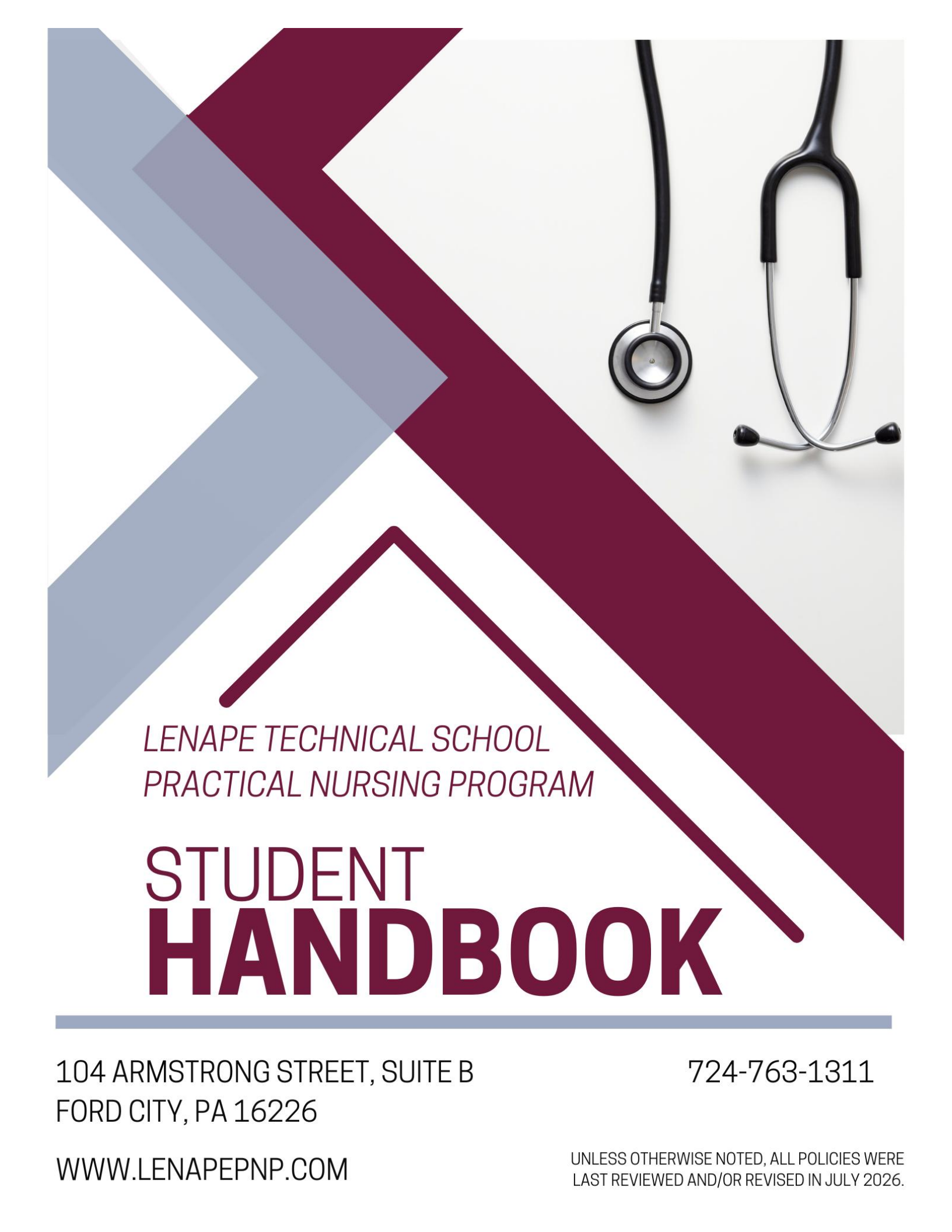


A top-down photograph of a black stethoscope on a white surface. The stethoscope is positioned in the upper right quadrant. Overlaid on the entire image is a large, stylized 'X' shape. The left arm of the 'X' is a light blue-grey color, and the right arm is a dark maroon color. The two arms intersect in the center. Below the intersection, there is a small maroon triangle pointing upwards.

*LENAPE TECHNICAL SCHOOL
PRACTICAL NURSING PROGRAM*

STUDENT **HANDBOOK**

104 ARMSTRONG STREET, SUITE B
FORD CITY, PA 16226

WWW.LENAPEPNP.COM

724-763-1311

UNLESS OTHERWISE NOTED, ALL POLICIES WERE
LAST REVIEWED AND/OR REVISED IN JULY 2026.

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INTRODUCTION

PURPOSE OF THE STUDENT HANDBOOK

This student handbook is designed to acquaint the student with the Practical Nursing Program, with procedures and regulations of Lenape Technical School and the Practical Nursing Program.

HANDBOOK REVIEW AND ACKNOWLEDGEMENT

The Student Handbook is provided and reviewed with students on the first day of class. Students are encouraged to ask questions for clarification of policies. Once reviewed, students sign the acknowledgement of handbook form, which is kept in the student's file.

POLICY CHANGES AND REVISIONS

Lenape Technical School Practical Nursing Program reserves the right to amend or add policies at any time during the program. Students will be informed in writing about any changes and will be required to sign an acknowledgement document, which is kept in the student's file.

Changes or additions in policies are communicated to students as follows:

- Students are given a copy of the changed/added policy for their personal files.
- The policy is reviewed with the students.
- Students are encouraged to ask questions for clarifications of the policy.

DIVERSITY, EQUITY, AND INCLUSION STATEMENT

The Lenape Technical School Practical Nursing Program is committed to promoting an environment that supports all individuals and values diversity, inclusion, and equity. We ensure the right conditions for all people to thrive and achieve their full potential, affirm all the ways in which people differ, and welcome an active encouragement of all voices within every aspect of the organization.

NON-DISCRIMINATION STATEMENT

Lenape Technical School, an equal opportunity employer, shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legal protected classification. Publication of this policy is in accordance with state and federal laws including Title VI of the Civil Rights of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Inquires should be directed to the Special Programs Coordinator, 503/504 / ADA Coordinator and Title IX Coordinator, Lenape Tech, 2215 Chaplin Avenue, Ford City, PA 16226; Telephone Number 724-763-7116.

INSTITUTIONAL OVERVIEW

PARENT INSTITUTION

Lenape Technical School Practical Nursing Program is operated under the authority of Lenape Technical School, Ford City, Pennsylvania. Lenape has been in existence since 1965 and derives its authority from the combined Boards of Directors of Armstrong, Apollo-Ridge, Freeport, and Leechburg Area School Districts. Lenape provides occupational, vocational, and technical education, as well as academic subject areas for high school students from the four (4) participating districts. The large Adult Education program offers courses in Practical Nursing, computer technology and vocational topics in modern, well-equipped facilities.

RESPONSIBILITIES OF THE SCHOOL DISTRICT

Lenape Technical School Practical Nursing Program is operated under the auspices of the Lenape Technical School Board which derives its authority from the combined Board of Directors of Armstrong, Apollo-Ridge, Freeport area, and Leechburg area school districts. It is a committee of the whole, encompassing all 36 members of the combined Boards. The Lenape Joint Operating Committee is a nine (9) member committee directly responsible to the AVTS Board.

The Chief School Administrator of Lenape Technical School is directly responsible for the Joint Operating Committee. The Program Coordinator of the Practical Nursing Program is directly responsible to the Administrative Director of Lenape Technical School. The Administrative Director is responsible to the Chief School Administrator and the Joint Operating Committee. All school board members are elected officials who serve for predetermined periods of time and may change at the conclusion of their term.

The school district, through the Joint Operating Committee, shall be responsible for all administrative functions relating to the Practical Nursing Program. It has approved and hired a Course Coordinator and faculty members. It has made provisions for facilities for administration and teaching to include office personnel, classrooms, laboratories, adequate storage space for supplies and equipment, necessary furnishings, and teaching aids. Provision has also been made to oversee student admission policy and provide student services as outlined in Section 21.222 in the State Board Rules and Regulations, provide for, and maintain student records, assure the safekeeping of student records should the Practical Nursing Program cease operation in the future, and take responsibility for any students currently enrolled to finish the complete course of instruction should the Program be discontinued.

ACCREDITATION

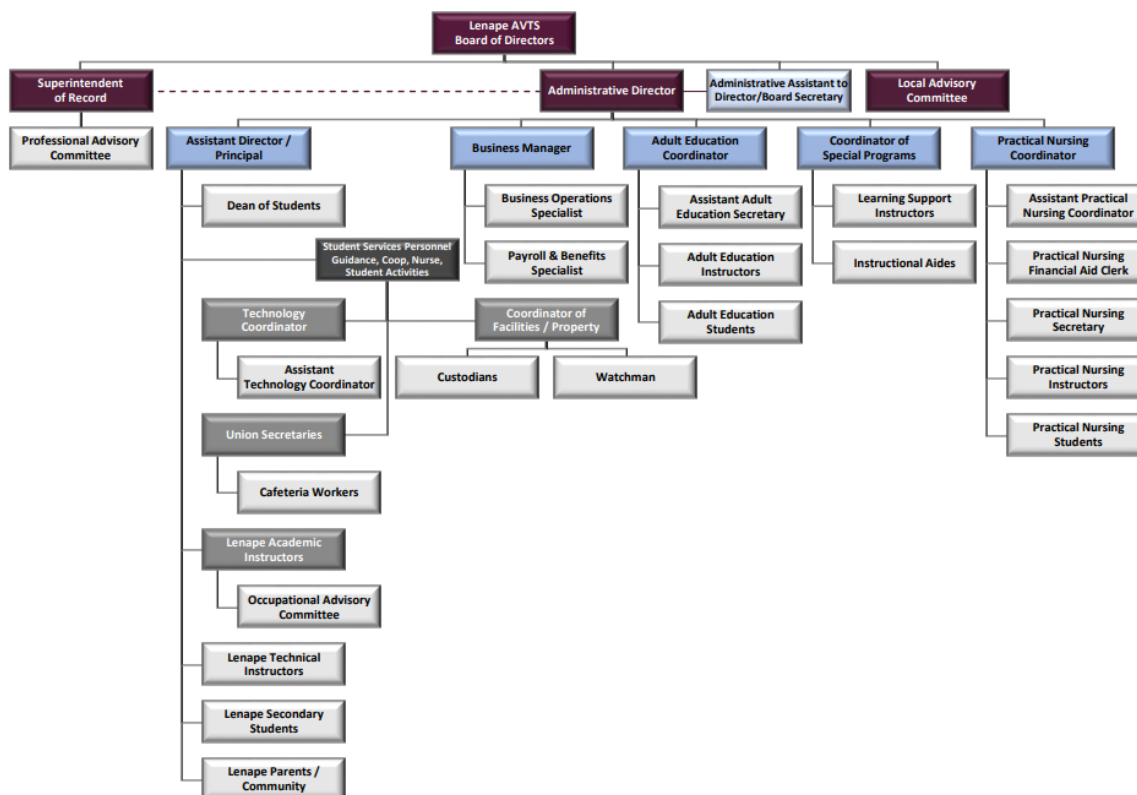
Lenape Technical School Practical Nursing Program is approved by the State Board of Nursing for the Commonwealth of Pennsylvania. The school has maintained accreditation by the Accreditation Commission for Education in Nursing since initial accreditation in 1984.

Accreditation Commission for Education in Nursing 3390 Peachtree Road NE, Suite 1400 Atlanta, Georgia 30326 404-975-5000 https://www.acenursing.org	PA State Board of Nursing PO Box 2469 Harrisburg, Pennsylvania 17105-2649 717-783-7142 www.ncsbn.org/Pennsylvania.htm
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ADMINISTRATION

<i>Name</i>	<i>Position</i>	<i>Department/Program</i>
Wesley Kuchta	Administrative Director	Lenape Technical School
Dr. Jason Gurski	Assistant Director	Lenape Technical School
Luann Carrillo, MSNed RN	Program Coordinator	Practical Nursing Program
Lindsey Weige, BS	Program Secretary	Practical Nursing Program

ORGANIZATIONAL CHART



CHAIN OF COMMUNICATION

Students are expected to follow the appropriate chain of command when utilizing the grievance procedure or addressing concerns involving the program, fellow students, instructors, administration, and/or clinical sites. Any student who raises a complaint will be asked to document it in writing, either by handwriting or email.

MISSION, PHILOSOPHY, AND VISION

MISSION

We believe the mission of vocational technical education is to provide its students with learning experiences that produce skills for competent entry-level performance.

PHILOSOPHY

We believe that practical nursing is an integral part of the multidisciplinary health care team. We believe learning occurs when motivated students are present with learning activities based on objectives proceeding logically from the simple to the complex. It is a process enhanced by opportunity for realistic practice with ongoing feedback, critique, and evaluation. We believe emphasis should be placed on self-evaluation and recognition by the student of the need for continuing education and self-improvement throughout their nursing career. We believe it is important to stress the use of learning activities enabling the student to grow in the use of critical thinking and decision-making skills.

We at Lenape Technical School Practical Nursing Program want to provide students with the opportunity to develop nursing skills, both motor and cognitive, necessary to carry out the functions of the practical nurse in an ever-changing technological health care environment.

VISION

Lenape Technical School Practical Nursing Program provides students with a pragmatic approach to nursing through:

Learner-centered environments that include technically advance approaches.

Encouragement in a holistic approach to nursing that includes the patient and their community.

Nurturing atmosphere for effective classroom and clinical instruction.

Accountability to the nursing process.

Proficiency in employing nursing skills and judgments.

Empowerment for professional growth through creative critical thinking.

PROGRAM INFORMATION

VETERANS ADMINISTRATION REGULATIONS

Lenape Technical School Practical Nursing Program is approved for Veterans training Benefits. All policies contained in the student handbook pertain to and are approved for Veterans Training Benefits.

Class Cuts: Class cuts are not permitted and shall be recorded as an unexcused absence.

Make-up Work: Make-up work is not permitted for the purpose of receiving Veterans Administration training allowances.

STATE-WIDE ARTICULATION

Lenape Technical School Practical Nursing Program participates in the state-wide articulation agreement with the Pennsylvania Department of Education approved career and technical centers across the state to provide credit hours for graduates. 30 hours of credit is offered to graduates of approved technical schools from programs for CIP Code 51.089 and 51.999. An additional 15 hours of credit is offered if the graduate has successfully completed the requirements as a registry enrolled nurse aid. All other admission requirements must be met. This credit also includes tuition credit.

CONSTITUTION AND CITIZENSHIP DAY

Constitution and Citizenship Day is recognized by the Lenape Technical School Practical Nursing Program on the first day of orientation for each new class. Information is provided about the constitution and the availability of voter registration materials.

