted program absentee time. Depending on the length of absence and the area of instruction (clinical rotations, course with lab requirement) it may be academically necessary to take a leave of absence. If the student is in good academic standing (passing courses with an average of at least 80%) the student may opt to return with the next consecutive class.

Pregnancy / Childbirth

All efforts should be made to ensure that the pregnant student is enrolled and attending school. If complications arise during pregnancy such that attendance at school would be harmful to the physical or mental health of the pregnant student or infant, the student should submit a statement from the attending physician specifically supporting the absence and requesting homebound instruction for a specific period.

Following the birth of the infant, a female student requires a period to recuperate from childbirth and arrange for childcare. The student should submit a statement from the attending physician stating the birth date of the infant. This rule applies even if taking medically necessary leave would require an absence for longer than the school's leave policy ordinarily allows. Students cannot be penalized for taking leave and must be able to return to school in the same status they held before taking leave.

Leave Of Absence Policy

(for students receiving Title IV Funding)

Leave of absence is granted only to students who wish to interrupt their training for hospitalization, bereavement, emergency, and medical reasons. Approval for leave of absence will be granted only when the proper form is signed and after a conference with the program instructor, Postsecondary Program Specialist, and Financial Aid Office.

A student who takes an approved LOA must return to the program **at the same point in the academic program** that they began the LOA. If the program structure requires the student to wait for a specific module or term to rotate back in, the LOA will be extended to that date, provided it does not exceed the 180-day maximum.

Re-entry to a program will occur when:

1. There must be an approved written request with documentation to support the reason for the LOA
2. A written request for re-entry is received by the Postsecondary Program Coordinator
3. Tuition balances from **ALL** prior training are paid in full
4. There will be no disbursements made during the LOA
5. A LOA may not exceed 180 days in a 12-month period
6. A student may be approved for multiple LOAs
7. A student must return to the program at exactly the end of the LOA
8. If the student does not return at the end of the LOA, financial aid must be calculated based on the date that the student last attended

***Notification of termination, withdrawal and/or leave of absence from programs must be submitted in writing to the immediate supervisor or financial aid coordinator.**

Request For Accommodations

STC is committed to providing reasonable accommodation for students with documented disabilities. Documented disabilities may include, but are not limited to, a learning disability; attention deficit disorder; a visual, hearing, or physical mobility impairment. A reasonable accommodation is one that is consistent with the academic standards of the STC Practical Nursing program and does not require substantial course or program alteration. STC is committed to working with students directly and individually throughout the accommodations process. Final authority to determine the most appropriate and effective accommodation rests with STC and is based on the nature of the course or program and the individual student's disability-related need.

Students may request accommodations to the technical standards of STC's relevant documentation of a disability that meets the qualifying disabilities under the Pennsylvania Human Relations Act <http://www.phrc.pa.gov/Resources/Law-and-Legal/Pages/The-Pennsylvania-Human-Relations-Act.aspx#.V2qObfkrLIU>

Because the laws guiding eligibility for accommodations in grades K – 12 and post-secondary education differ, documentation that includes recommendations corresponding to collegiate – level demands is highly recommended to ensure the proper type of accommodation is implemented to help the student transition into post-secondary education. Request for Accommodation Form – see Appendix I.

Such accommodation will be provided in accordance with Schuylkill IU29, STC Policies and state and federal laws.

STC does not discriminate against individuals with disabilities and will make every effort to make reasonable accommodation for the applicant or student with a disability. If you have a disability and do not require special accommodation, you are not required to disclose your disability.

After a request for accommodation is made by a student, the Assistant Director of CTE at STC will determine what accommodation may be appropriate and necessary. The Assistant Director of CTE will communicate with the faculty members to determine whether the suggested accommodation is appropriate in the context of their course design and evaluation. The student should meet with the course instructor during the first week of class to discuss the accommodations request. If a student is dissatisfied with an instructor's decision or the implementation of accommodations, it is the student's responsibility to notify first the Practical Nursing Coordinator who can intervene to attempt to address a student's concerns.

If you have a disability and require accommodation, you are required to submit documentation about the disability including recommendations for the accommodation. This should be done as soon as possible after admission to the program and before enrollment. A licensed physician or licensed psychologist/psychiatrist must complete the documentation. It should verify the disability and suggest appropriate accommodation appropriate for collegiate-level learning. It is the student's responsibility to obtain the documentation and to pay the provider's fees.

All students, including those with disabilities are responsible to meet the requirements of the program.

Documentation should be typed on letterhead stationery and include the following:

- Diagnosis of the disability explains the impairment or limitation created by the disability and the type of accommodation being requested.
- Explanation of the applicant's limitation for which the applicant is requesting accommodations to successfully participate in an academic/clinical environment of the practical nursing program.
- The accommodation that you are requesting along with an explanation why the accommodation is necessary for the student to participate in the program.
- The name, title, professional credentials, and signature of the health care provider that is treating the student.

STC cannot guarantee that the same accommodation can or will be provided when a student takes the NCLEX-PN examination.

Appendix I – REQUEST FOR ACCOMMODATIONS FORM

Administrative, Academic Records & Employment Policies

Employment Policy

Some students enrolled in STC require employment to meet financial obligations or to supplement the family income. If employment is necessary, current Federal and State Laws would apply in addition:

Students employed in Health Care Delivery will NOT:

- Wear the uniform of the school or any part thereof.
- Perform functions normally assigned to an PN or SPN.

Student employment shall be on a voluntary and personal basis and the student will be required to:

- Plan for adequate rest within a 24-hour period.
- Maintain satisfactory performance during the program.

It is the expectation that the student practical nurse's first priority is to the academic program. Therefore, missing clinical or class time due to work schedules is considered an unexcused absence.

****Make up time due to class cancellation or student absentee may be made up on scheduled off days for break or holiday.**

Students are required to attend mandatory make up days.

Procedure For Change Of Residency

Report your change of residency to the Postsecondary Program Specialist and instructor immediately.

STC Transcripts

A fee of \$10.00 is charged for a transcript. Students must complete a request for an official transcript to be sent from the admissions office.

Record Retention

It is the policy of the STC that its records, including both paper and electronic records, be retained as long as determined necessary to meet legal, audit, educational and business requirements. In each case, the official retention periods must be as short as possible in order to reduce the risk of identity theft and/or breaches of privacy, computer fraud and related harms, to minimize the use of valuable space, to promote efficiency, to assist in the day-to-day operations of STC, and to reduce the cost of storage and unneeded records inventory. STC employees must take reasonable measures to protect against unauthorized access to or use of records and information/data and properly retain and dispose of paper and electronic records, information and data.

Student records are retained for a minimum of three years. These records include attendance records, copies of tests, payment receipts, orientation documents, driving logs, warning letters, probation letters, remediation records, accommodation records, and disciplinary documents.

Criminal Background Review for Postsecondary Students

As part of the admissions process, all prospective postsecondary students are subject to a criminal background review. Any criminal record identified through the background screening process will be reviewed by the Director of Career and Technical Education (CTE) or designee for a final determination regarding admission.

In evaluating criminal history information, STC's primary consideration is the health, safety, and welfare of its secondary students, staff, and school community. Each applicant's record will be reviewed individually, taking into account the nature of the offense, the time elapsed since the offense, evidence of rehabilitation, and any applicable legal requirements.

A criminal matter will only be considered a conviction if there has been a guilty plea or a finding of guilt by a court or jury, followed by sentencing. Dispositions that do not constitute convictions, including participation in Accelerated Rehabilitative Disposition (ARD) programs, will not be treated as convictions for admission purposes.

The following convictions may result in denial of admission:

1. Permanent Disqualifications

- Serious violent offenses, including but not limited to murder, aggravated assault and burglary.
- Sexual offenses, including but not limited to rape and related sexual crimes.
- Crimes involving children, including but not limited to kidnapping and similar offenses.
- Felony drug convictions.
- Other offenses that are disqualifying under Section 111 of the Pennsylvania Public School Code.

2. Felony Convictions

- Any felony conviction not listed above may result in disqualification unless at least ten (10) years have elapsed since the date of conviction.

3. Misdemeanor Convictions

- Certain first-degree misdemeanors (M1 offenses) may result in disqualification if fewer than five (5) years have elapsed since the date of conviction.
- A second or subsequent Driving Under the Influence (DUI) conviction graded as a first-degree misdemeanor (M1) may result in disqualification if fewer than three (3) years have elapsed since the date of conviction.
- Any applicant on active probation may be disqualified from enrollment.