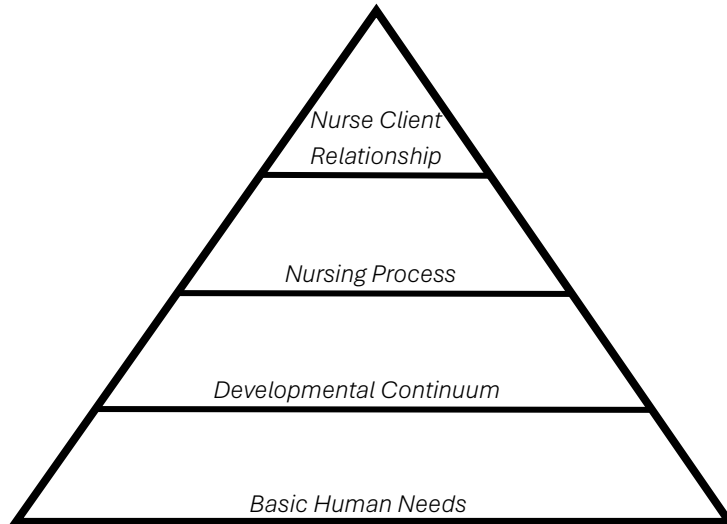
PARTNERSHIPS

Alle-Kiski Strong Chamber of Commerce
Armstrong County Health Care Consortium
Butler County Chamber of Commerce
National League for Nursing
Pennsylvania Association of Practical Nursing Administrators
West Central Job Partnership

CURRICULUM AND PROGRAM FRAMEWORK

CURRICULUM MODEL

Lenape Technical School Practical Nursing Program



STUDENT LEARNING OUTCOMES

The student at Lenape Technical School Practical Nursing Program will:

Assessment

1. The student will identify the basic physical, developmental, emotional, cultural, religious, and spiritual needs of their clients. The student will utilize multiple data resources. The resources include the client, intradisciplinary team, electronic health record in order to provide quality nursing care.

Planning

2. The student will identify data collected under the supervision of the faculty to develop an individual plan of care, with the collective input of the client. The student will utilize accepted nursing care and evidence-based standards.

Implementation

3A. The student will seek assistance in situations that require knowledge beyond individual expertise and Practical Nurse scope of practice to provide safe, quality care for the client.

3B. The student will utilize effective verbal and written communication skills with pertinent, accurate and complete information in a clear concise manner. The student will practice civility when communicating with clients, families and the intradisciplinary team.

3C. The student will share observation and concerns regarding the client with appropriate members of the intradisciplinary team in a timely manner. Adhering to reporting unsafe practices and protecting the confidential information of the client.

3D. The student will promote client independence with appropriate health teaching and health promotion based on the individual needs and priorities.

Evaluation

4. The student will evaluate the nursing care of the client and make the necessary adjustments in collaboration with the intradisciplinary team to achieve the desired outcomes.

Professionalism

5. The student will demonstrate proficiency, accountability, and responsibility for his/her professional action. The student will identify the need for ongoing self-improvement and education for successful professional growth.

END OF PROGRAM STUDENT LEARNING OUTCOMES

The graduates at Lenape Technical School Practical Nursing Program will:

1. The graduate will demonstrate professional, legal, and ethical behaviors in accordance with the standards of practice and regulatory frameworks for the Licensed Practical Nurse.
2. The graduate will implement safe, effective, and competent nursing care using the nursing process and integrating evidence-based practice to achieve optimal client outcomes.
3. The graduate will utilize information and technology to communicate effectively with clients, families, and the healthcare team, reduce the risk of errors, and support collaborative decision-making.
4. The graduate will demonstrate leadership in diverse healthcare settings and demonstrate leadership skills, engage in self-assessment for competency and lifelong growth.

COURSE OF STUDY

Program Length:

Full-time – 12 months, including breaks and holidays. (32 hours per week)

Part-time – 18 months, including breaks and holidays. (20 hours per week)

The following is for both the 12-month program and 18-month program:

Total Program Hours.....1,554

Total Theory Hours.....692 or 45%

Total Clinical Hours.....862 or 55%

PROGRAM HOUR REQUIREMENTS

<i>Level</i>	<i>Course</i>	<i>Theory Hours</i>	<i>Clinical Hours</i>	<i>Lab Hours</i>	<i>Simulation Hours</i>	<i>Total Hours</i>
Level 1	Orientation	4	0	2	2	8
Level 1	Anatomy & Physiology	72	0	0	0	72
Level 1	Professional Role & Communication	20	0	0	0	20
Level 1	Nursing Fundamentals	100	150	48	32	330
Level 1	Nutrition & Health	20	0	0	0	20
Level 1 Totals		216	150	50	34	450
Level 2	Medical Surgical	132	254	48	16	450
Level 2 Totals		132	254	48	16	450
Level 3	Mental Health	40	80	8	16	144
Level 3	Maternity Infant	44	56	4	16	120
Level 3	Pediatrics	28	16	4	8	56
Level 3 Totals		112	152	16	40	320
Level 4	Older Adult Health	36	103	8	16	163
Level 4	Nurse Leadership	44	103	8	16	171
Level 4 Totals		80	206	16	32	334

TOTAL NUMBER OF CLOCK-HOURS FOR ALL FOUR (4) LEVELS

<i>Theory Hours</i>	<i>Clinical Hours</i>	<i>Lab Hours</i>	<i>Simulation Hours</i>	<i>Total Hours</i>
540	762	130	122	1,554

COURSE DESCRIPTIONS

Anatomy & Physiology

This course includes the information necessary to understand human anatomy and physiology at a level that will facilitate safe and effective nursing care. Basic physiology, biology, chemistry, and microbiology are discussed in this section.

Professional Role & Communication

This course is intended to impart and foster the professional, interpersonal, and motivational skills required to join the healthcare system at an entry level and outline the established contemporary standards and guidelines used in contemporary nursing practice.

Nursing Fundamentals

This course is designed to offer students a theoretical foundation of nursing practice coupled with clinical application. Emphasis is placed on providing a systematic approach to anatomy, physiology, and psychology and its relationship to sound nursing practice. Stress is placed on basic care, safety, and comfort of clients.

Nutrition & Health

This course explores diet and nutrition principles for therapeutic and personal application. It describes the expanded role of nutrition in health promotion and disease prevention.

Medical Surgical

This course stresses clinical and theoretical application of critical thinking and nursing techniques as applied to a variety of medical disorders and surgical procedures. Disease classifications, manifestations, and nursing interventions are systematically outlined. This segment will build upon concepts from previous areas of instruction. Students will apply scientific principles of nursing to client care including pharmacology and nutritional needs. Clinical experiences will include medication administration, nursing procedures, and treatments for the adult medical/surgical client. IV therapy skills, including venipuncture and central line care, are presented through clinical and laboratory practice. This level is designed to expose students to moderately complex to the more specialized and demanding aspects of nursing.

Mental Health

This course includes comprehensive discussions of family-centered care, wellness, health promotion, illness prevention, and the psychological aspects of individuals and families throughout growth and development. Emphasis is placed on understanding normal and abnormal psychological responses, therapeutic communication, and providing compassionate mental health nursing care across the lifespan.

Maternity Infant

This course provides theoretical instruction and clinical practice in pre-natal, intra-partum, and post-partum maternal nursing care. Emphasis is placed on women's health issues, wellness, health promotion, illness prevention, and family-centered care during pregnancy and childbirth. Normal and abnormal physical and psychological aspects of maternal health are discussed.

Pediatrics

This course provides theoretical instruction and clinical practice in the nursing care of children from infancy through adolescence. Emphasis is placed on growth and development, wellness, health promotion, illness prevention, and family-centered care. Normal and abnormal physical and psychological aspects of childhood and adolescent development are discussed.

Older Adult Health

This course focuses on the theories and concepts of aging, the physiologic and psychosocial changes and problems associated with the process, and appropriate nursing interventions. Emphasis will be focused on care of the elderly, cultural considerations, Alzheimer's disease, home health care, and the aging Baby Boomer Generation.

Nurse Leadership

This course explores career opportunities, continuing education, and the role of the licensed practical nurse as a manager and a leader. The procedure for licensure attainment is outlined as well as strategies for NCLEX-PN success. Employment related skills such as developing a resume, interviewing for a job, and other

employee responsibilities are presented. It is designed to instill within the student a commitment to self and the community.

ADMISSIONS

STUDENT ADMISSION

The Lenape Technical School Practical Nursing Program recognizes the right for any adult to advance themselves through pursuit of educational experiences. The Practical Nursing Program provides equal educational opportunities to qualified applicants and does not discriminate in admissions based on applicable federal and state laws.

The Practical Nursing Program will assess the applicant's academic readiness, professional suitability, ethical conduct, and ability to meet program requirements. The Practical Nursing Program will maintain its established academic and performance standards. Admission to the Practical Nursing Program does not guarantee successful progression or completion of the program.

Lenape Technical School Practical Nursing Program reserves the right to modify admission requirements, policies, and procedures at any time.

ADMISSION REQUIREMENTS

The Practical Nursing Program is open to applicants who meet the following minimum requirements:

- Are at least 17 years of age.
- Are able to perform the Essential Functions and Abilities of the Practical Nursing Student, with or without reasonable accommodation.
- Demonstrate good moral character and agree to abide by the Code of Nursing Student Conduct.
- Demonstrate a sincere interest in learning and professional development.
- Have reliable transportation or other dependable means of transportation to classroom and clinical experiences.
- Have access to a computer and reliable internet service sufficient to complete program requirements.

Lenape Technical School Practical Nursing Program does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identity, or any other protected classification under applicable federal or state law.

ADMISSION PROCESS REQUIREMENTS

All admissions documents must be submitted before continuing into the enrollment process. The school reserves the right to change the admissions or enrollment process at any time. The admissions process may be completed in any order; however, applicants are encouraged to submit the application before completing other admission requirements.

- Completion of the Lenape LPN Application available on the program website.

- Submission of Academic Records

Applicants must submit official copies of the following:

High School Transcript: Official transcripts must be sent directly from the high school attended. Transcripts may be emailed directly to the Program Secretary or mailed to the LPN school.

GED Documentation: Official GED documentation must include both the High School Equivalency Transcript and the Commonwealth Secondary School Diploma. Documents must be sent directly to the Program Secretary through DiplomaSender.com

- Submission of Entrance Exam Results or Exemption Documentation

Applicants must submit one (1) of the following:

ATI TEAS Exam: Applicants must achieve a minimum total score of 50, or a minimum score of 45 with a Reading score of 60 or higher. ATI TEAS Exam Results are good for two (2) years.

SAT Exam: Applicants may submit SAT scores from within the past two (2) years with 480 or higher in Math and 480 or higher in Reading.

ACT Exam: Applicants may submit ACT scores from within the past two (2) years with 18 or higher in English, 21 or higher in Reading, and 24 or higher in Natural Science.

College Credits: Entrance Exam Exemption Option: Applicants with at least 30 completed college credits and a GPA of 2.2 or higher may qualify for an entrance exam exemption. Official college transcripts must be sent directly from the college(s) attended to the Program Secretary or mailed to the LPN school.

- Completion of the Financial Aid Requirements

Applicants must complete the following, in this order:

FAFSA on studentaid.gov

Entrance Counseling on studentaid.gov

Master Promissory Note (MPN) on studentaid.gov

The student must then complete the Lenape LPN database form, which is automatically uploaded to the student's admissions file.

- Completion of the FBI Federal Criminal History Record (Fingerprint Clearance)

Applicants must complete this clearance within the timeframe designated by the Program Secretary.

Applicants must use service code 1KG6ZJ when scheduling their appointment.

Certain criminal convictions may affect eligibility for clinical placement, licensure, or employment in nursing.

ADVANCED STANDING PLACEMENT

The ultimate decision for advanced standing placement will be made by the Program Coordinator and/or Faculty Organization and is contingent upon student qualifications and availability of seats in the program. At no time shall admittance of advanced standing students raise the clinical student/teacher ratio above 15:1. Level 1 alone may be waived with entrance allowed only at the beginning of Level 2.

Description of Target Audience

Individuals eligible for consideration of advanced placement include:

- Individuals who have previously attended, but have not successfully completed, other schools of nursing, including practical nursing, diploma, A.D., and baccalaureate programs.
- Individuals who have previously attended other health-related programs with course content similar to those required by Lenape Technical School Practical Nursing Program.

Other

- Grade point average is based on courses completed at Lenape Technical School Practical Nursing Program.

Advanced standing applicants must meet the following requirements:

- The applicant must first meet all regular requirements for admission to the program. The entrance exam requirement may be waived at the discretion of the Program Coordinator and Faculty Organization.
- The applicant must submit a letter to the Practical Nursing Program requesting Advanced Placement.
- The applicant must submit official transcripts and course outlines/syllabus stating hours of instruction and grades received in the appropriate courses. Appropriate courses include successful completion of the following courses within the past two (2) years: Anatomy/Physiology 1 and 2, Fundamental Nursing Course (which includes approximately 180 hours of clinical time), and Nutrition.
- Submit a letter of recommendation from dean or nursing faculty of previous nursing program.
- Successfully complete a clinical practice evaluation examination meeting the clinical objectives of Level 1, if requested.
- Must successfully demonstrate required Level 1 nursing skills under faculty evaluation.

STUDENTS WITH DISABILITIES AND/OR SPECIAL NEEDS

Lenape Technical School Practical Nursing Program provides reasonable accommodations to qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and applicable state laws.

Students requesting accommodations are responsible for notifying the Program Coordinator and providing appropriate documentation from a qualified healthcare provider or vocational rehabilitation agency.

Documentation will be reviewed on an individualized basis to determine reasonable accommodations that provide equal access to educational opportunities while maintaining essential program requirements and patient safety standards.

Disability-related documentation will be maintained confidentially and shared only with individuals who have a legitimate educational need to know.

The granting of accommodations does not waive academic, clinical, professional, or technical standards required for successful completion of the program.

ENROLLMENT

COMPLETION OF THE ADMISSIONS PROCESS

Once enrollment meetings for an upcoming class begin, applicants who have completed the admissions process and submitted all required documentation will be contacted to schedule an enrollment meeting.

All applicants attending the enrollment meeting are required to pay the **non-refundable registration fee of \$250.00.**

During the enrollment meeting, applicants can expect:

- A detailed discussion of the LPN Program
- Information regarding additional forms and paperwork required for enrollment
- Instructions and timelines for completing enrollment requirements

Applicants requiring accommodations should bring supporting documentation to the enrollment meeting so appropriate support can be arranged.

For questions regarding the admissions or enrollment process, please contact Lenape Practical Nursing.

ENROLLMENT PROCESS

Enrollment in the Practical Nursing Program signifies the students' agreement to abide by all school and program policies and procedures.

Applicants who are offered enrollment will be notified of their enrollment meeting date and, upon completion of the enrollment process, will be placed in the upcoming class. Students are reminded that all seats are awarded on a first-come, first-served basis. Due to instructor-to-student ratios, class sizes are limited.

Applicants may be placed on a waiting list depending on class availability.

Lenape Technical School Practical Nursing Program must receive full payment of the non-refundable registration fee and a signed enrollment agreement at the applicant's enrollment meeting. All returned checks and stopped payments will incur a fee of \$40.00. Any subsequent payment must be made by money order.

Applicants must complete all mandatory requirements outlined in the Admissions and Enrollment Processes. The results of background checks and reports will be evaluated individually by the Program Coordinator and may affect eligibility for enrollment, clinical placement, licensure, or employment in nursing.

REGISTRATION FEE AND FEE TRANSFER POLICY

The **non-refundable registration fee of \$250.00** is due at the time of enrollment. This fee is a guarantee of the student's seat in the class. The registration fee is waived to graduates of a Technical School.

With proper notification, the registration fee may be transferred **once to a future class within one (1) year** of the initial non-refundable registration fee payment. Students who transfer their enrollment one time within the allowable period will not be required to pay an additional registration fee. Students wishing to transfer their registration fee to a future class must notify the school in writing at least 30 calendar days prior to the start date of the class to which the fee will be transferred.

All enrollment transfers are subject to seat availability in the class to which the student wishes to transfer. Due to instructor-to-student ratios, class sizes are limited. Transfers will be granted based upon the date the written request for transfer is received by the school.

ENROLLMENT INTO THE PROGRAM

Once enrolled into the program, the next steps of the enrollment process are as follows:

- Payment of the non-refundable registration fee.
- Completion of mandatory background checks, including the Pennsylvania Criminal History Record Check (Act 34) and the Child Abuse History Clearance (Act 151). The results of these checks will be evaluated individually by the Program Coordinator and may prohibit enrollment.
- Completion of the Lenape Technical School Practical Nursing Program physical examination, including required vaccination records (Tdap, Influenza, and COVID-19), a two-step Tuberculin Skin Test, QuantiFERON-TB Gold test, or chest X-ray as applicable, and required titers (Varicella, MMR, and Hepatitis B). Official laboratory results must be submitted.
- Successful completion of a drug screen.
- Completion of an approved hands-on Basic Life Support (BLS) CPR Certification.

Failure to complete enrollment requirements by the deadlines established by the program may result in forfeiture of the student's seat and require reapplication to a future class

BACKGROUND CHECKS AND PROFESSIONAL REQUIREMENTS

CRIMINAL HISTORY

Excerpts from the Pennsylvania Nurse Practice Act (Act 110)

“The State Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No.64), known as “The controlled Substance, Drug, Device and Cosmetic Act,” or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless: 1)at least ten (10) years have elapsed from the date of conviction; 2) the applicant satisfactorily demonstrates to the board that he has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to

create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violations; and 3) the applicant otherwise satisfies the qualification contained in or authorized by this act. (As used in this section the term “convicted” shall include a judgment, an admission of guilt or a plea of nolo contendere.)”

Applicants with a criminal history or child abuse history will be evaluated individually by the Program Coordinator. Certain findings may affect eligibility for enrollment, clinical placement, licensure, or employment in nursing.

Applicants should be aware that certain felony convictions may affect eligibility for licensure as a practical nurse under Pennsylvania law. Questions regarding licensure eligibility should be directed to the Pennsylvania State Board of Nursing.

ESSENTIAL FUNCTIONS AND ABILITIES OF THE PRACTICAL NURSING STUDENT (SIGNED DURING ENROLLMENT)

Students starting the Lenape Practical Nursing Program will need the cognitive ability, emotional stability, and physical endurance to successfully complete the nursing program and practice as a Licensed Practical Nurse.

To determine professional suitability for the practice of nursing, the student practical nurse must be able to exercise safe judgments based on assessment data, remain visibly calm and be able to respond appropriately in an emergency situation; demonstrate a caring manner with others; accept and utilize constructive criticism; follow directions; be flexible and demonstrate honesty and integrity.

The student practical nurse cannot pose a significant risk or direct risk to the health or safety of themselves or others.

Listed below are the functions, abilities and physical requirements for the practical nursing student:

1. Is able to deliver nursing care which may involve standing, sitting, kneeling, bending, pushing, pulling, carrying, lifting, walking, reaching and twisting. Is able to lift at least 50 pounds; therefore, able to assist patients with ambulation, transfers, position changes, and to transport patients within the health care setting. Manual dexterity is essential in the performance of many nursing tasks; such as preparation of certain medication, administration of treatments; such as dressing changes and intravenous fluids, obtaining vital signs, etc. Cardiopulmonary resuscitation (CPR) without restriction is required.
2. Follows written and verbal directions.
3. Communicates knowledge both verbally and in writing. This includes the ability to read, write, hear, and see. Students must be able to speak clearly enough to participate in individual and group discussions in a variety of settings.
4. Observes and interprets patients' data and incorporates that data into a plan of care. This includes assessment and analysis of the physiological, psychosocial, spiritual, and cultural needs of the patient. The ability to see, hear, feel and smell are essential to the collection of data.
5. Implements and evaluates nursing care based on the plan of care for a group of patients. This includes the ability to utilize standard nursing equipment.
6. Completes assignments and examinations within specified time limitations.

7. Reinforces education for patients and their families including discharge planning. There are additional educational tasks the practical nursing student performs, which involves teaching peers and others.

This description of the Essential Abilities of The Practical Nursing Student is meant to include the major areas of responsibility and is not intended to be limited to the above information. If you believe you need reasonable accommodation to be able to perform these essential functions, contact the Lenape Technical School Practical Nursing Program Coordinator.

CODE OF NURSING STUDENT CONDUCT (SIGNED DURING ENROLLMENT)

Lenape Tech Practical Nursing is committed to developing and maintaining an environment of honest intellectual inquiry, characterized by the highest standards of ethical and professional conduct.

To this end, Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health environments.

Lenape Technical School bases this Code of Conduct on an understanding that to practice nursing as a student is an agreement to uphold the trust that society has placed in nursing as a profession. As students are involved in the clinical and academic environments, ethical principles are a necessary guide to professional development. Therefore, within these environments the student nurse is expected to:

1. Advocate for rights of all clients.
2. Maintain Confidentiality.
3. Take appropriate action to ensure the safety of clients, self and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for personal actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use opportunities to inform faculty of learning needs in both the academic and clinical setting.
11. Refrain opportunities to inform faculty of learning needs in both the academic and clinical setting.
12. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to client, self or others.
13. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
14. Strive to maintain an optimal level of personal health.
15. Refrain from any form of cheating or dishonesty and take action to report dishonorable practices through proper channels of authority.
16. Refuse to engage in or agree with any discrimination based on race, gender, age, citizenship, religion, national origin, sexual orientation, or disability.

17. Respect the needs and values of administration/faculty/staff, clients and family members, classmates and all members of the health care profession.
18. Uphold the School of Nursing policies, regulations and code of conduct related to academic and clinical performance.

Student misconduct, whether academic or clinical, is in direct conflict with the principles and philosophy of professional nursing. Student misconduct of any type will not be tolerated as it lowers the standards of nursing practice, jeopardizing client care and affecting the lives and well-being of the public.

HEALTH REQUIREMENTS

REQUIRED MEDICAL DOCUMENTATION

Program policy requires that all health documentation be submitted on the **designated forms** and **completed in full**. These requirements are in place to ensure compliance with clinical site regulations and governing body standards. Note that all required information must be documented directly on the designated forms, including all necessary signatures. Exceptions may not be made unless required by applicable law or approved clinical site agreements. Forms that are incomplete, missing information, or submitted on non-approved documents will not be accepted.

During the enrollment process, students must submit the following medical documentation for their file:

- **Physical Examination:** Previous physical examinations may be accepted if completed **within one (1) year** of the start of classes; however, the examiner must complete the Lenape Technical School Practical Nursing Program Physical Exam form.
- **Student Medical Information Sheet** which includes the following:
Either a Two-step Tuberculin Skin Test, QuantiFERON-TB Gold test, or chest X-ray. Laboratory results must be provided for QuantiFERON-TB Gold testing or chest X-ray. Previous testing may be accepted if completed **within six (6) months** of the start of classes.

Tdap vaccination, which must be within the **past ten (10) years** and **remain current** throughout enrollment. Students who do not maintain current Tdap vaccination may be prohibited from attending clinical and will be subject to the program attendance policy for any missed clinical time, which may include disciplinary action up to and including termination from the program.

Influenza Vaccination, which must be the **current flu year**.

Laboratory **titers** for Hepatitis B, Measles, Mumps, Rubella (MMR), and Varicella. Previous titer results may be accepted if completed **within six (6) months** of the start of classes. If immunity is not present, the required vaccination series or booster doses must be completed. If declining vaccination, documentation must be provided from the examiner's office.

- **COVID-19 vaccination.**

- **Urine drug screening** completed through a program-approved testing site. Any positive results will be reviewed individually by the Program Coordinator and may affect eligibility for enrollment.

Students requiring medical-related accommodations must follow the program's disability services procedures.

ANNUAL MEDICAL REQUIREMENTS

Program policy requires that all health documentation be submitted on the **designated forms** and **completed in full**. These requirements are in place to ensure compliance with clinical site regulations and governing body standards. Note that all required information must be documented directly on the designated forms, including all necessary signatures. Exceptions may not be made unless required by applicable law or approved clinical site agreements. Forms that are incomplete, missing information, or submitted on non-approved documents will not be accepted.

Students are required to maintain the following medical documentation on an **annual basis**:

- **Tuberculin Skin Test, QuantiFERON-TB Gold test, or chest X-ray**, as applicable. Laboratory results must be provided for QuantiFERON-TB Gold testing or chest X-ray.
- **Influenza vaccination** in accordance with current seasonal requirements.

Students who do not maintain required annual medical documentation listed above **may be prohibited** from **attending clinical** and may be subject to the program attendance policy for missed clinical time, which may include disciplinary action up to and including dismissal from the program.

STUDENT HEALTH, INJURY, AND MEDICAL CLEARANCE POLICY

Should a student get injured or become ill, it is the student's responsibility to report to the instructor and office. The instructor will administer emergency first aid, make provision for further care, or allow the student to be excused, if necessary. In case of accidental injury, the instructor will complete an accident report and submit it to the Program Coordinator.

Should illness or injury occur in a clinical facility, the student may report first to their instructor and then to an appropriate health care provider for treatment. The instructor shall ensure any and all records/incident reports of the participating agency are completed and returned to the proper authority, as well as submit the school's report to the Program Coordinator.

If a student develops a physical condition limiting to precluding activity may remain in the program with writing approval of their physician, so long as they meet course objectives. Students who must miss more than three (3) days or who have a debilitating physical condition must take a leave of absence.

Any student contracting a communicable illness may not participate in clinical or classroom activities until they produce a written statement from their physician that their illness is no longer communicable.

Students are encouraged to have health care insurance to cover any medical needs which may arise. Students are advised that all costs for such insurance, pre-entrance physical, immunizations, X-rays, laboratory tests, emergency or routine medical care, diagnostic procedures, etc., are the responsibility of the student.

Students are responsible for informing the Program Coordinator and clinical instructors of any known latex sensitivity or other relevant health concerns.

BASIC LIFE SUPPORT (BLS) CPR CERTIFICATION AND EXPIRATION POLICY

All enrolled Practical Nursing (LPN) students **must maintain a current Basic Life Support (BLS) CPR** certification. This requirement ensures that students are prepared to respond appropriately and effectively in emergency situations.

Students are responsible for obtaining and maintaining their BLS CPR certification, which must include a **hands-on skills component**. Acceptable certification courses must be completed through either the American Heart Association (AHA) or the American Red Cross (ARC). Online-only courses that do not include a required hands-on skills evaluation will not be accepted.

BLS CPR certification **must remain current** throughout the program. Certification **expires two (2) years** from the **exact issue date**. Students must ensure their certification does not lapse at any time while enrolled and are responsible for renewing certification prior to expiration.

A current and valid BLS CPR certification is required in order to attend clinical experiences. Students who fail to maintain valid certification **may be prohibited** from **attending clinical** and will be subject to the program attendance policy for any missed clinical time, which may include disciplinary action up to and including termination from the program.

INSURANCE

Students of Lenape Technical School Practical Nursing are strongly encouraged to maintain personal health insurance coverage while in the Program.

Lenape Technical School Practical Nursing Program is required to carry liability insurance for students in the clinical area. This is included in all the students' tuition cost.

ACADEMIC AND CLINICAL POLICIES

STUDENT PROFESSIONAL BEHAVIOR AND RESPONSIBILITIES

It is our belief that adults in educational situations must take responsibility for their own actions. Enrollment in the Practical Nursing Program signifies agreement to abide by all school policies and procedures and to support the program of instruction.

A student will be placed on a Plan of Correction for conduct which is inappropriate or unprofessional as determined by the faculty/and or the Program Coordinator. Personal Probation would be instituted by the

Program Coordinator if, after attempts at discussion and counseling regarding the problem, the student continues to demonstrate these behaviors. At the Program Coordinator's discretion, personal probation may include development of a behavioral contract to clarify behavioral changes which need to be made by the student.

The Program Coordinator, with input from the faculty, will consider the seriousness of the behavior which violates student professional behavior, student responsibility, or involves offensive manipulative behavior. Non-professional conduct includes, but is not limited to the following:

- Willful damage to hospital or school property.
- Habitual tardiness.
- Habitual late submission of required enrollment paperwork and written assignments during enrollment.
- Dishonest manipulative behavior which is disruptive to professional relationships with faculty, staff, or fellow students.
- Incidents of carelessness and disorganization while on clinical units.
- Verbal or nonverbal threats to faculty, students, or staff.
- Failure to report to clinical in full uniform.
- Violation of patient confidentiality.
- Poor hygiene and/or personal appearance while on the clinical unit.
- Classroom/clinical behavior which is disruptive to the educational environment.
- Willful misrepresentation of facts.
- Sleeping in theory, lab, clinical or simulation.

Personal Probation is considered a formal warning that the identified behaviors are inappropriate and must be modified within a four-week period. Only one (1) Personal Probation will be permitted for a student. If progressive improvement in behavior is not demonstrated to the Program Coordinator and/or faculty, the student will be terminated from the program. Re-admission to the program is dependent upon approval of the Program Coordinator and Faculty Organization.

GRADING SYSTEM

The individual achievement of students will be represented by a letter grade and corresponding percentage value as well as a quality point total.