Criminal convictions not specifically identified above generally will not result in denial of admission. However, STC reserves the right to evaluate all criminal history information on a case-by-case basis to determine whether admission would pose a risk to the health, safety, or welfare of students, staff, or the school community.

Family Educational Rights and Privacy Act (FERPA)

All students have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974 (also referred to as the Buckley Amendment).

The Program Coordinator manages educational records. Students may request a review of their records by writing to the Director or his/her designer and identifying the record(s) they wish to review. Such review will be allowed during regular school office hours under appropriate supervision and within 45 days of the date the request is received by the school. A copy of the records may be obtained for \$1.00 per page. When grades are included, the transcript charge applies. A student may request the school to amend his/her educational records on the grounds that they are inaccurate, misleading, or in violation of his/her right to privacy. However, grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The student should write to the Director and identify the part of the record he or she wants to change and specify why it is inaccurate. The Director, together with other school personnel involved, will review the written request and confer with the student to decide. If the student is not satisfied with the result of the conference, the school will notify the student of his or her right to a formal grievance hearing. Within 45 days of the hearing, the student

will be provided with a written decision, which will be considered final. Written documentation of the hearing and of the decision will be included as part of the student's permanent record.

The following are exemptions to FERPA:

- Financial records submitted by a student's parent(s);
- Grades and access to student education records to parents who certify that the student is financially dependent.
- A school official who has a legitimate educational interest and needs to review an educational record to fulfill his or her professional responsibility. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position, or a person or company with whom the school has contracted, such as an attorney, auditor, collection agent, employment agency, or loan management agency, or a person serving on the Board of Directors, or a student serving on an official committee or assisting another school official in performing his/her tasks;
- Confidential letters of recommendation received by the school prior to January 1, 1975. For such letters received after December 31, 1974, the Act permits students to waive their right to access if the letters are related to admission, employment, or honors;
- School security records;
- Employment records for school employees who are not current students.
- Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to people providing the treatment;
- Authorized representatives of the U.S. Government, state and local authorities where required, and accrediting agencies;
- Appropriate persons or agencies in the event of a health or safety emergency, when a release without consent is necessary under the circumstances; and Records requested through court order or subpoena.
- Officials of Pennsylvania State Board of Nursing for the purpose of compiling licensure requirement data.
- Those professionals directly provide instruction to the student or responsible for provision of support services, guidance counseling, health, etc.
- State and local officials or authorities to whom information is specifically required to be reported or disclosed as U.S. Comptroller General or specified representative, HEW, PDE.
- Appropriate authorities in a health or safety emergency.

The school will generally release certain student directory information without the consent of the student unless the student has specifically requested that the information not be released. The student should inform the school in writing within ten (10) days after the first date of attendance if the student does not wish to have any or all such information released by the school. Such directory information includes some or all the following data: student's name, address(es), telephone number, email address, program, dates of attendance, photograph, specialized degree or diploma awarded, post-graduation employers and job titles, participation in activities and recognition received, previous secondary and postsecondary educational institutions attended by the student, and date and place of birth.

The school also reserves the right to release to police agencies and/or crime victims any records or information pertinent to a crime which has occurred on campus, including the details of and disciplinary action taken against the alleged perpetrator of the crime. The student has the right to file a complaint concerning alleged failures by the school to comply with the requirements of FERPA at the following U.S. Department of Education office:

These records are confidential. Complete records are retained for five (7) years after the student leaves or completes the program. Minimal vital statistic records will be kept indefinitely. Permanent records are retained in file cabinets in the school office.

Students have the right to request amendment of their own educational records that they believe are inaccurate. A student must write to the coordinator, clearly identify the part of the record they want changed and specify why it is inaccurate. If the coordinator decides not to amend the record, the coordinator will notify the student of the decision and advise the student of his/her right to file a formal grievance regarding the request for amendment.

Students have the right to file a complaint with the US Department of Education concerning alleged failures by STC Practical Nursing Program to comply with the requirements of FERPA. The name and address of that government office is:

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

Appendix II – STUDENT RECORDS – RELEASE FORM

Conduct & Technology Policies

Technology & Digital Learning Policies

Online Learning Policy

The purpose of this policy is to provide all students with an environment conducive to learning and enable all students to have the full benefits of a quality education. While attending class via an online meeting, students are expected to maintain the same professional behavior and dress as if attending class at STC. Any violation to this policy will result in the student being asked to leave the online platform and absentee time recorded in their file.

1. Find an appropriate, quiet location with minimal distractions and stay in one place. Be seated at a table or desk with adequate lighting. Your instructor and peers need to be able to see your face.
2. Your camera must always be on during instruction.
3. You must dress appropriately. Pajamas and undershirts are not acceptable attire. If you would not wear it in the classroom you should not be wearing it to an online meeting.
4. Mute your microphone upon entering the online meeting. Keep your microphone mute when you are not speaking to decrease audio feedback. Do not chat, privately or publicly, with other classmates during active lectures, unless directed by your instructor. This is equivalent to talking in class and will be considered disruptive behavior.
5. Immediately notify your instructor of any technical issues or your inability to meet any of the above expectations for attendance.

Internet Off Campus

Students must have access to reliable internet outside of school hours.

STC Student Emails

Student enrolled in a program over 300 hours will be issued an STC gapps email account at the start of class. It is the student's responsibility to check this email at least every 24 hours and prior to clinical mornings in the event of a late start or cancellation. Necessary and important information is often relayed via STC email.

Chromebook/Laptop Policy

Primary responsibility for STC equipment is to the borrower. The borrower will be responsible for taking the necessary precautions to protect the equipment and to store it in a manner that provides adequate protection when it is not in use, thus not subjecting the equipment to possible theft or damage.

- The borrower understands that the device and its accessories are the property of STC.
- The borrower understands and agrees to abide by the rules and regulations of the Acceptable Use Policy (can be found on the STC website). Failure to abide by these policies may result in a loss of access as well as other disciplinary or legal action.
- The borrower will be responsible for returning the equipment in the same condition as received and will assume financial responsibility for all damages or losses that is caused by neglect or abuse.
- Equipment cannot be loaned or transferred to a third party.
- The equipment will be used exclusively for STC school work.
- The borrower will not download, install, or use file-sharing programs to access music, video, games, applications, etc.
- The borrower will make the equipment available at any time as requested by STC.
- Replacement costs – Charger \$25; Chromebook \$350; Laptop current replacement cost
- The borrower is responsible for the cost of repair due to damages as determined by IT.

Internet Policy

Section I. Responsibilities and Privileges

(a). Purpose and Goals of District Provision of Internet Access

STC will provide access to the Internet for students and for staff members to locate material to meet their educational and personal information needs. Access to the Internet through school resources is a privilege, not a right, and may be revoked for anyone who uses these resources inappropriately as determined by the STC authorities.

(b). Inappropriate Materials Warning

Due to the nature of the Internet as a global network connecting thousands of computers around the world, inappropriate materials, including pornography and obscenity, can be accessed through the network. STC cannot completely block access to these resources because of the nature of the technology that allows the Internet to operate. Accessing these and similar types of resources or transmitting such resources will result in suspension or other disciplinary measures in accordance with other STC policies. Through a program of education, STC will educate students and teachers about their individual responsibility to refrain from engaging in this and other unacceptable uses of the network, and as to the consequences of their actions if they violate the policy.

Section II. Authority

STC reserves the right to determine which network services will be provided through STC resources. It reserves the right to view and monitor all applications provided through the Internet and to log onto the Internet for use by students and staff. Email is restricted to teacher-assigned projects as an integral part of a curriculum process; therefore, email is subject to review by school personnel and should never be considered private. If there is reason to believe that email is being used for purposes specifically prohibited by this policy or for illegal activity, the user account will be disabled until school authorities can confer with the user to determine the nature of the problem. STC reserves the right to revoke user privileges, remove user accounts, and refer matters to legal authorities when violations of this and any other applicable district policies occur including, but not limited to, those governing network use, copyright, security, and vandalism of the STC resources and equipment. STC bears no responsibility for information that is lost, damaged, or unavailable due to any cause.

Section III. Procedures

Only the authorized user will use network accounts or access to the Internet for its authorized purpose. Accounts/access will be made available according to a schedule developed by the appropriate STC authorities given the capability of district hardware. Accounts/access will be given out to only those individuals who meet the following requirements:

- (a).** Having read the STC Internet Policy and indicate their agreement with its provisions by signing the signature page and returning it to the appropriate STC authority. Students must have their parent(s) or guardian(s) sign this signature page indicating the parent or guardian's agreement with the policy and their consent to allow the student to access and use the network. Staff members must sign this form and return it to the appropriate STC authority.
- (b).** Having successfully completed a STC workshop, which will include, but not limited to, instruction on network access, use, acceptable vs. unacceptable uses, network etiquette, and the consequences of abuse of privileges and responsibilities. This requirement shall apply to both students and the employees.

Section IV. Prohibitions

The use of the Internet computer network for illegal, inappropriate, unacceptable, or unethical purposes by students or employees is prohibited. The activities listed below are strictly prohibited by all users of the network. STC reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the network. These problems are in effect any time STC resources are accessed in any way whether in school, or indirectly through another Internet service provider.

- Allowing an unauthorized person to use an assigned account.
- Use of the network to facilitate any illegal activity.
- Use of the network to misrepresent others using the network.
- Use of the network for commercial or for-profit purposes.

Section V. Consequences of Abuse of Responsibilities and Privileges

Any user of the network, whether student or employee, who violates the prohibitions listed in Section IV of this policy, engages in any other act determined to be an unacceptable use of the network by school authorities, or violates any district policy will have his or her user privileges revoked and may be subject to other disciplinary procedures according to existing and applicable STC policies. In addition, illegal use of the network, intentional deletion or damage to files of data, destruction of hardware, copyright violations, or any other activity involving the violation of local, state, or federal laws will be reported to the appropriate legal authorities for prosecution.

Internet Access Agreement

STC will provide access to the Internet for students to use the network and who agree to the provisions, requirements, and prohibitions on network use outlined in the STC policy. This policy strictly prohibits the following activities and any others determined by district authorities to be unacceptable uses of the network. These prohibitions are in effect anytime STC resources are accessed in any way whether in school or indirectly through another Internet service provider.

- Allowing an unauthorized person to use an assigned account.
- Use of the network for non-work or non-school related purposes.
- Use of the network to:
 - access or transmit obscene or pornographic material.
 - access or transmit material likely to be offensive or objectionable to recipients.
 - communicate through email for non-educational purposes or activities.
 - participate in inappropriate and/or objectionable discussions or news groups.
 - transmit hate mail, harassment, discriminatory remarks, and other anti-social communications.
 - order or purchase in the name of STC or in the name of any individual, any type of merchandise or service.**
 - access any fee-based on-line Internet service.**
 - intentionally obtain or modify files, passwords, or data belonging to other users.
 - participate in unauthorized Internet Relay chats (on-line real-time conversations).
 - facilitate any illegal activity.
 - misrepresent others using the network.
- Use of the network which results in any copyrighted software on STC computers.

- Use of school technology or the network for fraudulent copying, communications or modification of materials in violation of local, state, and federal laws.
- Loading, downloading, or use of unauthorized games, programs, files, or other electronic mail.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer system and or damage the software components of a computer system.
- Destruction of STC hardware or software.
- Use of the network for commercial or for-profit purposes.

****All costs incurred to STC or any individual because of this type of violation will be the responsibility of the user.**

Dress Code Policy

Identification Photo Badge

Picture ID's must be returned to the office by your last day. You will not receive your graduation packet until your picture ID is returned. Students who misplace or lose their identification badge will have to pay \$25.00 for a replacement badge.

Specific Items for All except PN

Classroom & Field Attire

Students must wear a T-shirt or long sleeve shirt and pants or shorts (of appropriate length) to class. Students must wear appropriate shoes. Supportive shoes are required for safety issues when working in the field. Appropriate field gear and seasonal clothing are required for all outdoor sessions.

Clothing **NOT** permitted include, but are not limited to – Tank tops, Sleeveless shirts, leggings, ripped clothing, swimsuits and any suggestive or offensive clothing.

Shoes **NOT** permitted include, but are not limited to – Open Toed Shoes, Flip Flops, Moccasins, or Bedroom Slippers.

Hair

Hair must be clean, well-groomed. Hair, beards, and moustaches that interfere with the ability to maintain standard precautions or sterile techniques when appropriate in the work environment is prohibited.

For the medical programs – hair must always be off the uniform collar. Hair must be away from face. Hair may be secured with accessories that are neat, moderate in size and safe as well as functional.

Fingernails

For the medical programs – Fingernails must be clean, short, and without nail polish in the clinical area. This is necessary for patient safety, assessment of pulse rate, and medical asepsis.

NOT permitted – Artificial nails

Jewelry

Earrings may be pierced with studs. Other visible body pierced jewelry (i.e. nose, eyebrow, lip, tongue) may be studs only.

For the medical programs – When in uniform the only allowable items are wristwatch, wedding band, and medical identifications. Permanent jewelry must be covered.

NOT permitted include, but are not limited to – hoops, dangles, no open gauges., no hoops, dangles or open gauges.

Jewelry, which is suggestive, lewd, or satanic is prohibited.

Tattoos

Tattoos of an offensive nature must be covered.

For the medical programs – Students should try to cover all tattoos, if possible, when in clinical uniform.

Personal Hygiene

All students must maintain high standards of personal hygiene.

NOT permitted include, but are not limited to – Strong perfumes, colognes, after-shaves, or similar products that adversely affect peers, instructors, or visitors are prohibited.

PN Specific Items

Dress And Uniforms

Practical nursing students will follow all policies of STC. And in addition, these students will comply with the following rules and regulations of the Practical Nursing program as well as the policies of the cooperating agencies where the students attend clinical. The Practical Nursing Coordinator and/or Coordinator of Post-Secondary will make any necessary decision on any question regarding student dress. The Practical Nursing Faculty has the authority to make any necessary decision regarding uniform or dress code violations where at the clinical site. Any violation of the dress or uniform code will result in the student being sent home for the clinical day. Student identification badge will be always worn for proper ID.

Uniforms

Will be worn on clinical assignment days and at other times when specified. An embroidered uniform warm up jacket with the Practical Nursing Program. Warm-up jackets must be buttoned when leaving the specialty nursing units to protect student uniforms. A solid white, black, navy blue or grey colored long sleeve t-shirt or turtleneck can be worn under uniforms. Pants are to be hemmed so they are not touching the floor.

Class Uniforms

Students must wear an STC Nursing t-shirt or scrub shirt that is solid or printed with scrub pants to class. Students must wear supportive nursing shoes or athletic sneakers with their scrubs. Students are not permitted to wear open-toed shoes, flip flops, moccasins, boots, or bedroom slippers to class. Supportive shoes are required for safety issues when working in the lab.

Official STC Clinical Uniform

Students will be provided with STC clinical uniforms, two pairs of pants, two tops, and a lab jacket. Students must wear a warm-up jacket with a school patch and name tag for identification. Only qualified nursing students may wear the approved STC-PN student uniform. Wearing the student uniform by unauthorized individuals could be a danger to health care clients. Students are discouraged from wearing their clinical uniform while doing personal errands or while visiting other places when traveling to and from the clinical site.

Full uniform includes:

- Clean, pressed designated uniform
- Watch with second hand
- Stethoscope
- Identification Badge
- Worksheet
- Writing Utensil

Nurse's shoes must be neat, clean, and well-kept always. Plain white, pantyhose must be worn with dress uniforms. An instructor may refuse to allow a student to report to a clinical unit unless professional appearance is satisfactory. Time lost will be added to accumulated absenteeism. Shoes are an important part of a nurse's uniform and should provide good firm support. They should also protect the feet from contamination from spills and injury by accidentally dropping needles or other instruments.

Shoes must be:

- Neutral Color
- Leather or simulated material (no canvas) with non-skid soles
- Shoes/nursing sneaker type (Nurse Mates) or any sneakers that meet all the above criteria will be acceptable
- Clog or boots are not permitted

Hair

Hair, beards, and moustaches that interfere with the ability to maintain standard precautions or sterile techniques when appropriate in the work environment is prohibited. Extreme hair styles and colors are prohibited. Extreme hair colors include, but are not limited to pink, green, blue, or purple. Hair must be clean, well-groomed and off the uniform collar always. Hair may be confirmed with accessories that are neat, moderate in size and safe as well as functional. Hair must be away from face.