<i>Letter Grade</i>	<i>Percentage Range</i>	<i>Quality Point</i>
A	93-100	4.0
B	85-92	3.0
C	77-84	2.0
D	69-76	1.0
F	68-below	0
I	Incomplete	

Clinical grades are pass/fail. In calculating all grades, percentages are truncated at the 1st number after the decimal point. Example: 78.29 = 78.2 or 78.21 = 78.2. Students receiving an "I" for a clinical or classroom

grade must complete all assignments within two (2) weeks or as deemed appropriate. The grade will be converted to the appropriate letter grade. An “I” will become an “F” if work is not completed within the designated timeframe.

All students, in both the 12-month program and 18-month program, are **required to maintain at least a ‘C’** or equivalent average at the **end of each level** for academic standing that is consistent with graduation requirements.

ACADEMIC PROGRESSION AND SATISFACTORY ACADEMIC PROGRESSION

It is our belief that adults in educational situations must take responsibility for their own actions. Enrollment of a position within the school is evidence of agreement to abide by its policies and procedures and support its course of instruction. The academic progress of a student will be determined by the final grade report for each course. At approximately the halfway point for each subject, student grades are reviewed. Any student who has a grade **less than 77%** will be given a **deficiency notice** and be considered on academic probation for that subject. The faculty is available to counsel the student regarding methods of improving academic grades. Students that are on academic probation are not eligible for financial aid. Academic Counseling is available to students upon request.

Upon successful completion of Levels 1–4 in theory and clinical, the student is eligible for graduation.

Students **must pass the Level 1 Fundamentals math test with an 85% or above** in order to **pass medications in Level 2**. Remediation and two (2) retest are available. Remediation must be completed before clinical orientation, or the student cannot attend clinical.

The student must raise his/her grade by means of scheduled unit tests, quizzes, and assignments by the end of that course. Academic probation is removed when the final grade of a subject is at least 77%.

The Student Grievance Policy will be followed in the event of student appeal of academic or clinical progression status. Financial aid will be reinstated if and when the student returns to school following the appropriate leave of absence, transfer or returning student policy.

The Lenape Technical School Practical Nursing Program does not accept incomplete grades for any class and student. **All students must complete each course with a 77%** or better to move to the next level and for graduation to be able to sit for the NCLEX exam. If a student’s classroom grade average falls below the minimum passing grade in any course during formal grading periods, the student will be counseled and placed on academic probation. (See Suspension and Termination Policy.) Students are able to monitor individual performance through Schoology. Clinical and classroom grades in the program are separate courses. Students may choose to withdraw or may be dismissed in accordance with program policy if minimum academic standards are not met. If unable to maintain successful grades of 77% or above. (See Returning Policy.) A student that does not meet the minimum grade requirement, if in good standing, will have the option to transfer to another cohort (example part-time to full-time or full-time to part-time).

Lenape Technical School Practical Nursing Program will check Satisfactory Academic Progress at the end of each level/payment period. If a student is at risk of failing, the student will be issued an Academic Probation letter, and Financial Aid will issue a financial aid warning. A warning status will last for one (1) payment period only, during which the student may continue to receive FSA funds. Students who fail to make Satisfactory Academic Progress after the warning period will lose their financial aid eligibility, unless they successfully appeal and are placed on probation.

TEST ADMINISTRATION AND EXAMINATION PROCEDURES

All students at the Lenape Technical School Practical Nursing Program will be expected to take each exam and quiz through our online platform, Schoology, and ATI. If deemed necessary, a paper version test will be administered.

No student will be admitted to the classroom once the examination has started and the door has been closed. When testing is in progress, an examination sign will be posted. Please do not enter the testing area at this time.

Students who arrive after the door has been closed will be considered absent and must make arrangements to take the examination at another time, at the instructor's discretion. In such cases, the student's **maximum achievable score on the examination will be 77%.**

All students are expected to be present for scheduled examinations. Students are required to **make up** any **missed test** at the **instructor's discretion**. In such cases, the student's **maximum achievable score on the examination will be 77%.** The instructor will determine the timing, format, and conditions of the make-up test.

Students are required to bring their laptop to class and for all testing activities. Any student who is unprepared to take an examination or quiz will be asked to leave the testing area and must make arrangements to complete the assessment at another time, at the instructor's discretion. In such cases, the student's **maximum achievable score on the examination will be 77%.**

Tests and quizzes will be scored, and grades will be posted in the Schoology gradebook.

Test review will occur at the instructor's discretion during or after school hours.

Students may not review any test until that test has been taken by all students per faculty discretion.

Calculator use is only when faculty permit.

Cell phone calculators are not permitted, and all cell phones must be turned off and out of sight. Faculty reserves the right to collect all cell phones prior to testing.

Students must meet all program administrative and financial clearance requirements as defined by institutional policy in order to progress in the program.

Please follow these guidelines for **testing etiquette**:

- Be prepared to take the scheduled exam as written above.
- Please take your test quietly and read the questions to yourself.
- Talking or whispering of any kind during exams will not be tolerated (you will be asked to leave the exam area immediately) and forfeit your exam at that time grade 0.
- If finished, you may leave the exam area quietly. Please do not slam the classroom door.
- Please remain quiet while others are completing their exam. This includes outside of the exam room.
- Do not enter the classroom while the testing sign is posted.

ACADEMIC INTEGRITY AND ACADEMIC DISHONESTY

Statement of Purpose

Lenape Technical School Practical Nursing Program seeks to ensure an environment of academic integrity so that adult learning may take place. To protect this integrity and the rights of all students to learn, the following policy has been established. Cheating and plagiarism will not be tolerated and students cheating in any way will be disciplined in accordance with this policy.

Both instructors and students are expected to take reasonable measures to prevent the possibility of cheating by any or all of the following means:

- Instructors can assign students to sit with empty seats between students.
- Instructors can take other measures as necessary.
- Students should place all study material, note cards, diagrams etc. out of eyesight in a notebook or book bag.
- Students should diligently avoid eye contact with anyone else's test.
- Cell phone use by students is prohibited during testing.

Academic Dishonesty

Offenses

Academic dishonesty offenses may include, but are not limited:

- Copying from another student during a test, quiz or exam.
- Possessing or bringing into the immediate testing area any notes, study materials or other aids.
- Utilizing any notes, study materials or other aids during the testing situation.
- Giving verbal or non-verbal answers to another student during a testing situation.
- Plagiarism of assignments/papers.
- Copying and submitting as one's own, in whole or part, the work of another person for an assignment or electronic files created by someone else.
- Claiming to have completed tasks which were, in fact, completed by another.
- Allowing another person to take a test, exam or quiz in your place.
- Altering or falsifying academic records, test papers or quizzes in any way, including changing answers.
- Submitting false medical, academic, or other documentation required by the school.
- Improperly obtaining through theft, bribery, or collusion a copy of any test or exam.
- Aiding and abetting anyone in a cheating offense.

Procedure

1. When a student is suspected of any behavior normally associated with cheating including, but not limited to, the above descriptions, the instructor will have the following options:
 - a. Ask the student to move to another seat as determined by the instructor.
 - b. Give a student a verbal warning that unacceptable behavior has occurred.
 - c. Remove any prohibited aids from the testing situation.
2. The instructor will be required to do the following:
 - a. Document the incident on the school's incident report form.
 - b. Submit any written evidence, documentation or "cheat sheets" to the Program Coordinator.
 - c. Participate in a conference between the Program Coordinator and the student at the appropriate time.
3. The Program Coordinator will be required to do the following:
 - a. Review evidence and documentation.
 - b. Discuss the matter with the student.
 - c. Come to a decision regarding the student's suspected behavior.
 - d. Determine whether this is a first offense.
 - e. Assign an appropriate Plan of Correction.

Plan of Correction for Academic Dishonesty

The Program Coordinator will be responsible for initiating the Plan of Correction based on the academic dishonesty offense. If a second offense occurs, one or more of the following penalties may be applied.

- Requirement that the student repeats or re-submits the same or an alternate assignment, quiz, test or exam.
- One- or two-day suspension from the program.
- Mark of "0" for the test, quiz, or assignment with no opportunity to resubmit.
- Place a student on personal probation for a 4-week period.
- Terminate the student from the program.

Student Appeal

A student may appeal a decision that he/she is guilty of cheating by following the Student Grievance Policy within the Student handbook.

CLINICAL EDUCATION

CLINICAL EXPERIENCES

Students are provided supervised clinical opportunities that include hands-on care in healthcare facilities and simulations. After all scheduled clinicals are completed for the level, students will be evaluated on their clinical skills. Students are responsible for their own transportation to any clinical site in which they are scheduled to be at during each level. Students **must have an 85% clinical documentation grade to pass the level.**

CLINICAL OUT ROTATIONS

Students are provided clinical out rotation opportunities in approved healthcare facilities that are **observation-only experiences**. Students are not permitted to provide direct patient care during out rotations. Students are responsible for submitting their clinical rotation guidelines to their clinical instructor following completion of each clinical out rotation.

CLINICAL FACILITIES

<i>Facility</i>	<i>Phone Number</i>	<i>Address</i>
ACMH Hospital	724-543-8555	1 Nolte Drive, Kittanning, PA 16201
AHN Allegheny Valley Hospital	724-224-5100	1301 Carlisle Street, Natrona Heights, PA 15065
Armstrong Rehabilitation & Nursing Center	724-548-2222	265 South McKean Street, Kittanning, PA 16201
Concordia Lutheran Ministries	724-548-2222	134 Marwood Road, Cabot, PA 16023
Encompass Rehab	412-828-1300	320 Guys Run Road, Pittsburgh, PA 15238
Forbes Hospital	412-858-2000	2570 Haymaker Road, Monroeville, PA 15146
Independence Health System	724-283-6666	1 Hospital Way, Butler, PA 16001
Kittanning Health & Rehab Center	724-543-2273	120 Kittanning Care Drive, Kittanning, PA 16201
Presbyterian Senior Care	412-828-5600	1215 Hulton Road, Oakmont, PA 15139
Quality Life Services Apollo	724-727-1314	151 Goodview Drive, Apollo, PA 15613
Quality Life Services Sarver	724-353-1531	126 Iron Bridge Road, Sarver, PA 16055
Quality Life Services Sugar Creek	724-445-3000	120 Lakeside Drive, Worthington, PA 16262

CLINICAL WORKBOOKS

Each level has a different clinical workbook. Workbooks can include course descriptions, projects and papers, rubrics, clinical activities, clinical skills, clinical evaluation tool, clinical self-evaluation, and grading documentation record.

CLINICAL PROGRESSION

Students must successfully pass the Level 1 skills practicum in order to go to clinical. Students must successfully pass the medication practicum in order to continue in Level 2.

All nursing courses that include a clinical experience component must be passed in order to progress in the program. Clinical progress of a student will be determined by the final (pass/fail) clinical grade for each course. In order to receive a passing grade in any clinical course, the **student must** achieve satisfactory performance on **at least 85%** of criteria on the Clinical Evaluation Tool.

Instructors will notify the Program Coordinator either verbally or in writing of any student failing to meet the clinical objectives or failing to progress in a manner which would allow meeting the student learning objectives by the end of the level. Students may be placed on clinical probation at any time during the course. Students will be notified of clinical deficiencies and will be required to develop, along with their instructor, a correction plan to remedy all deficiencies. Students must be removed from clinical probation by the end of the level in order to progress.

CLINICAL EVALUATIONS

Clinical evaluations are completed after all scheduled clinicals are completed for the level. Clinical evaluations involve the collection of objective and subjective data about the student's performance in meeting the level's clinical objectives. Clinical evaluation tools are included in each level's workbook.

In addition to the final evaluation, students will receive bi-weekly clinical evaluations throughout the level to provide ongoing feedback regarding performance, progress, and areas for improvement. An end-of-level clinical evaluation will be completed to determine the student's overall clinical performance and achievement of clinical objectives for the level.

REQUIRED SKILLS AND PRACTICUMS

Skills Practicum: Students **must successfully pass** the Level 1 skills practicum in order **to go to clinical**.

Medication Practicum: Students **must successfully pass** the medication practicum in order **to continue in Level 2**.

MANDATORY YEAR STUDENT SKILLS

The Mandatory Year Student Skills is within each clinical workbook. The student will complete this throughout the levels of the program. The clinical instructor has the original copy that has been completed throughout all four (4) levels of the program. Prior to Level 4 ending, the clinical instructor will review the original copy with the student.

LEARNING RESOURCES AND EDUCATIONAL TECHNOLOGY

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)

Assessment Technologies Institute (ATI) provides Lenape Technical School Practical Nursing students with web-based and printed materials to enhance the learning experience. ATI offers tutorials, practice assessments, and standardized evaluations that assist students in developing and evaluating their knowledge in relation to practical nursing competencies and support success on the NCLEX-PN examination. ATI assessments are used as formative and summative tools to support student learning and program outcomes.

ATI BENCHMARK

<i>Level</i>	<i>Assessment</i>	<i>Benchmark</i>
Level 1	Fundamentals	65.9%
Level 2	Adult Medical Surgical	63.5%
Level 2	Pharmacology	62.3%
Level 3	Maternal Newborn	64.6%
Level 3	Pediatric Nursing	69.8%
Level 3	Mental Health	68.1%
Level 4	Leadership	66.3%
Level 4	ATI Comprehensive Predictor	81.1%

ATI PROFICIENCY LEVEL SCORING AND REMEDIATION

<i>Proficiency Level</i>	<i>Scoring and Remediation</i>
Level 3	Add 4 points to final grade. Minimum of 1-hour focused review. Each topic missed. Completed required remediation as per your programs policy.
Level 2	Add 3 points to final grade. Minimum of 2-hour focused review. Each topic missed. Completed required remediation as per your programs policy.
Level 1	Add 1 point to final grade. Minimum of 3-hour focused review. Each topic missed. Completed required remediation as per your programs policy.
Below Level 1	0 points added to final grade. Student must retake. Remediation 1 point onto final grade. Minimum of 4-hour focused review. Each topic missed. Completed required remediation as per your programs policy.

ATI PROFICIENCY LEVEL SCORE RANGE AND DEFINITIONS

<i>Proficiency Level</i>	<i>Score Range</i>	<i>Definition</i>
Level 3	81.2% to 100.0%	Meeting the Proficiency Level 3 standard can be considered to exceed most expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student is likely to exceed NCLEX-PN standards in this content area. ATI advises these students to engage in continuous focused review to maintain and improve their knowledge of this content.
Level 2	65.9% to 81.1%	Meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student is certain to meet NCLEX-PN standards in this content area. ATI advises these students to engage in continuous focused reviews to improve their knowledge of this content.
Level 1	50.5% to 65.8%	Meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student is likely to just meet

		NCLEX-PN standards in this content area. ATI advises these students to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content.
Below Level 1	0.0% to 50.4%	Scores below the Proficiency Level 1 standard can be considered below minimum expectations and can be indicative of significant risk in this content area. ATI strongly advises these students to develop and complete an intensive plan for focused review and remediation, including the use of ATI materials, textbooks, class notes, reference materials, and assistance from nurse educators.

F.A. DAVIS

F.A. Davis provides students with digital and/or print textbooks and supplemental materials used throughout the Practical Nursing curriculum. These resources are utilized to support classroom instruction, clinical preparation, and skill development. Students are expected to use assigned F.A. Davis materials to supplement learning and complete course requirements as directed by faculty.

SCHOOLGY

To enhance the instructional experience, the Lenape Technical School Practical Nursing Program utilizes Schoology as a central point of access for all courses. Schoology is used as a central platform for course materials, assessments, communication, and grade reporting.

ADDITIONAL LEARNING RESOURCES

The Practical Nursing Program continually evaluates educational resources to support student learning and promote student success. In addition to the resources identified in this handbook, nursing faculty may require the use of additional educational technologies, learning platforms, software applications, textbooks, or supplemental materials as they become available or are deemed beneficial to achieving course and program outcomes. Students will be notified of any additional required resources and provided with instructions for access and use.

ATTENDANCE POLICIES

PROGRAM CLOCK-HOUR REQUIREMENTS

Lenape Technical School Practical Nursing Program is **measured in clock hours**, as mandated by the Pennsylvania State Board of Nursing. Attendance of **all required clock hours** is necessary to successfully **complete the program** and be eligible to sit for the NCLEX-PN examination.

As a graduate of the Lenape Technical School Practical Nursing Program a student **must graduate with 1,554 clock hours** to satisfy all accrediting bodies clock hour requirements.

PROGRAM HOURS

Full-time Program

Unless otherwise specified, full-time school hours are from 7:00 AM to 3:00 PM. Regular daylight clinical and simulation hours are 6:30 AM to 2:30 PM, however, are subject to change per clinical site.

Students will be permitted one half-hour for lunch for classroom, lab, clinical, and simulation days. Any other breaks are at the discretion of the instructor.

Part-time Program

Unless otherwise specified, part-time school hours are Monday, Tuesday, and Wednesday evenings from 5:00 PM to 9:00 PM and Thursdays 3:00 PM to 11:00 PM.

Students will be permitted one half-hour for lunch for classroom, lab, clinical, and simulation days. Any other breaks are at the discretion of the instructor.

If any class, clinical, or simulation days or times are changed, students will be notified in advance.

INCLEMENT WEATHER AND OTHER RELATED DISRUPTIVE CONDITIONS

Inclement weather includes severe or unusual weather. Other related disruptive conditions include, but are not limited to, flooding, power outages, etc.

As adults in an educational setting, we expect students to use discretion in deciding whether they can commute to class, lab, clinical, or simulation in reasonable safety. Should a student deem it necessary to miss school due to weather conditions or other related disruptive conditions, they must follow the school's stated call-off and make-up procedures. If a student **calls off prior** to Lenape Technical School Practical Nursing Program being **delayed or cancelled**, the student will be **considered absent** for the full scheduled day.

In an effort to clarify the school's position regarding classes and normal business operations during periods of inclement weather, please refer to the following procedure:

- If Lenape Technical School has a **two-hour delay**, Lenape Technical School Practical Nursing Program will also have a **two-hour delay**. Students will be **notified by their instructor**.
- If Lenape Technical School is **cancelled**, the Lenape Technical School Practical Nursing Program will **close at the discretion of the Program Coordinator and faculty**. Students will be **notified by their instructor**. The Practical Nursing Program generally **only closes** due to inclement weather in **extreme circumstances**.

Students will be notified of when these hours will be made up.

ATTENDANCE POLICY

Students are **expected to be present and on time for each day** of classroom, lab, clinical, and simulation instruction. **Regular attendance** is strongly encouraged and is **essential for successful academic progress**. Attendance is taken daily by instructors. Cumulative attendance records are maintained by the program secretary and reviewed by the Program Coordinator.

All appointments and employment should be scheduled outside of classroom, lab, clinical, or simulation hours on scheduled class days. All vacations must be scheduled on non-instructional days.

All missed hours must be completed prior to the end of the level. If hours are not completed by the end of the level, the student will be required to return after graduation to complete all missed hours before receiving their certificate and prior to submission to the Pennsylvania State Board of Nursing.

All make-up hours are in addition to the required 1,554 program clock hours.

CALL-OFF PROCEDURE

The **student must** take responsibility to **notify the school to report off at least one (1) hour** prior to the start of theory, lab, clinical, or simulation. Students are required to **report off to their instructor and program secretary by email**. Failure to properly notify the school may result in disciplinary action.

CLASSROOM OR LAB ABSENCES

All missed assignments must be completed. This includes theory, lab, clinical, and simulation make-up work. Arrangements for **make-up work must be made with the instructor on the day the student returns to school**. It is the **student's responsibility to initiate contact with the instructor to obtain a make-up work schedule**. Any **make-up work not completed as scheduled will result in a grade of zero (0)**.

Any student who is **dismissed from the classroom due to behavioral issues or disruption** by faculty and/or facility staff will be **considered absent for the full day**. This **dismissal will result** in a meeting with the Program Coordinator and faculty and may result in **disciplinary action up to and including termination from the program**.

CLINICAL OR SIMULATION ABSENCES

Students **must be present for the entire clinical or simulation experience to receive credit for the day**. Students are **not permitted to arrive late or leave early on clinical or simulation days**. If a student is **late** for clinical or simulation, they will be **sent home** and the **entire day will be counted as an absence**.

Leaving clinical or simulation **without instructor permission** will be considered a serious safety violation and may result in **disciplinary action up to and including termination from the program**.

Students **absent from clinical or simulation** for any reason are **responsible** for completing all **missed assignments and material** independently. All required make-up work must be completed within the timeframe designated by the instructor. **Failure to complete make-up work as scheduled will result in a grade of zero (0)**.

Any student **dismissed from a clinical site, clinical out rotation, or simulation** due to behavioral issues or disruption by faculty and/or facility staff will be **considered absent for the full day**. This **dismissal will result in a meeting** with the Program Coordinator and faculty and may result in **disciplinary action up to and including termination from the program**.

ABSENCES ON AN EXAMINATION DAY

All students are expected **to be present** for scheduled examinations. Students are required to make up any missed examination at the instructor's discretion. The instructor will determine the timing, format, and conditions of the make-up examination.

The highest possible score on any make-up examination is **77%**. Students who **anticipate an absence** are **encouraged to notify the instructor in advance** and make arrangements to complete the examination before the scheduled testing date whenever possible.

TARDINESS OR EARLY LEAVE PROCEDURE

Punctuality is essential in developing responsible professional behavior. Students are **expected to be present and on time for all classroom, lab, clinical, and simulation instruction**. Any student not physically present at the start of scheduled class or lab time will be considered tardy. If a student is **late for clinical or simulation**, they will be **sent home** and the **entire day will be counted as an absence**.

Accumulated absence hours include tardiness and early dismissals and are calculated in 15-minute intervals. All tardiness and early departures are recorded as tardy within the attendance database. **Excessive or persistent absenteeism, tardiness, or early departures may result in dismissal from the program.**

Students who arrive **late or leave early must send an email** to the program secretary at the time of **arrival or departure**. This notification will be verified by the instructor. Failure to properly notify the school may result in disciplinary action.

Chronic or excessive tardiness, early departures, or frequent leaving of the classroom may result in a meeting with the Program Coordinator and faculty and may lead to **disciplinary action up to and including termination from the program.**

MAKE-UP HOURS

Any **unexcused absence hours must be made up** in order to meet program and Pennsylvania State Board of Nursing **clock-hour requirements**. Students will be charged a make-up fee of **\$15.00 per hour for all required make-up hours** associated with an unexcused absence.

Make-up hours are scheduled at the discretion of the Practical Nursing Program administration.

Absences resulting from **disciplinary suspension** are subject to a **separate make-up fee of \$20.00 per hour.**

Students will be provided with at least one (1) week's notice prior to scheduled make-up hours. Payment for make-up hours must be submitted to Financial Aid by the Wednesday prior to the scheduled make-up hours.

Students will be **notified** of required make-up hours **through a BoldSign** document, which **must be signed** as acknowledgment of receipt. **Failure to sign the BoldSign document may result in disciplinary action.**

Unless otherwise directed, students are required to wear clinical uniforms during make-up hours.

EXCUSED ABSENCES

The following **excused absences** require **written verification** from the appropriate agency. Documentation **must be submitted** to the school within **three (3) business days** of the absence or the absence will be subject to the standard attendance policy for missed hours.

Notification to the instructor and the program secretary for the following situations should be made prior to the absence whenever possible:

- A call to duty in the armed services. A copy of official orders must be provided. (See Military Leave Policy)
- Bereavement leave for immediate family, including parent, sibling, sibling-in-law, parent-in-law, grandparent, spouse/significant other, or child. A copy of the obituary must be provided, and relationship must be verified. Bereavement leave will be limited to the day of the funeral unless otherwise approved by the Program Coordinator.
- Hospital or psychiatric admission. A copy of admission and discharge paperwork must be provided.
- Jury duty. A copy of jury duty summons must be provided.
- Subpoenaed court appearance. A copy of the subpoena must be provided.
- Childbirth (See Maternity Leave Policy).

An excused absence does not relieve a student of the responsibility to complete all course and program requirements in accordance with program policies and instructor-established deadlines.

UNEXCUSED ABSENCES

All absences are considered unexcused unless they meet the criteria listed under Excused Absences and are properly documented within the required timeframe. Students must still follow the school's call-off and make-up procedures for all absences, regardless of classification.

Unexcused absences include, but are not limited to:

- Childcare issues
- Dental appointment or dental issues
- Doctor or eye appointments
- Emergency Department visits
- Oversleeping or transportation issues, including car trouble, traffic or missed ride
- Suspension
- Vacations (scheduled before or after admissions or enrollment process)
- Work mandates on scheduled classroom, lab, clinical, or simulation days

COVID-19

If a student is **symptomatic and tests positive for COVID-19**, they must notify **both the Instructor and the Program Secretary**. Lenape Technical School Practical Nursing Program follows **current Centers for Disease Control and Prevention (CDC) guidelines** regarding COVID-19.

SPECIAL CIRCUMSTANCES

A student experiencing a **medical or personal crisis** resulting in **more than five (5) consecutive** missed days should withdraw from the program, excluding situations covered under the Military Leave Policy and Maternity Leave Policy.

In the event of a change in health status, diagnosis of an infectious disease, or other crisis not covered under this policy or the Leave of Absence Policy, the student's enrollment status will be determined by the Program Coordinator, pending review of any required supporting documentation submitted by the student.

MILITARY LEAVE

MILITARY LEAVE POLICY

Lenape Technical School Practical Nursing Program recognizes that students may have obligations related to military service, including active duty, reserve duty, National Guard service, required training, or deployment. The Program is committed to supporting students who are called to military service while maintaining compliance with program outcomes, attendance requirements, and regulatory standards.

NOTIFICATION AND DOCUMENTATION

Students who are **absent due to military service obligations**, including active duty, reserve duty, National Guard service, required training, or deployment, **must notify the Program Coordinator and their instructor** as soon as possible. **Documentation verifying the military obligation**, such as military orders, training schedules, or other official documentation, **must be submitted to the Program Coordinator**.

Students are also **required** to follow the Program's **Call-Off Procedure** by notifying the Program Secretary and course instructor via email. For **military leave extending beyond one (1) day**, a single email notification identifying the anticipated dates of absence will satisfy the call-off requirement unless the approved leave dates change.

Failure to provide timely notification and appropriate documentation may result in the absence being treated in accordance with the Program's attendance policies. Military-related absences supported by appropriate documentation will be considered excused absences; however, students **remain responsible** for completing all **required classroom, laboratory, simulation, and clinical requirements**.

MILITARY LEAVE PLANNING MEETING

A **planning meeting** will be scheduled with the Program Coordinator, instructor, and student **at least one (1) week prior** to the anticipated military leave date **to review** attendance **requirements, academic progress, clinical obligations, and plans for completing missed coursework and program requirements**.

MATERNITY LEAVE

MATERNITY POLICY

Lenape Technical School Practical Nursing Program is committed to supporting students during pregnancy and maternity leave while maintaining compliance with program outcomes, attendance requirements, clinical requirements, and regulatory standards.

Students who anticipate an **absence due to childbirth** must **notify the Program Coordinator and course instructor as soon as possible**. **Documentation** from the student's **healthcare provider verifying the pregnancy** and **anticipated delivery date** must be **submitted to the Program Coordinator**.

A student who requires maternity leave will **begin leave on the day active labor begins**. The student will be **excused from attending class and clinical experiences for eight (8) school days** following the onset of active labor. For additional expectations and attendance requirements during this period, refer to the Maternity Attendance Status Guidelines below.

This arrangement is intended to support the student in remaining current with program coursework and curriculum requirements while allowing appropriate recovery time. **Any clinical hours missed during the maternity leave period must be completed through alternative clinical experiences or make-up clinical hours, as determined by the program, upon the student's return.**

MATERNITY LEAVE PLANNING MEETINGS

A **meeting** will be scheduled with the **Program Coordinator, instructor and the student** upon confirmation of pregnancy **to review the Maternity Leave policy** in detail, including expectations, academic planning, and available supports.

A **second meeting** will be held **at least one (1) month prior to the expected delivery date** to confirm the student's maternity leave plan and ensure that all necessary accommodations, academic requirements, and program expectations are clearly established and in place.

MATERNITY LEAVE ATTENDANCE STATUS GUIDELINES

Days 1–5: Absences are considered excused with no required work completion during the absence period. **All missed work will be completed at a later date** as scheduled by faculty.

Days 6–8: Absences are considered excused; however, students are **required to attend theory instruction through TEAMS**. Students **must complete all assigned theory and clinical coursework**. All tests and quizzes, missed work will be completed at a later date as scheduled by faculty.

Day 9 and beyond: The student **must meet with the Program Coordinator** to review academic standing and discuss continued enrollment status and program progression.

MATERNITY LEAVE STUDENT RESPONSIBILITIES

The **student is responsible for maintaining communication with the course instructor** and complying with the requirements outlined in the Maternity Attendance Status Guidelines. All correspondence between the student and instructor will be monitored and supported by the Program Coordinator to ensure continuity, academic progress, and successful program completion.