Fingernails

Fingernails must be clean, short, and without nail polish in the clinical area. "Artificial nails" are not permitted. This is necessary for patient safety, assessment of pulse rate, and medical asepsis.

Jewelry

All jewelry or ornaments are forbidden when in uniform except wristwatch, wedding band, and medical identifications. Earrings may be pierced studs. They must be small and never hoops/dangling (which presents a safety hazard). Only 2 studs per earlobe may be worn on multi-pierced ears. No open gauges allowed in ear lobe. If a student has a gauge in the ear upon admission it must remain the same size during the duration of the program. Gauges may NOT increase in size when enrolled in the PN program. Other visible body pierced jewelry (i.e. nose, eyebrow, lip, tongue) is PROHIBITED. Permanent necklaces must be covered with a t-shirt or turtleneck worn under the clinical scrub top. Permanent bracelets must be covered in the lab jacket or with long sleeves worn under clinical scrub top. Jewelry, which is suggestive, lewd, or satanic is prohibited.

Tattoos

Tattoos of an offensive nature must be covered. Students should make an attempt to cover all tattoos if possible, when in clinical uniform.

Toiletries

All students must maintain high standards of personal hygiene. Strong perfumes, colognes, after-shaves, or similar products that adversely affect peers, patients, or visitors are prohibited.

Civility Policy

STC believes that all individuals should be treated with respect and civility, regardless of race, religion, ethnicity, disability, gender, sexual orientation, age, or opinion/viewpoint. Teaching and learning is the central focus of the programs of study. STC is committed to maintaining a positive learning and working environment.

It is the philosophy of the adult education division, based on well-defined graduate competencies with the course objectives contributing to the total program objectives. Learning occurs when a student has the ability and motivation to learn and faculty members believe in what they teach, enjoy teaching, and are able to stimulate students to learn. Behaviors that infringe upon the rights of individuals to learn and work in a safe and civil environment will be addressed in the Warning, Probation, Suspension, and Termination Policy in the Student Handbook. The faculty acknowledges that it is necessary to create guidelines for conduct that protect the rights of the individual and the program as an educational institution. The following applies to all individuals involved with the program including students, faculty, and staff.

All individuals have the right:

- To work, learn, and study safely and without harassment.
- To freely express opinion, provided such opinions do not infringe upon the rights of another individual.
- To be treated at all times with courtesy and respect, regardless of race, gender, creed, ideology, sexual orientation, ethnicity, or cultural background.

Definitions:**Harassment**

Harassment is any behavior that results in creating an offensive, intimidating or hostile learning or work environment. This includes such things as making harassing comments, belittling, taunting, or challenging others, criticizing or blaming others, threats of physical harm, body language intended to discomfort others, cyber-bullying or inappropriate use of electronic media including text messaging, emails, and comments on social networks, using profanity or making racial or ethnic slurs, stalking and physical harm.

Academic Incivility

Academic incivility is any type of speech or behavior that disrupts the academic environment. Disruptive behaviors in the academic environment include disruptive conversations, using cell phones or pagers in class or clinical, sleeping, arriving late or leaving early, dominating discussions, challenging faculty during class, verbally discrediting faculty, cheating, plagiarizing, and any other form of academic dishonesty.

Behaviors Constituting Unacceptable Conduct

The following list outlines practices and conducts which are unacceptable for students, faculty and staff.

1. Physical abuse or threats of abuse toward any individual.
2. Harassment and offensive expressions of prejudice or ignorance.
3. Obstruction or interference with program activities or any conduct that interferes with learning or disrupts the academic environment.
4. Theft or damage to program property or the property of any individual.
5. Academic dishonesty.
6. Possession, use or distribution of alcohol, narcotics, or dangerous drugs on the STC campus or at any of the clinical sites.
7. Possession of weapons, explosives or chemicals used to inflict harm on human beings or cause property damage.
8. Any other unacceptable behavior as defined in the Student Handbook.

Unacceptable behavior will be addressed through counseling. Students may be placed on probation, suspension, or termination as per the handbook.

Appendix VI – CIVILITY POLICY – DISCLAIMER FORM

Campus Conduct, Safety & Use Policies

Cell Phones

Cell phones are to be turned off during class and are to be used at break and lunch ONLY unless the instructor is using the cell phone for a classroom learning activity. Instructors have the right to ask you to leave the room/area if you are observed using your cell phone. Texting during class is not permitted. The amount of time you are out of the room/area will be added to your absentee time. Students must have written permission to record instructor lectures.

For the medical programs – Cell phones or any device that can be used to record any conversations or take any pictures or videos anywhere while at the clinical facility is strictly prohibited. This includes the outside grounds areas.

Failure to adhere to the rules and regulations of this policy may result in warning, probation and/or termination from the program. Demonstration of irresponsibility toward rules and regulations can also affect your grade.

Telephone

School and hospital telephones are official business phones and are not to be used for personal calls. Students must obtain permission to leave their assigned clinical area to use the telephone when necessary.

If it is necessary for a student to be reached while at STC, the number is (570) 874-1412. When the student is in the clinical area the student may check their personal cell phone for missed calls or messages only on assigned breaks or lunch. Students are not permitted to have their personal cell phones turned on during clinical hours on the unit as per facility policy. Students are not permitted to make or answer personal phone calls or text messages while on the clinical unit.

Meals

Meals may be purchased at the clinical facility's lunchrooms or cafeterias if available, or students may bring their lunch. All students carrying lunch will eat their lunch in the designated/cafeteria area. Students are allowed to leave the building during lunch period only at the STC site. (NOTE: Any late returns from lunch will be documented and time deducted). Students are not permitted to leave the clinical facility for break or lunch

Tobacco Use Policy

For this policy, "tobacco use" includes the possession or use of any of the following: cigarettes, cigars, pipes, smokeless tobacco (in any form), and electronic or vapor cigarettes. The Board prohibits the possession or use of tobacco by postsecondary students at any time within school buildings, on properties housing K-12 students, or in any vehicles owned or leased by STC. STC may prosecute any postsecondary student found in violation of this policy. Additionally, all incidents involving the possession, use, or sale of tobacco on school property will be reported annually to the Office of Safe Schools as required.

Any post-secondary student using tobacco in violation of this policy will be subject to the following:

- 1st Offense: Conference with the Program Coordinator or other appropriate representative. Verbal warning will be issued and recorded.
- 2nd Offense: Administrative conference with Administration. A written warning will be issued to the student with a copy placed in the student's file.
- Further Violation-Student will be dismissed.

Practical Nursing Program students must comply with the smoking policy of the clinical site.

Weapons

Students are not permitted to possess any weapons on school property. ***Violations of this policy will result in dismissal.***

Vandalism

Defacing or willful destruction of school property, building, or grounds will result in disciplinary actions. (i.e. – writing in or damaging school textbooks) All cases will be handled on an individual basis by the administration.

Theft

The removal of any tools, supplies, equipment, materials, etc., from the building or school property will be considered theft. ***Violators will be prosecuted.***

Copyright

Copyright protection applies to original works of authorship fixed in a tangible medium of expression that can be perceived, reproduced, or communicated, either directly or with the aid of a machine or device. The works include the following categories: (i) literary works, (ii) musical works, including any accompanying words, (iii) dramatic works, including any accompanying music, (iv) pantomimes and choreographic works, (v) pictorial, graphic and sculptural works, (vi) motion pictures and other audio video works, (vii) sound recordings and (viii) architectural works. Copyright protection extends to

most computer software, which is typically protected as a literary work. The author of a work of “visual art” may have the rights of attribution and integrity.

STC recognizes that Congress and the courts have provided that sometimes reproducing, publishing, displaying, distributing, or performing someone else’s work is not harmful to that person and that using the work is an important part of public discourse. Therefore, special exceptions from liability are permitted when:

1. Prior permission is granted from the Copyright Owner.
2. A license agreement has been executed.
3. The conditions for statutory and other limitations on exclusive rights of copyrighted works are met, such as:
 - a. Fair use principles
 - b. Reproductions by librarians.
 - c. Performances and/or displays.
 - d. The TEACH Act.
 - e. Computer programs.