PRENATAL, FOLLOW-UP APPOINTMENTS, AND WELL-BABY VISITS

All prenatal appointments, follow-up medical appointments, and well-baby checkups **must be scheduled outside of classroom, lab, clinical, and simulation hours on scheduled class days whenever possible**, in accordance with program attendance expectations.

Any missed time will be treated as an absence and is subject to the Attendance Policy, including make-up hour and assignment requirements.

RETURN TO SCHOOL FOLLOWING MATERNITY LEAVE

A **medical clearance** from the student's physician **must be submitted to the Program Secretary prior** to the student **returning to class or clinical activities**. The medical clearance will be reviewed by the Program Coordinator to confirm the student is medically cleared to resume participation in the program.

Childbirth is considered an excused absence; however, students are **not permitted to return to class or clinical activities without official medical clearance** on file and approval from the Program Coordinator.

LACTATION AND PUMPING ACCOMMODATIONS

Designated accommodation for lactating students include the following:

- **Private Pumping Area:** A designated private area is available in the SIMS Lab, which includes a privacy curtain and lockable space.
- **Milk Storage:** Breast milk may be stored in the student refrigerator and must be clearly labeled with the student's name and date.
- **Breaks During Lectures:** Students may take scheduled breaks during lectures for pumping and may continue attending remotely, if available.

MATERNITY EXTENDED LEAVE (DAY 9+) OR PROGRAM WITHDRAWAL

If a student is **unable to return by Day 9 and beyond** as outlined in the Maternity Attendance Status Guidelines, the student **must meet with the Program Coordinator** to review academic standing and discuss continued enrollment status and program progression.

If it is determined that the student is **unable to continue** in the program, the student **must follow** the program's official **withdrawal policy**.

The student is also required to:

- Discuss options for potential **re-entry within one (1) year** with the Program Coordinator; and

- Consult with the Financial Aid Advisor regarding the impact on grants, loans, and other funding.

STUDENT STATUS AND ENROLLMENT POLICIES

LEAVE OF ABSENCE

Students may **request a leave of absence for medical reasons only**.

If an **absence of four (4) or more days** is required by a physician, a student may request a medical leave of absence. Requests must be **accompanied by written verification from the student's physician** stating the **medical reason** the student cannot continue in the program. Additional validation may be required by the Program Coordinator.

Leave of absence requests will **not be granted for personal reasons**.

In cases of foreseeable medical absences, such as elective surgery or pregnancy-related medical needs, the student may continue in the program until the school receives documentation from the student's healthcare provider requiring leave.

Leave of Absences Conditions

- Students must be passing each course currently in progress at the time the leave begins.
- Only one (1) leave of absence will be granted to an individual student.
- The leave may not exceed 180 days. Any leave exceeding 180 days will automatically result in withdrawal from the program.
- Students returning from leave will repeat the level in progress at the time the leave began, except for courses in which a final grade has already been recorded.
- Credit for prior coursework may be awarded at the discretion of the school.
- Students may be required to attend one (1) or two (2) days of clinical reorientation prior to returning.
- A physician's statement clearing the student to resume all required nursing program duties is required prior to reinstatement.
- Students may not return until all financial obligations to the school are satisfied.
- Tuition increases and additional costs incurred during leave are the responsibility of the student.
- Enrollment upon return is dependent upon seat availability in the requested class. Students are not considered registered until all tuition is paid.
- The school is under no obligation to accept a returning student if placement would cause the clinical student-to-instructor ratio to exceed 15:1.
- A student returning from leave will resume attendance status from their original admission date.

WITHDRAWAL FROM PROGRAM

Students **withdrawing** from the program **must notify the Program Coordinator** of their intent to withdraw and complete a **withdrawal form through BoldSign**.

Students who **withdraw from the program are required to return their LPN student badge** to the Program Coordinator or designated program representative before the withdrawal process is considered complete.

If a withdrawal occurs, the student **must follow the Returning Student Policy for any future re-enrollment.**

RETURNING STUDENTS

Returning students **must return within one (1) year** of dismissal from the program. Students dismissed or terminated for unsafe or unethical conduct are not eligible for readmission.

Students returning to the program must successfully complete and pass the required skills and/or medication practicum prior to progressing to clinical experiences. Students failing an academic course may return to repeat the level in which the failure occurred. Students failing clinical may return with the approval of both the Faculty Organization and the Program Coordinator. Additional clinical skills and/or competency evaluations may be required at the discretion of faculty.

All students requesting to return must submit a written request to the Program Coordinator and complete the admissions and enrollment process prior to re-entry. During this process, the student's academic transcript will be reviewed to determine program competency and placement. Clinical and academic courses must be repeated concurrently to ensure the best possible educational outcome. Returning students may be required to attend clinical orientation.

Returning students **must complete all required financial aid forms and payment agreements prior to re-enrollment.** Satisfactory Academic Progress (SAP) will continue to be evaluated in alignment with program payment periods and level completion requirements.

The Program Coordinator will provide written notification of the decision following review of the student's file.

BETWEEN CLASS TRANSFER

Students may request to **transfer from the full-time to part-time class**, from part-time to full-time class, or from one (1) full-time class to another. Transfers are permissible **only upon completion of each level** and with **approval from the Program Coordinator and faculty.**

A **written request for transfer** may be submitted at any point in the program. Students are encouraged to submit requests at the earliest possible time, as transfers will be granted on a "first come, first served" basis, based on the date of receipt of the written request.

Students considering between class transfers **should confer with the Financial Aid Officer** to determine if there will be any changes in the status or availability of funds due to the transfer.

Students are reminded that all transfers are based upon seat availability in the class to which they wish to transfer. The school is under no obligation to approve any transfer that would cause the clinical student-to-instructor ratio to exceed 15:1. Students must be passing all courses and be in good standing with the school

in order to transfer between classes. Students will be permitted to **transfer between classes on a one-time basis** only.

STUDENT CONDUCT AND GENERAL POLICIES

GENERAL POLICIES

Cell Phones

Cell phones can be disruptive to the classroom environment and to fellow students and staff. Therefore, the following policy has been adopted to govern the use of personal cell phones.

- **Cell phones**, if carried while in the classroom, should be placed in a **“silent”, “vibrating”, or “stand-by”** mode. They should **not be permitted to “ring” or “beep”**.
- **Incoming** cell phone **calls** are **not to be answered** in the classroom. Cell phone calls should only be answered/returned while you are **on break** from the classroom or **after you leave** at the end of the day.
- Cell phones should be **kept out of sight**; they are **not permitted** to be kept on the tabletop during class.
- Cell phone calls made while on break should be made in a private area, if possible, outside the building or in your vehicle is recommended.
- The Program is **not responsible for the loss, damage, or theft of a student’s personal cell phone**.
- **Cell phone use at clinical is not permitted**. If someone needs to contact you during a clinical day, they are to telephone the hospital and ask for your instructor to be paged.
- **Cell phone calculators are not permitted** to be used for tests.

Electronic Devices

Students are **encouraged to use personal laptops, tablets, and similar electronic devices** to support learning activities and access course materials.

The Program is **not responsible for the loss, damage, or theft of personal electronic devices**.

Change in Contact Information

Students **must maintain** their **current address, telephone number**, and, **if applicable, driver's license** information with the school. Any changes will be reported in writing to both the Program Secretary and Financial Aid immediately.

Chewing Tobacco/Smoking/Vaping

The use of **chewing tobacco is prohibited** in both class and clinical areas. **Smoking/Vaping is not permitted in the school**. The policy of the clinical facilities will be followed.

Communications

To submit materials to instructors, students will arrange a time with faculty. Students will not enter the instructor’s area except for personal interviews.

The unofficial method of notification for students is Schoology, school email and GroupMe. It is the **student's responsibility to check for announcements or changes in the schedule**. Communications necessary during clinical hours will be forwarded through the faculty.

Lunch and Breaks

Students on the clinical unit will follow the policy established by that agency and their clinical instructor. Lunch hour will be at the discretion of the faculty. Breaks will be provided at the discretion of the faculty.

Parking

Students are **required to obtain a Lenape Technical School Practical Nursing Parking Pass**. Passes are to be **visible in a student's vehicle** while parked in the NexTier Adult Learning Center parking lot and when parking at a clinical site. No parking is allowed alongside the NexTier Adult Learning Center building in the Staff & Faculty parking spaces.

Student **vehicle information is required** to be provided at the start of the program and should be **updated throughout enrollment if necessary**. Student vehicle information is provided to clinical facilities at their request.

School Resources

Library: Books and periodicals are available for students to use on a daily basis. The library is available for student use during regular school hours or by appointment.

Equipment: Certain equipment such as sphygmomanometers, thermometers, laptops, etc., may be signed out on a daily basis as well. Students take complete responsibility for any item so loaned. If not returned the student will be charged a fee to be paid prior to the end of the level or the student cannot continue to the next level.

Technology: Desktop and/or laptop computers with printing capabilities are available for student use during regular school hours and by appointment. Free password protected Wi-Fi is available. The password is made available at orientation and upon request. All students who take a laptop to use are required to complete and sign a Loaner Agreement.

Telephone

School telephones are to be used for emergency calls only. Students shall not receive personal telephone calls during the day except in the case of an emergency. Students are requested to discourage friends or relatives from contacting them at school unnecessarily.

Weapons

Students are **prohibited from carrying or wearing** any type of **knives or firearms** on school property. Lasers, explosives, and chemical sprays are also prohibited.

STUDENT DRESS CODE

When **not in clinical or simulation** rotations, students may wear **street clothes** to class. Clothes must be **clean and appropriate** to the learning milieu. Students will be required at all times to wear shoes. **Hair coverings, hats, and other headwear are not permitted** unless required for religious or cultural purposes.

Any clothing containing inappropriate language, obscene, vulgar, or sacrilegious prints or graffiti may not be worn.

- Lenape Technical School Practical Nursing students are being prepared for the world of work and the world of professional nursing; therefore, appropriate professional street clothes are mandatory.
- Students are expected to dress in a manner such that they are not disruptive, nor do they infringe on the health and safety of themselves or others.
- Lenape Technical School Practical Nursing students will always wear their student badge while in the building and while at a clinical facility. Any student without a student badge will be required to report to the Program office and purchase one at a cost of \$10.00. Payment must be made prior to receiving another student badge.
- The instructor and/or Program Coordinator will determine questions of the appropriateness of dress.
- Students who violate the dress code policy will be required to obtain appropriate clothing, sent home, and marked as absent.

Students visiting the clinical units, when not required to be in uniform, may wear appropriate street clothes but must wear a clean laboratory and identification. Students in observational experiences or on clinical rotation must be in full school uniform, unless otherwise specified by the instructor. Please see student uniform policy.

Students are reminded that they **represent Lenape Technical School Practical Nursing Program** and the nursing profession and **should dress in a professional manner**.

STUDENT UNIFORM

A student in uniform represents not only the student, but also Lenape Technical School Practical Nursing Program and the nursing profession. Nursing has a long-standing, proud professional heritage and respect for the uniform which is a symbol of that heritage. Therefore, the student demonstrates awareness and respect by wearing the uniform properly and conducting themselves in a professional manner when doing so.

The **student uniform** consists of the **school's uniforms** and light-colored undergarments. Each student will **wear white shoes, student badge, and watch with second hand or digital counter, and bandage scissors**. A stethoscope will complete the uniform when appropriate.

- The **uniform must be worn at all times for clinical, simulation, and lab experiences**. It must be maintained in a **clean, unwrinkled, and well-fitting** manner.
- **Jewelry** should be kept to a **minimum**. Only **one pierced earring per ear lobe** is permitted. Earrings must be **small post-style studs** and **may not extend below the ear lobe**. No other visible pierced jewelry is

permitted. A plain wedding band is permissible; however, no engagement or other rings will be worn. No necklaces may be worn outside the uniform.

- **Hair** will be well styled and clean; **out of the face and eyes and natural color** (brown, blonde, black, gray). Hair **must** be **pulled up** and **off the neckline** when in uniform.
- **Nails** will be well manicured, of **reasonable length**, clean and with clear polish or none at all. **Artificial nails are not permitted.**
- **Makeup and cologne** will be kept to a **minimum**.
- **Tattoos** are to be **concealed while in uniform**.
- Students will always **maintain excellent hygiene**.
- Any **student reporting to a clinical unit out of uniform will be dismissed and given an unexcused absence**. This list may not be complete; individual instructors and/or facilities may have additional standards.
- **Male beards and mustaches must be kept clean and neatly trimmed.**
- Students will wear only the **approved long-sleeve lab jacket** when additional warmth is needed. **Sweatshirts, hoodies, and other non-uniform outerwear are not permitted while in uniform.**
- **Hair coverings, hats, and other headwear are not permitted** while in uniform unless required for religious or cultural purposes.

Religious and/or cultural garments, such as scarves, turbans, and jewelry may only be worn if such items do not interfere with patient care, patient/student safety, and infection control principles.

TECHNOLOGY SUPPORT

Lenape Technical School Practical Nursing Program IT Department is available during the Lenape Technical High (High School) business hours.

COUNSELING FOR STUDENTS

It is felt that guidance in the form of a formal or informal counseling program is a necessary aspect of an individual's development from student to professional. This process will give the student the information to deal with academic and personal concerns as well as help solve problems and choose courses of action.

Through counseling, students will be informed of their progress and growth in the program, be encouraged to become self-directed and evaluate their performance effectively. It will lend opportunity to establish adult interpersonal relationships with faculty and develop and maintain good teacher-student rapport. It will also provide assistance and guidance in surmounting personal difficulties. Counseling will provide information for professional growth and development both within the program and after graduation.

Clinical conferences will be held with students as necessary throughout the program and with each clinical evaluation. Students **may request a conference with any faculty member or the Program Coordinator at any time**. The faculty and Program Coordinator may require conferences with any student at any time they feel it is necessary. Regular student/faculty conferences will be held as needed and at the end of each level of instruction. All students may be referred for professional counseling through Lenape Technical School at the discretion of the faculty.

STUDENT ORGANIZATION

The student government at Lenape Technical School Practical Nursing Program is a legitimate organizational part of the school.

Name: The name of the student organization shall be: Student Government of Lenape Technical School Practical Nursing Program.

Membership: All students enrolled in the Lenape Technical School Practical Nursing Program.

Procedure: All meetings shall be conducted according to standard parliamentary procedure.

Purpose: Student government shall:

- Elect representatives to the faculty organization.
- Facilitate student interaction and socialization.
- Provide a forum for voicing concerns and issues.
- Provide input to the faculty and Program Coordinator regarding student concerns and issues.

STUDENT REPRESENTATIVE

There shall be **one (1) student representative** from each class.