Please see the entire Copyright policy available at: <https://go.boarddocs.com/pa/iu29/Board.nsf/Public?open&id=policies#>
Appendix IV – CIS POLICY ACKNOWLEDGMENT & CONSENT FORM

Drugs And Alcohol Policy

Students are not permitted to possess or consume drugs and or alcohol on school property. **Violations of this policy will result in dismissal.** It is the policy of the STC that its adult students be physically capable and free of substance and alcohol abuse. Consequently, the illegal use or use abusive drugs or alcohol by students is prohibited. Further, students shall not use alcohol or engage in prohibited conduct as defines herein. The overall goal of this policy is to ensure a drug and alcohol-free environment and to reduce accidents, injuries, and fatalities.

Pursuant to regulations declared by the Department of Transportation and the PA State Board of Nursing, STC implements pre-enrollment testing and reasonable suspicion testing. Due to the needs of the program to provide protection to the public, the faculty of STC, will monitor students in both the classroom, on the road or in clinical settings for signs of impairment. Any student who violates the policy of the program will be subject to disciplinary action, which may include termination from the program. Any student who becomes unqualified or engages in prohibited conduct in violation of this policy may be subject to termination of enrollment.

Pre-Enrollment Testing

Students enrolling in the CDL and Medical Programs are required to submit a 10 panel drug screening conducted by OccMed prior to the first day of class. (PN students must submit their drug screening thirty days prior to the start of the mandatory orientation.) The drug screen must include results for amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, methadone, opiates, PCP, and tricyclics.

If the drug screen is positive and the applicant provides documentation of a prescribed substance the applicant will meet with the program coordinator to discuss the impact of the medication on safety prior to being granted admission to the program.

If the drug screen is positive and the applicant cannot provide documentation of a prescribed substance, the applicant will be denied admission to STC.

If a student’s drug test comes back positive and it is sent out for further testing the cost of that testing will be the responsibility of the student. STC will not know the final cost until all testing is complete until OccMed has sent the school the bill. The cost will be added to the student’s billing statement.

Reasonable Suspicion Testing

Any student who exhibits behavior that mimics the influence of drugs or alcohol or whose behavior demonstrates incompetence in the classroom, clinical setting or while operating equipment will be immediately removed from that setting. These behaviors include but are not limited to; slurred speech, alcohol breath odor, unsteady gait/movement, sleeping during lecture, and unusual behavior. A random drug screening may be ordered at the discretion of the instructor. Such student conduct must be witnessed by at least one (1) supervisor trained in compliance with Sec. 382.603.

Students will be required to arrange for their own transportation to the nearest outpatient laboratory and have the testing completed within 3 hours of their dismissal from the site. The cost of this test will be at the student’s expense. At the completion of the screening, if results are positive or pending, the students must be escorted home. The instructor should NOT allow the student to leave the site, with positive or pending results, without an escort.

- The student can make arrangements to get a ride home with family/friends.
- The school can notify the student's emergency contact for transportation home.

Student may not return to school or clinical rotation until the results of the drug screening have been reviewed by Administration. A positive drug screen will result in immediate dismissal from STC. Students with a positive drug screen will be referred to appropriate counseling and interventions for treatment of substance use issue. If the student can present evidence of special circumstances that include appropriate medical documentation, the termination can be reviewed with the faculty, coordinator, and administration.

A negative drug screening will permit the students to return to both in the classroom, road or clinical settings with no repercussions or penalties. Any worked missed by the student will be made up with no deduction in points or hours. The behaviors that initiated the random drug screen will be reviewed and a plan for corrective action developed by the student, faculty, and coordinator.

Refusal To Test

Refusal to submit to the types of drugs and alcohol tests employed by STC will be grounds for refusal to enroll students or to terminate enrollment of existing students. A refusal to test is defined to be conduct that would obstruct the proper administration of a test. A delay in providing a specimen could be considered a refusal. If a student cannot provide a sufficient specimen, a physician of STC's choice will evaluate him/her.

Post – Accident Testing

Students within the Transportation Cluster Programs are required to undergo post-accident drug and alcohol testing following any incident. This requirement specifically includes all recordable accidents where the student receives a moving violation citation. Immediately following an accident, the student must notify a designated STC official. Detailed instructions for the testing process can be found on the information card previously provided to the student.

The student shall follow the instructions contained on the information card as well as any additional instructions that come from the Intermediate Unit or its representatives.

The DOT require that any time a post – accident drug or alcohol test is required, it be performed as soon as possible following the accident. If no collection can be made within eight (8) hours, attempts to collect a breath sample shall cease. If no urine collection can be obtained for purposes of post – accident drug testing within thirty – two (32) hours, attempts to make such collection shall cease.

If federal, state, or local officials conduct breath or blood tests for the use of alcohol and/or urine test for the use of controlled substances following an accident, these tests shall be considered to meet the requirements of this section, provided that tests confirm to applicable federal, state, or local requirements. The student will sign a release allowing the school to obtain the test results from federal, state, or local officials.

In the event a student is so seriously injured that the student cannot provide a specimen at the time of the accident, the student must provide necessary authorization for the school to obtain hospital records or other documents that would indicate whether there were controlled substances or alcohol in the student's system at the time of the accident.

Medical Marijuana

The Pennsylvania Department of Health implemented the Pennsylvania Medical Marijuana Program, a component of the Medical Marijuana Act, signed into law April 17, 2016. The program provides access to medical marijuana for patients with serious medical conditions as defines by the Pennsylvania Department of Health. Under the current federal law, medical practitioners may not prescribe marijuana for medical purposes.

The Medical Marijuana Act specifically states in Chapter 5, "A patient may be prohibited by an employer from performing any duty which could result in public health or safety risk while under the influence of medical marijuana." Student should understand that accommodations do not have to be made for an individual in a safety sensitive position if that individual is under the influence of medical marijuana. Positions, such as nursing, involving direct patient care as well as CDL Drivers are considered safety sensitive positions. Students need to be aware that most employers will perform routine drug screenings as a condition of employment. The current discrepancy between the federal and state laws allow STC to deny students placement for clinical experiences. Therefore, students prescribed or using medical marijuana will not be eligible for STC's programs.

Prohibited Conduct

To ensure safety, students are strictly prohibited from the following:

- Using alcohol while performing safety-sensitive functions.
- Performing safety-sensitive functions within four (4) hours of consuming alcohol.
- Consuming alcohol for eight (8) hours following an accident, or until a post-accident test is completed (whichever comes first).
- Refusing any required breath alcohol or urine drug test, including random, reasonable suspicion, post-accident, return-to-class, or follow-up testing.
- Reporting to or remaining in class while using any controlled substance. The only exception is medication used under a physician's instructions, provided the physician has confirmed it will not impair the student's ability to operate a commercial motor vehicle.

If an administrator of STC has actual knowledge or has reason to believe that a student has engaged in prohibited conduct, they may require the student to submit to drug and/or alcohol testing.

If a student engages in prohibited conduct, the student shall be immediately removed from service. STC may in its discretion, at the request of the student, keep the student's position open while such student attempts to become requalified. The STC may also take action against the student, up to and including termination.

Substance Abuse Evaluation

Any student who engages in prohibited conduct shall be provided with the names, addresses, and telephone numbers of qualified Substance Abuse Professionals. If the student desires to become requalified, the student must be evaluated by a Substance Abuse Professional (SAP), and submit to any treatment prescribed by the SAP. Following evaluation and treatment, if any, in order to become requalified, the student must submit to and successfully complete a return – to – class drug and/or alcohol test. Such student is also subject to follow – up testing.

Follow – up testing is separate from and in addition to the Intermediate Unit's reasonable suspicion, post – accident, and random testing procedures. Follow – up testing shall be on a random basis and be in accordance with the instructions of the Substance Abuse Professional. Follow – up testing may continue for a period of up to sixty (60) months (6) tests shall be performed in the first twelve (12) months of follow – up testing. The costs of any SAP evaluation or prescribed treatment shall be borne by the student.

STC does not guarantee or promise a position to the student should they regain qualified status.

Authorization For Previous Test Records

Within fourteen (14) days of performing a safety – sensitive function, federal regulations require that STC obtain certain drug and alcohol testing records from a student's previous employers for the preceding two (2) years. As a condition to acceptance, the student shall provide the Intermediate Unit with a written authorization for all previous employers within the past two (2) years to release drug and alcohol testing records required under federal regulation.

Drug Urinalysis

Drug testing will be performed through urinalysis. Urinalysis will test for the presence of drugs and/or metabolites of the following controlled substances: marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP).

The urinalysis procedure starts with the collection of urine specimens. Urine specimens will be submitted to a SAMHSA – certified laboratory for testing. As part of the collection process, the specimen would be split into two (2) vials: a primary vial and a secondary vial. The SAMHSA – certified laboratory will perform initial screening on all primary vials. In the event that the primary specimen tests positive, a confirmation test of that specimen will be performed before being reported by the laboratory to the MRO as a positive.

All laboratory results will be reported by the laboratory to a Medical Review Officer (MRO) designated by STC. Negative test results shall be reported by the MRO to an Intermediate Unit administrator. Before reporting a positive result, to an Intermediate Unit administrator, the MRO will attempt to contact the student to discuss the test result. If the MRO is unable to contact the student directly, the MRO will contact a designated Intermediate Unit administrator, who shall contact the student and direct the student to contact the MRO. Upon being so directed, the student shall contact the MRO immediately, or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. In the MRO's sole discretion, a determination will be made as to whether a result is positive or negative.

Pursuant to regulations, individual test results for student/applicants and students will be released to STC administrator and will be kept strictly confidential unless consent for the release of the test results has been obtained. Any individual who has

submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon a timely written request.

An individual testing positive may request of the MRO to have the secondary vial tested. The student may request that a different SAMHSA – certified lab test the secondary vial than tested the primary specimen. The individual making the request for a test for the second specimen must prepare all costs associated with the test. The request for testing of a second specimen is timely if it is made to the MRO within seventy – two (72) hours of the individual being notified by the Intermediate Unit administrator of a positive result.

Readmission

Students who have been dismissed from STC for a positive drug/alcohol screen may be considered for readmission. The student would be required to satisfactorily complete drug/alcohol rehabilitation with satisfactory progress verified. A letter from the student's PNAP, drug counselor, primary care physician or psychiatrist recommending readmission to the program must be submitted on letterhead. The readmission physical exam must include a negative drug/alcohol screen.

Training – STC shall ensure that supervisors designate to determine whether reasonable suspicion exists to require a student to undergo testing under Sec. 382.307 receive at least sixty (60) minutes of training on alcohol misuse and receive at least an additional sixty (60) minutes of training on controlled substances use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

STC shall provide education materials that explain the requirements of Sec. 382.601, consequences of violating the regulation, and the Board policies and program procedures with respect to meeting these requirements. The materials supplied to students may include information on additional Board policies with respect to the use or possession of alcohol or controlled substances. For example, the consequences for a student found to have a specified alcohol or controlled substances level based on the Intermediate Unit's authority independent of Sec. 382.601. The Intermediate Unit shall ensure each student is required to sign a statement certifying that s/he has received a copy of these materials described in Sec. 382.601. [1]

This policy is not intended nor should it be construed as a contract between STC and the student. This policy may be changed at any time at the sole discretion of the Board.

Safety & Equity Policies

Safety & Security Information

Parking Permit & Regulations

Any student driving to school is required to purchase a parking permit. Permits must be displayed on the vehicle's rear-view mirror. The cost is \$10.00 (cash only). This fee will be fully refunded when the permit is returned to the office in good condition at the end of the program.

Student Entry - Programs 600 hours or more

Students are awarded a Student ID Badge they may utilize to swipe into the school building.

Student Entry- Programs less than 600 hours

Students will have access to ONLY the Adult Education Wing of the North Campus. Students needing to see administration in the main building will need to be buzzed in.

Practical Nursing Student Facilities

The practical Nursing Program consists of two classrooms, a Nursing Simulation Learning Resource Center/Library, and a student lounge. Students have access to the Pennsylvania Power Library resources online. The practical nursing program has laptop carts with computers available for students use in each classroom.

Housekeeping

Housekeeping within STC is a cooperative effort of the faculty and students. Chairs should be aligned before students disband. Desks must always be free from trash (at STC and in the clinical classrooms). The refrigerator in the Student's Study Area is the responsibility of the students to keep it clean. Classes will alternate months to be responsible for keeping the refrigerator clean and free of expired food. All food and beverages must be initialed and dated, any food or beverage that is not initialed and dated will be immediately thrown away.

Safety Information

Our goal is to make everyone safety conscious while in school and when ready to enter into the world of work. In 1965 the Commonwealth of Pennsylvania approved Act 116, which provides that all individuals who are engaged in, or exposed to, hazardous laboratory activities will use eye protective devices. Thus, all students and instructors working in such areas will comply with this act. All clothing must meet state and school safety standards. Where hair length is a health, sanitary, or safety hazard around machines and equipment, a hair net, protective cap, or safety helmet will be required. Uniforms, hard-hats, coveralls and protective or safety shoes are also required in certain program areas. The instructors will strictly enforce all safety regulations and uniform requirements. For your own safety and for the safety of others, follow all safety precautions. Repeated violations can result in dismissal.

Campus Safety Report

The annual Campus Safety Report as per the Cleary Act, is posted to the STC Website: <https://www.stcenters.org/Page/950> or available in the office of the Director of CTE.

Emergency Numbers

PA State Police	570-874-0207
Ambulance & Fire	911

Evacuation Plan

In the event of an Emergency when students are asked to evacuate the building, proceed to the nearest and/or safest evacuation site. The following are the approved evacuation sites to use:

- STC – North Campus parking lot
- Frackville Elks – 307 S 3rd St, Frackville, PA 17931

Whenever the fire alarm sounds (loud ringing bell and lights flashing on the hallway ceilings), evacuate the building as soon as possible. **DO NOT** use elevators during evacuation. If you are on break, **DO NOT** attempt to return to the classroom for your belongings. After leaving the building, proceed to a safe area approximately 100 yards away. Please do not block roadways or fire hydrants. Emergency exit routes are posted in all classrooms and offices.

Student Health

During the Program

Influenza immunization is required to be received during flu season by all Practical Nursing Students. PN Students unable to receive the influenza vaccine will be required to submit evidence of such from their health care provider and will be required to follow the policies of the clinical facilities.

Practical Nursing Students must maintain health insurance while enrolled in the program, this is a requirement to attend clinical at Lehigh Valley Health Network – Schuylkill and Geisinger Shamokin Area Community Hospital.

School Injury

Injuries, regardless of how minor they appear, should be reported to the instructor. Emergency first aid is provided in the school. More serious injuries will be dealt with at the discretion of the school director. Medical costs incurred are the student's responsibility. An incident report must be filled out.

Injury at a Clinical Site for Practical Nursing Program

A hospital or physician of the student's choice will provide emergency treatment for accidents and/or injuries occurring while in the clinical area. Costs incurred are the student's responsibility. An incident report must be filled out.

Student Responsibility

Students are responsible for costs incurred for the pre-entrance physical, immunizations, medical screening, necessary medical care, and normal checkups throughout the school year.

Title IX

Contact information of their Title IX Coordinator(s) - Shannon Brennan, Director (570) 544-4748 ext. 3115

or titleixcoordinator@stcenters.org

- URL <http://go.boarddocs.com/pa/lu29/Board.nsf/goto?open&id=BAXRZZ5CF452>

Training material used by their Title IX personnel ([Training Sheet](#), [Fact Sheet](#), [Presentation](#))

(Key Personnel) needed for each LEA team to be trained... (All faculty and Administrators will be trained on in-service day)

- Title IX Coordinator: Shannon Brennan, CTE Director
- Investigators: (4) One HR personnel and others to cover schools in the footprint

Amanda Ward - HR Director

Chris Groody - Assistant Director

Stacey Minahan - Assistant Director

Kimberly O'Neill - PN Coordinator

- Decision Maker: Shannon Brennan, CTE Director
- Appeal Decision Maker(s): Scott Jacoby, STC Board President

Enforcement & Resolution

Warning, Probation, Suspension, And Termination Policy

It is the philosophy of the STC programs that education is based on well-defined behavioral objectives, course academic objectives, and course objectives. Students will receive written program and course objectives and will be expected to meet all the objectives satisfactorily with the guidance of the course instructors. When a student demonstrates below satisfactory achievement or other adverse behavior it may be necessary to issue a warning, place the student on probation, suspend the student from the program, or terminate the student from the program. A conference would be scheduled with the parties involved if any of these actions are necessary.

Students are required to record and track their own academic progress. Students are expected to seek remedial assistance from their classroom instructor when their progress is less than satisfactory at any time. Students should also schedule a meeting with their instructor to discuss and develop a plan for success.

Warning

A written warning and verbal conference will be held to make the students aware of the risk of academic failure due to borderline or low achievement levels and/or at-risk behaviors which may lead to probation and/or termination.