- The student representative shall be elected **by ballot**. The Program Secretary will be responsible for distributing the ballots to eligible voters.
- Faculty **can remove a student from the class representative** position for failure or abuse of their duties as well as behavior or conduct issues.
- Duties of the student representative include:
 - Be the class **first chain of command**. (see Class Chain of Command)
 - **When contacted by the Program Secretary, the student representative will provide two (2) bullet points** for the Program Secretary to take to the upcoming Faculty Organizational Meeting.
 - **Opportunity** of being asked to do a **speech at the graduation ceremony**.

CLASS CHAIN OF COMMAND

The class chain of command is as follows:

1. **Student reports concern or issue to student representative.**
2. **Student representative will email their instructor with the concern or issue.**
3. **If the concern or issue cannot be resolved with the class instructor; the concern or issue will be emailed to the Program Coordinator.**

SOCIAL MEDIA POLICY

The following are considered best practices for social media conduct for the Lenape Technical School Practical Nursing Program student. These guides are provided as an effort to clarify and best protect personal and professional reputations when using social media. Not following these guidelines can put an individual in direct violation of the Lenape Technical School Practical Nursing Program Code of Conduct, the federal law

HIPPA and FERPA (both laws protecting privacy of an individual) and can subject an individual to disciplinary action.

- **Be respectful:** Understand that contributions on a social media site could encourage comments and discussion from others. Please carefully consider your response in light of how it reflects on you the poster and the School of Nursing.
- **Remember your audience:** Consider the wide range of individuals who are able to read social media and ensure that your responses/contribution does not alienate, harm or provoke anyone.
- **Think twice before posting:** If you wouldn't say it out loud in front of an individual/group/audience consider whether you need to post it online.
- **Strive for accuracy:** Get the facts before posting, spreading rumors can have serious ramifications.
- **Keep controversial topics out of conversations:** If the matter in question involves a topic that can easily ignite debate, avoid it. There is a possibility that what you say may be misrepresented or misunderstood, possibly resulting in serious personal consequences.
- **Photography:** Before posting images of students or others, particularly in a classroom or health care setting ensure you have permission to share the photo online in writing. Before posting images containing any reference to Lenape Technical School or its affiliated agencies, ensure that you have permission in writing. Permission forms are available in the Practical Nurse Secretary's office.
- **What you post on your personal social media could haunt you professionally forever:** Avoid putting information/pictures out that could put your education/job in jeopardy. Avoid putting information/pictures out that could reflect poorly on you.
- **Remember:** Social media is a public forum therefore the information is accessible and visible to many individuals. What is posted on social media, even though deleted, is still able to be retrieved, therefore remains online forever.

Social media is a powerful tool, and the School of Nursing encourages students' creativity. These guidelines are provided to assist nursing students in social media use.

BULLYING POLICY

Bullying creates an atmosphere of fear and intimidation, detracts from student learning, and may lead to violence. **Bullying is not tolerated by the Lenape Technical School Practical Nursing Program** and is in direct violation of the Code of Conduct. Bullying, which also includes cyberbullying, contains some or all of the following characteristics:

- An Intentional electronic, written, verbal or physical act or series of act directed at another student or students.
- Occurs in a school setting and/or outside a school setting.
- Is severe persistent or pervasive.
- Interferes with student learning.
- Creates a threatening and/or unsafe environment.
- Disrupts normal school operation.

Students found in violation of policy will be subject to disciplinary action as determined by the Program Coordinator of Practical Nursing and may include counseling, probation, suspension, or termination from the program. A referral to law enforcement officials will be made if the incident warrants.

DRIVING AND PARKING POLICY

Students are **expected to comply with all driving and parking regulations** to read, understand, and comply with all driving and parking regulations. The **school reserves the authority to enforce these regulations** in accordance with the Pennsylvania School Code (24 P.S. § 7-779) and the Pennsylvania Motor Vehicle Code. Failure to comply may result in disciplinary action.

Driving Regulations

- Vehicle Registration & Permit
 - **Any vehicle** driven on school property **must be registered with the school.**
 - The school-issued **parking permit must be clearly displayed** on the front windshield when entering, parking, or leaving school grounds.
- Permit Use
 - **Interchanging permits with another student is prohibited**, except for students from the same household sharing a registered vehicle.
- Designated Parking Areas
 - Students must **park only in assigned student parking areas.**
 - Parking in areas designated for staff, visitors, or emergency access is strictly prohibited.
- Proper Parking
 - **Vehicles must be parked within marked spaces.**
 - Parking in irregular patterns is not permitted, regardless of weather or other conditions.
- Safe Driving
 - **Students must operate vehicles safely and obey all posted traffic signs and speed limits.**
- Tardiness
 - If unforeseen circumstances cause tardiness, the student must notify their instructor.
 - Students are expected to **allow adequate travel time to arrive on time.**
- Vehicle Problems
 - **Car trouble** resulting in tardiness or absence is **not considered an excused absence.**
- Safety and Conduct
 - **Any behavior by drivers or passengers that threatens the safety or security of individuals or vehicles will be addressed promptly and may result in disciplinary action.**
- Unauthorized Vehicles and Towing
 - **Unauthorized or unregistered vehicles may be towed at the owner's expense without warning.**
 - Vehicles parked outside designated areas or improperly parked in student lots may be towed.
- Right of Way
 - **Students must always yield the right-of-way to school buses and emergency vehicles.**

Driving Offenses and Consequences

Minor offenses include, but are not limited to:

- Failure to display parking permit

- Improper parking or parking outside designated student area
- Parking without authorization

Progressive disciplines:

- First Offense: Verbal warning and the student is to correct the violation immediately.
- Second Offense: Suspension from school for two (2) days.

Major offenses include, but are not limited to:

- Speeding
- Reckless or unsafe driving
- Dangerous or irresponsible behavior
 - Irresponsible behavior includes, but is not limited to:
 - Transporting or possessing drugs, alcohol, or weapons on school property
 - Possession of contraband
 - Any behavior violating school safety policies

Consequences may include:

- Notification of local law enforcement
- Plan of correction and disciplinary probation
- Suspension up to and including termination from the program

Important Notes:

- Vehicles parked improperly may be subject to towing at the owner's expense.
- Progressive disciplines do not excuse tardiness or absence.
- Continued violations may be considered failure to comply with program policies.

DRUG AND ALCOHOL POLICY

Lenape Technical School Practical Nursing Program is committed to maintaining a learning and working environment free from the unlawful use of drugs and alcohol in accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. It is the intent and obligation of the school to provide a drug-free, healthful, and safe environment for students, employees, and patients.

- The unlawful **use, possession, distribution, manufacture, or being under the influence of drugs or alcohol** while participating in any school-sponsored activity, including classroom, laboratory, simulation, or clinical experiences, **is prohibited**.
- Lenape Technical School Practical Nursing Program faculty are responsible for observing and documenting student behaviors, performance concerns, or other indicators that may suggest impairment. If a faculty member **reasonably suspects** that a student may be under the influence of drugs or alcohol, the faculty member **will immediately notify the Program Coordinator**. To ensure the safety of patients, students, staff, and others, the student will be removed from the educational or clinical setting and **required to undergo drug and/or alcohol testing**. The student will **not be permitted to return** to the educational or clinical setting **until test results have been received and reviewed** by the Program Coordinator. Any classroom, laboratory, simulation, or clinical hours missed during this period will be

treated in accordance with the outcome of the drug and/or alcohol testing and the Program's **attendance policies**.

- Students suspected of impairment **will not be permitted to transport themselves** to a drug and/or alcohol testing facility. Drug and/or alcohol testing **must be completed immediately** upon notification. The **student is responsible for arranging transportation**. If necessary, **emergency medical services (EMS) will be contacted** to ensure the safety of the student and others.
- If the results of the required drug and/or alcohol test are negative, disciplinary action related solely to the allegation of impairment will be reviewed by the Program Coordinator. Students who **receive a negative test result will be reimbursed** for the cost of testing upon submission of proof of payment.
- If a student **declines, refuses, delays, or otherwise fails to complete required drug and/or alcohol testing, or fails to authorize the release** of test results to the Practical Nursing Program, the refusal may be considered a violation of Program policy and **may result in disciplinary action, up to and including dismissal from the Program**.
- If concerns regarding a student's performance, behavior, professional conduct, or ability to safely participate in classroom, laboratory, simulation, or clinical activities persist, the student **may be subject to corrective action** under applicable academic, clinical, or conduct policies **regardless of the outcome of drug and/or alcohol testing**.

DRUG/ALCOHOL REHABILITATION PROGRAMS

The Armstrong County area offers several local agencies providing counseling and rehabilitation in drug/alcohol problems. All services are confidential and based on the ability to pay.

Program	Phone Number	Address	Services Include
ARC Manor	724-548-7607	200 Oak Avenue Kittanning, PA 16201	Outpatient Counseling 28-day Residential Treatment 24 Hour Crisis Intervention
Butler Regional Recovery Program	724-284-4357	911 E Brady Street Butler, PA 16001	Outpatient Counseling Non-Hospital Rehabilitation & Detoxification Hospital Rehabilitation & Detoxification
Nurses' Health Program	Intake: 717-558-7819 Toll free: 1-866-747-2255	400 Winding Creek Blvd. Mechanicsburg, PA 17050	Substance use disorders Mental health concerns Other behavioral health issues

SUSPENSION AND TERMINATION

It is our belief that adults in educational situations **must take responsibility for their own actions**. Acceptance of a position within the school is evidence of agreement to abide by its policies and procedures and support its course of instruction.

Suspension – dismissal from the program for a period of days determined by the Program Coordinator.

Suspension may be warranted for any individual occurrence, or any breach in policy, conduct, or professional behavior. Situations are evaluated on an individual basis, and the Program Coordinator makes the final determination. Any days missed due to suspension is an unexcused absence. A student who is suspended during their course of enrollment will be required to return after graduation to complete all missed hours from suspension before receiving their certificate and before submission to the Pennsylvania State Board of Nursing.

Termination – immediate and permanent dismissal from the program.

Immediate termination from the program can result from but is not limited to:

- Unsafe Practice
- Negligence
- Endangering the physical and/or mental well-being of a client
- Unethical conduct
- Disregard for the rules and regulations of the affiliating agency, controlling institution, and the Practical Nursing Program
- Possession or use of harmful drugs. Examples: alcohol, barbiturates, amphetamines, narcotics, etc.
- Theft, dishonesty, or cheating
- Falsifying information
- Violations of Confidentiality

All **disciplinary matters are reviewed on an individual basis**. The Program Coordinator reserves the authority to determine the appropriate disciplinary action, including dismissal from the Practical Nursing Program.

NURSE AIDE CERTIFICATION ELIGIBILITY

- You are eligible for testing if you have completed a nurse aide training program approved by the Pennsylvania Department of Education within the last 24 months. OR
- Your Pennsylvania nurse aide registry has lapsed because you have not worked one documented day providing nursing related services for 24 months or more.
- You are a nurse aide on another state's nurse aide registry, but your status has lapsed because you have not worked for at least 24 consecutive months.
- You are a temporary nurse aide and have completed a Nurse Aided Attestation Form and intend to sit for the PA nurse aide examination.

If you are eligible under one (1) of the categories above, you should complete a registration form with the assistance of your training program provider, director of nursing, facility administrator, or other employer. For more information visit <https://credentia.com/test-takers/pa>

Questions for CNA Registry call 1-800-852-0518.

STUDENT EMPLOYMENT

As roughly eight (8) to ten (10) hours per day are necessary for class and clinical attendance and preparation, students are discouraged from working while attending the full-time practical nursing program.

If, in the student's estimation, it is necessary to work during the school year, students may do so on a limited basis only.

Students are **expected to schedule** their **working hours** so as **not to conflict** with **regularly scheduled class or clinical times**. Students **may not leave early, arrive late or be overly tired due to employment requirements**.

Students may continue employment only as long as it does not unduly affect their health, academic achievement, or progress. Whenever such conflicts arise, the Program Coordinator may recommend that the student either reduce or terminate employment or withdraw from the program.

Students working in health care settings may not wear the school uniform or insignia. They may not perform functions normally assigned to a professional or practical nurse nor may they act in a charge nurse capacity and are cautioned that to do so constitutes practicing nursing without a license. This is illegal in Pennsylvania and could be cause for termination from the program, personal lawsuits and civil or criminal prosecution.

Mandates for work on a scheduled classroom, lab, clinical, or simulation day is an **unexcused absence**, and the student must follow the call off procedure and follow the attendance policy.

CONFIDENTIALITY POLICIES

FERPA – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their educational records as follows:

- The right to inspect and review the student's educational records.
- The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file with the U.S. Department of Education a complaint concerning alleged failures by the school to comply with the requirements of FERPA.
- The right to obtain a copy of the school's student records policy which contains the school policy for maintenance of educational and financial records. The student may obtain a copy from the Program Coordinator of the program.

HIPPA – HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT

Current federal legislation mandates the confidentiality of all patient information. This legislation applies to all of the agencies and institutions with which Lenape has affiliations.

Students are not permitted to take patient data from the chart. Information about a patient is limited to only the information a student needs to complete clinical paperwork on the assigned patient. Failure to comply with HIPPA can result in student disciplinary action, including termination from the program.

The following policies of Lenape Technical School are available on the school website www.lenapetech.net:
Policy on Sexual Harassment
Drug-Free School Policy

JEANNE CLERGY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT
Current information available on the school website at www.lenapepnp.com.

STUDENT RIGHT-TO-KNOW-ACT

Title I of the Act relates to graduation or completion rates and is provided to students for consumer information purposes. As found by the United States congress in Sec 102.(2) of the Act, there is increasing concern among citizens, educators, and public officials regarding the academic performance of students at institutions of higher education. As indicated in Sec 102.(7) of the same Act, knowledge of graduation rates would help prospective students make an informed judgment about the educational benefits available at a given institution of higher education.

The rate of completion pertains to full-time, undergraduate students who enroll in the practical nursing diploma program beginning in the fall of the year. Only students enrolling for the first time at any institution will be included in this rate. Counted in the completion or graduation rate are students who have completed the program within 150% of the normal time, as measured in calendar time. As defined for the practical nursing program at Lenape the 150% includes students who completed or graduated from the normal 12-month program in 18 months. Students who change programs at the school remain in the cohort but are followed to the completion of the program to which they changed. At Lenape School of Practical Nursing, students beginning in the August class of 2002 (for example, Class A) who later transfer into another class (Class B), would be counted in the cohort rate under Class A and would be counted as a completion in Class A, even though enrolled in Class B, should that student graduate within 150% of the normal 12-month program. As is applicable to Lenape Technical School Practical Nursing Program, excluded from this calculation are students who leave school to serve in the armed services. For information on other exclusions, contact the financial aid office.