Examples include, but are not limited to:

- Failure to achieve a satisfactory grade average of 80% in any course.
- Demonstration of poor co-worker, patient, fellow student or student/teacher relationship.
- Demonstration of irresponsibility toward rules and regulations, e.g., frequent absence/tardiness.
- Demonstration of poor behind the wheel performance or poor clinical performance as evaluated by the faculty.

Probation

A period of enrollment during which a student is assisted through individual counseling and/or remediation to correct deficiencies leading to probation. During this time the student must meet with the instructor and/or Coordinator of Post-Secondary Programs to discuss a remediation plan for success. It is the expectation that the student will actively complete the remediation plan and seek assistance as needed to remain in satisfactory standing within the program. Students who fail to complete the remediation plan are at risk of suspension or termination from the program.

Examples include, but are not limited to:

- Failing Academic Grades – Students must maintain an average of 80% for each course. Academic Probation will be imposed at the mid-point of each course or anytime thereafter when a student's grade goes below 80%.

Suspension

A period when the student will be separated from the program. This period shall be determined by the Coordinator of Post-Secondary Education but not exceed three (3) scheduled consecutive days at one time. Time lost is identified as "unexcused absence" and will be required to be made up. The make-up fee (see the attendance policy for current price) will be charged to the student in order to make up these hours. This action is taken when student behavior warrants immediate reprimand.

Criteria for suspension include, but are not limited to the following:

- Consistent disregard for STC regulations – smoking, parking, etc.
- Unethical/unprofessional conduct.
- Unprepared/unsafe in the operational setting.

Termination

The Assistant Director of CTE makes recommendation for termination. A conference is scheduled for the parties involved followed by appropriate documentation. All applicants for re-admission to the program after a student has been terminated will be reviewed by the faculty and the coordinator and will be individually evaluated for re-admission. The coordinator and faculty reserve the right to refuse re-admission to the program.

Criteria for termination is recommended but not limited to:

- Conditions contributing to the failure to meet the terms outlined in the probation letter.
- Need for academic suspension, after student has already had a course of academic suspension.
- Academic failure.
- Behaviors that cause physical or emotional harm to other individuals.
- Evidence of possession, sale, and/or use of harmful drugs.

- Inappropriate attitude demonstrated by:
 - Defiant, hostile, or uncooperative behavior during counseling sessions
 - Failure or refusal to seek professional help when necessary
- Accumulated absenteeism is more than the percentage allotted per program.
- Convicted of a felony while a student
- Theft
- Repeated violation of the Honor Code.
- Repeated violation of the Civility Policy.

Additional criteria specific for the Practical Nursing Program:

- Conditions contributing to the failure to meet the terms outlined in the clinical contract.
- Administration of medication without the verification of the instructor.
- Disregard for the rules and regulations of the affiliating agencies and the Practical Nursing program.
 - The affiliating agencies reserve the right to recommend to the IU 29 the withdrawal from the agency of any student in the Practical Nursing program for reasons of unsatisfactory performance, violation of rules, or other misconduct. If a clinical agency restricts a student's attendance, they will not be able to meet the program objectives.

Grievance Policy

Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to a claim from an aggrieved party and to provide the aggrieved with their due process.

Step I:

Any student initiating an alleged grievance shall present this grievance to the appropriate Instructor(s). This grievance should be submitted in writing and shall be filed within five (5) school days after the occurrence of the alleged violation, reprimand, misinterpretation, or misapplication of program policies and/or procedures.

The instructor(s) shall meet with the student within five (5) school days of the written statement of the grievance to discuss the situation, attempt to clarify, or rectify the situation. In addition, one other representative may be chosen by the aggrieved student.

Documentation of this meeting shall be signed by the instructor(s) and the student. A copy of this document is placed in the student file and a copy given to the student.

Step II:

If the student is not satisfied that the alleged grievance has been satisfactorily resolved, the student may present the alleged grievance in writing within five (5) school days of receipt of the documentation at the conclusion of Step I to the Coordinator of Post-Secondary programs.

The Coordinator of Post-Secondary programs shall research the situation and schedule a meeting within five (5) school days of receipt of the complaint. This meeting will include the Coordinator, appropriate instructor(s), aggrieved student, and a representative of the student's choice.

Written and signed documentation of this meeting and action taken will be placed in the student file and a copy given to the student. This response shall be completed within five (5) school days.

Step III:

If the above action fails to resolve the situation to the satisfaction of the aggrieved party; the grievance may be referred in writing to the Director of Post-Secondary Education within five (5) school days of receipt of documentation at the completion of Step II.

Research of the situation and/or a meeting may be scheduled between the aggrieved party and the Director of Post-Secondary Education within five (5) school days.

A written signed document including the discussion, actions, and/or decision will be presented within five (5) school days.

Step IV:

If action/remediation recommended at the conclusion of Step III fails to resolve the grievance to the satisfaction of the aggrieved party, the student may submit in writing the alleged grievance to the Executive Director within five (5) school days of receipt of the documentation from Step III.

Review of situation and/or a scheduled meeting between the aggrieved party and the Executive Director will provide the final action on the grievance. This final disposition of the case will be presented in a signed document to the aggrieved party and a copy placed in the student's file.

This entire procedure should be completed in a timely manner, i.e. not to exceed sixty (60) days from occurrence to final disposition by the Executive Director.

Appendix V – GRIEVANCE POLICY FORM

Policies For Veterans Receiving Educational Assistance Allowance

Probationary Period

A period of enrollment during which a student is assisted through individual counseling and remediation to correct deficiencies leading to probation. During this time the student must meet with the Faculty, Instructor, and Director to discuss a remediation plan of success. It is the expectation that the student will actively complete the remediation plan and seek assistance as needed in order to remain in satisfactory standing within the program. Students who fail to complete the remediation plan are at risk for suspension or termination from the program.

Academic Probation – Students must maintain an average of at least an 80% for each program. Probation of unsatisfactory academic achievement will be imposed when the student drops below 80%.

Regardless of the institution's written probationary policy, Department of Veterans Affairs (DVA) will be notified if any individual's probationary period exceeds either 2 semesters/terms or 25% of the total length of the program. If the institution has a shorter probationary period, then DVA must be notified when the individual exceeds that period. This statement does not imply any action concerning when an individual should be terminated from the program/institution, it simply states the policy for notifying DVA.

Re-Entrance For Students Dismissed for Unsatisfactory Progress

Students will be evaluated on an individual basis.

Make-Up Work

Veterans will not receive GI Bill® benefits for make-up work.

Class-Cuts

Class cuts are not permitted and shall be recorded as absences.

Tardiness

Tardiness is not permitted and shall be recorded as absences.

Credit for Previous Training / Transfer Credit Policy:

For students that qualify for Veteran's Benefits and assistance, the school maintains written records that indicate that appropriate and program relevant previous education and training has been evaluated and granted, if applicable, with training time shortened and tuition reduced proportionately, and the VA and the veteran so notified.

Unsatisfactory Attendance

Attendance in the CDL/HEO/Combo programs are measured in clock hours. Students must meet the minimum clock hours set forth by the school in order to be eligible to test for their CDL License and receive their Certificate. Therefore, attendance is mandatory for all classroom, yard and road learning experiences.

Students must be in attendance 93% of the time. Suspension for unsatisfactory attendance will be imposed when the student drops below 93%. If absenteeism falls below 93%, additional hours will be made up at the end of the program. The student will be charged an additional \$25 an hour for make-up time. If the student is unable to pay the fee he/she will be considered withdrawn.

Late Va Payments

The school will not impose a penalty, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from VA

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

Each veteran/reservist/eligible dependent will receive a copy of all institution's policies include this document.

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and educational institution will be required to be in compliance with the requirements as outlined.

NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

- STC's policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
 1. The date on which payment from VA is made to the institution.
 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- STC's policy ensures that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

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

APPENDICES

APPENDIX I
Request For Accommodation Form

Student Name: _____ Date: _____

Address: _____

Phone Number: _____ Email: _____

Please provide a brief description of the disability/special circumstances for which you are requesting accommodation:

☐ Documentation attached to support this request **(REQUIRED)**

Recommended accommodation(s):

Student Signature: _____ Date: _____

Dir. Of Career & Technical Ed. Signature: _____ Date: _____

☐ The school provided the following accommodation(s)

☐ The school was unable to provide the requested accommodation.

Please attach all appropriate paperwork to this form and place it in the student's file

APPENDIX II
Student Records – Release Form

In accordance with the State Board of Education on Pupil Records, and the Family Educational Rights and Privacy Act, I hereby grant permission to the officials of STCs to release the following record/information from my file:

1. _____
2. _____

The above listed record/information should be sent to:

The purpose for the release of this record/information is to:

There is no charge for the first official transcript issued to graduates with their certificate at graduation. Graduates will receive an unofficial transcript (no school seal affixed) for their personal records. Each additional transcript must be requested in writing and will require a fee of \$10.00 for processing. Money order should be made payable to: STCs and returned to: STC (Graduated Program) Transcript, 101 Technology Drive, Frackville, PA 17931

Name (Please include name while attending program and any name change)

Current Address State Zip Code

Phone Number (____) _____ Year of Graduation _____ Class Number _____

Fee Enclosed \$ _____

Signature of Student

Date of Signature

APPENDIX III

Student Counseling Summary

Student Name: _____

Class: _____ Date: _____

[illegible]

APPENDIX IV
Cis Policy Acknowledgment and Consent Form

Acceptable Use of the Communications and Information Systems (CIS) Policy #815

- Students will be sent the policy via STC email. Students will be taken to the Wilkes Computer Lab during their mandatory orientation day and given time to read the policy. The students will be required to sign the CIS Acknowledgment and Consent Form after reading the policy. The form will be placed in the student's file

Schuylkill Intermediate Unit
17 Maple Ave
Mar Lin, PA 17951

Acceptable Use of the Communications and Information Systems (CIS) Policy

CIS Acknowledgment and Consent Form

Students

I have received, read, and understand the Acceptable Use of Communications and Information Systems (CIS) Policy #815, and will comply with it. Someone from the Intermediate Unit has also reviewed the Policy with me and my parents and my parents have reviewed it with me. In addition, I have been given the opportunity to obtain information from the Intermediate Unit and my parent(s)/guardian(s) about anything I do not understand, and I have received the information I requested. If I have further questions, I will ask the principal/guardians. If I need a copy of the Policy, I understand that I can access it on the Intermediate Unit's website. Additionally, I understand that if I violate this Policy, other Intermediate Unit policies, regulations, rules, and procedures I am subject to the Intermediate Unit's discipline, and could be subject to Internet Service Providers rules, as well as local, state, and federal rules and procedures.

Name of Student (Print)

Signature of Student

Date of Signature

APPENDIX V
Grievance Form

Step I

Grievance Initiated by: _____

Class Number: _____

Date Filed: _____

Instructor(s) Involved: _____

Date and Nature of Alleged Grievance: _____

Action Desired: _____

Student Signature: _____ Date: _____

Date Reviewed with Instructor(s): _____

Disposition by Instructor: _____

Instructor Signature: _____ Date: _____

Position of Grievant: _____

Signature: _____ Date: _____

Step II: (If grievance is not resolved.)

Date Received by PN Coordinator: _____

Disposition of PN Coordinator: _____

Signature: _____ Date: _____

Position of Grievant: _____

Step III (If grievance is not resolved.)

Date Received by Director of Post-Secondary Education or Designee: _____

Disposition by Director of Post-Secondary Education or Designee: _____

Signature: _____ Date: _____

Position of Grievant: _____

Signature: _____ Date: _____

Step IV: (If grievance is not resolved.)

Date Received by Executive Director or Designee: _____

Disposition and Final Action by Executive Director or Designee: _____

Signature: _____ Date: _____

Position of Grievant: _____

Signature: _____ Date: _____

APPENDIX VI
Civility Policy Disclaimer

Students will demonstrate civility and respect in both words and actions toward faculty, peers, staff, patients, and families. Students will verbalize positive statements about the profession of nursing and the nursing program in the classroom, clinical, and community settings.

While it is understood that disagreement will occur in the educational setting, open communication, academic integrity, mutual respect for differing points of view, freedom from unnecessary disruption and a climate of civility are values that must be upheld by all individuals associated with the nursing program.

I have read and understand the STCs Practical Nursing Program Civility Policy. I realize that failure to comply with this policy will result in disciplinary action in accordance with the policies of the STCs Practical Nursing Program.

Name of Student (Print)

Signature of Student

Date of Signature

APPENDIX VII
Honor Philosophy

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. Students have the responsibility to create an atmosphere of trust and support through academic integrity. It is within this atmosphere that students are empowered to make decisions, develop regard for the system through which they learn, and achieve a sense of personal and professional integrity. Students have the responsibility to adhere to this Honor Code.

Violation of the Honor Code includes but is not limited to:

- **Cheating**
- **Plagiarism**
- **Fabrication of information**
- **Facilitating acts of academic dishonesty by others**
- **Unauthorized possession of examinations and/or contents**
- **Submission of another person's work**
- **Submission of work previously used without authorization by the instructor**
- **Tampering with academic works of other students**
- **Falsifying documentation**

A student charged with an Honor Code violation will be given written notice of the charge by the instructor. The procedures for warning, probation, suspension, and termination will then be initiated as outlined in the student handbook

Program Attending

Name of Student (Print)

Signature of Student

Date of Signature

APPENDIX VIII
Photo Release Form

As part of our documentation on Vocational Services, we would like to have a pictorial record of the individuals participating in the various activities of the program. We are planning to take pictures for press release and to present them at in-service training meetings and professional conferences – to acquaint business, industry, and other relevant personnel with our services.

We would greatly appreciate your cooperation, and we are asking that you please sign this RELEASE FORM.

Name of Student (Print)

Signature of Student

Date of Signature

APPENDIX IX
Background Checks – Post-Secondary Programs

I acknowledge that having a previous criminal record containing a felony may prohibit my participation in a secondary program and may create a barrier to program completion. I agree to a private meeting to disclose any previous felony convictions prior to the start of the program for which I am applying. I understand that failure to disclose information prior to the start of the program or while enrolled may result in immediate termination from the program.

Program Attending

Name of Student (Print)

Signature of Student

Date of Signature

APPENDIX X
Disclosure – PN

Background Checks – Previous Employment for Student Clinical Placement

I acknowledge that having a previous criminal record containing a felony may prohibit my participation in clinical and may create a barrier to program completion. I agree to a private meeting to disclose any previous felony convictions as well as any previous employment termination from any of the listed cooperating clinical agencies prior to the start of the Practical Nursing program for which I am applying. I understand that failure to disclose prior to the start of the program or while enrolled, as new cooperating agencies are added to the list, may result in immediate termination from the Practical Nursing program.

Name of Student (Print)

Signature of Student

Date of Signature

APPENDIX XI
Past Due Balance

All tuition and fees on student ledger must be paid in full prior to the end of the program for a student to be issued his or her certificate of completion/diploma. If a student leaves STC, either through withdrawing from or completion of the program; with a financial balance due on the student account the following procedure will be followed. STC will attempt to contact the student via mail, email and phone to collect the debt. If the account is not paid in full within 90 days, the student's account will be sent to our collection agency. STC contracts with Commercial Acceptance Company. Any past due balances will incur a finance charge of 0.5% per month. Failure to pay may result in a student's past due balance being reported.

Name of Student (Print)

Signature of Student

Date of Signature

APPENDIX XII
Student Handbook Disclaimer – PN

It is our policy to have students fully informed of their responsibilities, rights, and privileges during the tenure of enrollment in the Practical Nursing program at STC. This Student Handbook clarifies the Program of Study and all applied policies and guidelines. The following form is to be completed with the student retaining one copy and the other placed in the student file.

I, _____, have read and do understand the contents of the Practical Nursing Student Handbook issued to me.

As a student, I agree to abide by all the policies herein defined. I have had an opportunity to review and question the contents of this handbook.

Name of Student (Print)

Signature of Student

Date of Signature

APPENDIX XIII
Student Handbook Disclaimer
Post-Secondary Education

The STC Postsecondary Student Handbook will answer many of the questions you may have about the rules and activities here at STC. We hope that this will be helpful to you throughout the program.

During orientation we will review the handbook. If necessary, we ask that you re-read the student handbook so that you are familiar with the rules.

By signing this form, you are verifying the receipt of access to the handbook and acknowledge your understanding of our policies and procedures as outlined within the handbook.

As a student, I agree to abide by all the policies herein defined. I have had an opportunity to review and question the contents of this handbook.

Program Attending

Name of Student (Print)

Signature of Student

Date of Signature