The completion (graduation) rate for full-time and part-time students enrolled in Lenape Technical School Practical Nursing Program in the:

	Full-time	Part-time
2024 Cohorts	74%	58%
2025 Cohorts	89%	N/A

COMPLAINT AND GRIEVANCE PROCEDURES

GENERAL COMPLAINTS

Lenape Technical School Practical Nursing Program recognizes the right of faculty, staff, students, and members of the community to present complaints to the school. Any such complaint should be resolved informally at the most immediate appropriate administrative level if possible.

It is required that students **follow the formal chain of command** in forwarding complaints. If a student is not satisfied with the decision of the Program Coordinator, they must follow the formal student **Grievance Procedure**. Failure to follow this procedure may result in disciplinary action by the school.

If a complaint cannot be resolved informally by the immediate administrator, provision has been made to process it through formal written stages, as the Student Grievance Procedure, to higher administrative levels.

If, in any case, the Administrative Director or the Chief School Administrator does not direct a complaint based upon alleged violation of School policy to the JOC. Board, the complainant may request review by the Board. All JOC Board meetings are open to the public. The JOC Board may or may not elect to take jurisdiction in the case.

STATEMENT OF COMPLAINT FORM

You may request a Statement of Complaint Form by mail, by calling the Professional Compliance Office Hotline at 1-800-822-2113 (if you are calling from within Pennsylvania) or at 1-717-783-4849 (if you are calling from outside Pennsylvania).

INFORMAL STAGE

In the interest of good working relationships with the faculty and staff, the individual or group seeking resolution of a problem is encouraged to attempt to settle it informally. Toward this end, faculty and administration are available to students for informal conferences. Upon discovery of a problem, an oral conference should be initiated before a formal written complaint is submitted. Such a meeting shall take place within ten (10) working days of the occurrence of such problem or concern.

FORMAL WRITTEN STAGE

The option to forward a complaint to the next highest administrative level will remain at the level of the immediate appropriate administrator. Within seven (7) days of discovery of the complaint or receipt of written decision, the individual may request, through the administrator, that the problem be forwarded to the next administrative level. It remains at the discretion of that administrator to elect to take jurisdiction in the case. The individual shall be entitled to have an authorized representative or class officer accompany them as silent support during any or all steps of the grievance procedure.

Students must submit a typed letter addressed to the Program Coordinator.

- Grounds for the appeal, stating clearly the reason for the appeal (examples include grades, academic decisions, financial aid issues, time and attendance, etc.).
- Supporting documentation that is required to include documentation like medical records, doctors progress notes, medical bills, auto repair bills, trail notes, etc.
- Personal statement that includes a well written personal statement with explanation for the extenuating circumstances and also including why the decision should be reconsidered. This statement must be respectful and professional.
- A deadline for submission will include online submission, with one (1) week of decision.
- Contact information should be accurate so that the program can communicate to the student results.

Step 1: Practical Nursing School Administration

- A complaint that cannot be resolved at the informal stage shall be submitted to the Program Coordinator within seven (7) days after the informal conference.
- The Program Coordinator shall decide the issue and return a copy of the complaint as well as the written decision to the complaining party within seven (7) days of receipt of the complaint.

Step 2: Vocational-Technical School Administration

- If the complaining party is dissatisfied with the decision made at Step 1, the written complaint may be referred to the Administrative Director of Lenape Vocational-Technical School.
- The Administrative Director shall decide the issue and return the written decision to the Program Coordinator within seven (7) days of receipt; or at the Administrative Director's discretion, the issue shall be brought to the Chief School Administrator for decision.

Step 3: School District Administration

- If the complaining party is dissatisfied with the decision made in Step 2, the written complaint may be referred to the Chief School Administrator for decision.
- The Chief School Administrator will decide the issue and return the written decision to the Program Coordinator within seven (7) days.

Step 4: Area Vocational Technical School Board

- Having been referred to the Chief School Administrator, a complaint decision may be again referred to the Chief School Administrator for additional review with request for Board review.
- At the discretion of the Chief School Administrator, a complaint will be directed to the Board for final resolution.
- If, in any case, the Chief School Administrator does not direct an alleged violation of school policy to the A.V.T.S. Board, the complainant may request review by the Board. The A.V.T.S. Board may or may not elect to take jurisdiction of the case.

GRIEVANCE FORM

Students **may access the Student Grievance Form** through **Quick Links** at <https://www.lenapepnp.com>. The form includes sections for Meeting Notes with Practical Nursing School Administration, Meeting Notes with Vocational-Technical School Administration, Meeting Notes with School District Administration, and Meeting

Notes with Area Vocational Technical School Board. Students are responsible for following the established grievance procedure when submitting concerns.

SAFETY, HEALTH, COMPLIANCE, AND REGULATORY INFORMATION

EMERGENCY PREPAREDNESS INFORMATION

Information on emergency preparedness is available by calling Federal Emergency Management Agency (FEMA) at 800-42520 or on the internet at:

Federal Emergency Management Agency (FEMA)	www.fema.gov
U.S. Department of Homeland Security	www.dhs.gov
Ready.gov	www.ready.gov
American Red Cross	www.redcross.org
Pennsylvania Emergency Management Agency	www.homelandsecurity.state.pa.us

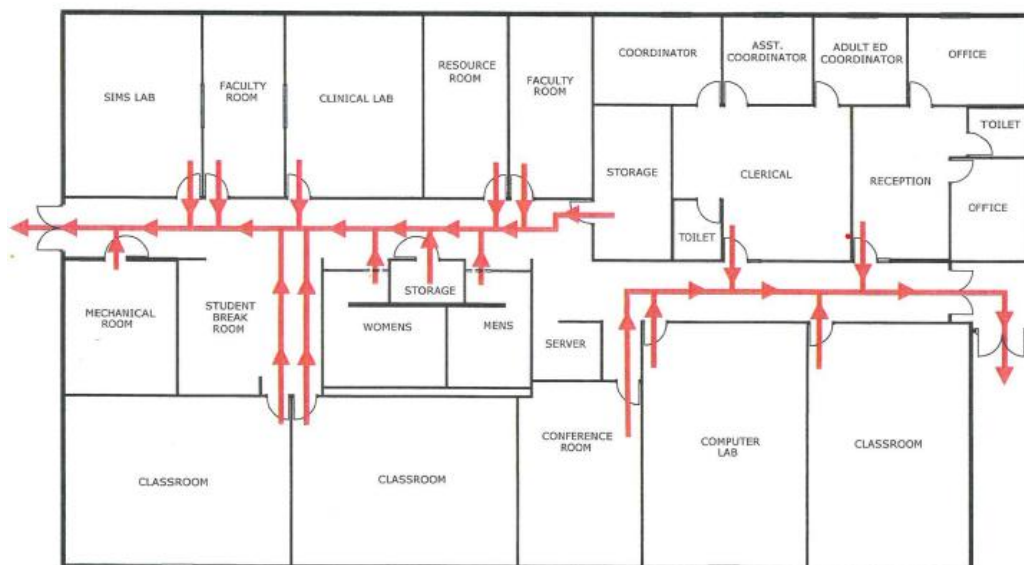
Learn More - if you are interested in learning more about how to prepare for emergencies, contact your local or State Office of Emergency Management or local American Red Cross chapter, or contact Federal Emergency Management Agency (FEMA).

Students may request preparedness publications including:

- Emergency Preparedness Checklist (L-154, Item #8-0872)
- Are You Ready? Your Guide to Disaster Preparedness (ARC 4471, H-34, Item #8-0908)
- Your Family Disaster Supplies Kit (L-189, Item #8-0941)
- Emergency Preparedness Publications (ARC 4466, L-164, Item #8-0822)

SCHOOL FLOOR PLAN / SCHOOL EMERGENCY EXIT PLAN

Floor plans and emergency exit routes are posted in **each classroom** and throughout the facility. Students are responsible for familiarizing themselves with evacuation procedures upon enrollment.



BUILDING ACCESS POLICY

The NexTier Adult Learning Center is usually open between the hours of 7:30 AM and 3:30 PM. Hours may vary during summer months (June-August). During practical nursing evening program sessions, the facility will remain open during scheduled class hours, including Monday through Wednesday evenings until 9:00 PM and Thursday evenings until 11:00 PM for the part-time program.

All exterior doors remain locked when classes are not in session. **Students are not permitted in the building without an instructor.** Access outside scheduled hours require prior approval and appointment.

GRADUATION AND GRADUATE INFORMATION

GRADUATION REQUIREMENTS

Students will be **eligible for graduation** when they have earned at least a **77% in each course, passed each clinical course, fulfilled all financial obligations** toward the school, and **met all other school responsibilities**, including **make-up of absences**.

Students who **successfully complete all course requirements** receive Lenape Technical School Practical Nursing Program **certificate at a graduation ceremony** planned and coordinated by administration.

Graduate practical nurses are then **eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN)** to become licensed in Pennsylvania. Licensure in other states is available by applying to the Board of Nursing in that state. No additional program-based testing is required for program completion beyond NCLEX-PN eligibility.

STUDENT RECOGNITIONS

Upon graduation, the faculty and administration of Lenape Technical School Practical Nursing consider the following criteria for recognitions. If no students meet the criteria for any award, the award will not be presented.

Students who receive disciplinary action during their enrollment are not eligible for the Candace Maharg Clinical Nursing Excellence Award or Attendance Award.

Candace Maharg Clinical Nursing Excellence Award

Given to a student who has demonstrated the following throughout **all four (4) levels**:

- Professional appearance and behavior
- Outstanding clinical and simulation performance
- A consistently positive attitude
- Positive role model
- Excellence in client care
- A cooperative team spirit with fellow students and agency personnel

- Dependency
- Organizational skills
- Above average critical thinking ability

Academic Awards

Valedictorian and Co-Valedictorian: Given to the student with the highest-grade point average **over 3.9 or highest-grade point average** of the cohort.

High Honors: Given to all students with a grade point average of **3.6 to 3.8**.

Academic Honors: Given to all students with a grade point average of **3.3 to 3.5**.

Attendance Award

Given to all students with perfect attendance (classroom, lab, clinical, and simulation) for all four (4) levels.

Most Improved Student

If applicable, at the Faculty Organizational and Program Coordinator discretion this award is given to the student who demonstrates the following throughout **all four (4) levels**:

- Improved academic performance
- Improved clinical and simulation performance
- Consistently positive attitude in academic, clinical, and simulation settings

Other awards of merit not listed above may be given to individual students based on faculty recommendation and student's outstanding performance.

STUDENT/GRADUATE TRANSCRIPTS

All student and graduate transcripts will be maintained in their permanent record as per school policy. A transcript fee is included in the graduation fee and is charged to each student during the second enrollment to defer the cost of sending transcripts. All certified transcripts should be embossed with the school seal and shall be dated and signed by the person affixing the seal. Non-certified transcripts shall be made available to students or graduates at no cost to the student, upon request. Any non-certified **transcript issued directly to the student** shall have the words "**issued directly to student**" or "**unofficial transcript**" written or stamped in the comment portion of the transcript. No transcript or other school record will be released regarding any prior student until all debts owed to the school are satisfied.

Note: **Official transcripts are sent directly to a school or employer. Transcripts sent to the graduate are marked as unofficial.**

CONTINUING EDUCATION FOR GRADUATES

Lenape Technical School Practical Nursing is committed to the career ladder approach in the health care field for those students who wish to continue their education from the practical nurse level to the registered nurse level. Students who have completed their practical nursing education are eligible for acceptance at diploma,

associate degree, and baccalaureate schools of nursing. Students are encouraged to explore the individual policies for advanced placement at any institution of their choosing.

STUDENT RECORDS

Under the Family Educational Rights and Privacy Act (FERPA), students and parents have certain specific rights regarding confidentiality of student educational and financial aid records. Educational records of the Lenape Technical School Practical Nursing Program are defined as information related directly to the student including financial aid information, course grades and clinical evaluations, counseling records, transcript, and application information.

Financial records are kept in a locked file in the financial aid office of the NexTier Adult Learning Center in Ford City, PA. All other records are kept locked in a file in the practical nursing suite respectively per campus. All information in student files is kept for a maximum of five (5) years following graduation. Lenape Technical School Practical Nursing Program Transcripts are kept indefinitely for students who graduate from the program.

GRADUATE EMPLOYMENT

Most graduates are employed in long term care facilities. Other employment opportunities include acute care hospitals, extended care hospitals, home care agencies, physician offices, and clinics.

LICENSURE EXAM GUARANTEE

Lenape Technical School Practical Nursing is committed to preparing students for success on the NCLEX-PN licensure examination. The first measurable indicator of program success is graduate performance on the licensure examination.

Graduates who successfully complete the program are eligible to apply to take the NCLEX-PN.

If a graduate is unsuccessful on the NCLEX-PN, the school may permit the graduate to return under the following conditions:

The following stipulations apply:

- Returning graduates must follow all school rules and regulations, including academic and clinical performance standards.
- Returning graduates must attend for a minimum of one (1) level.
- Written intent to return must be submitted at least 30 school days prior to re-entry.
- All required admissions and enrollment process paperwork must be complete prior to approval to return to the program.
- The cost of books, materials, and related expenses is the responsibility of the student.
- Failure to meet these conditions may result in ineligibility for re-admission.
- Re-admission is subject to clinical capacity, including student-to-instructor ratios not exceeding 15:1. If capacity is unavailable, re-admission will occur when space becomes available.

FINANCIAL AID AND TUITION INFORMATION

TUITION

Please be advised that the following information relating to school costs reflects approximate or estimated amounts and in no way represents a binding agreement. Figures are provided to assist you in planning for your continuing education. Current school year tuition cost is available upon request.

Previous and Current Total Cost for All Four (4) Levels

2024-2025 School Year	\$22,000.00
2025-2026 School Year	\$23,194.00
2026-2027 School Year	\$23,359.00

ESTIMATED COST INCURRED BY STUDENTS

	<i>Estimated Price</i>
Academic Records – Official High School Transcript, GED Documents, Official College Transcripts	Varies
Clinical Shoes	\$50.00
Clearances – Child Abuse History, State Police Criminal Background, FBI Federal Criminal History Record	Varies
Entrance Exam – ATI TEAS Exam	\$107.00-\$120.00
Graduation – Cap & Carrying Case, Pin, White Uniform and White Shoes	\$150.00
Hands-on Basic Life Support CPR	Varies
Medical Dictionary / Drug Reference	Varies
Medical Requirements	Varies
NCLEX Examination Fee (Pearson VUE)	\$200.00
PA Licensure by Examination Application Fee (State Board of Nursing)	\$95.00
Permit Parking Pass	\$10.00
School Supplies – notebooks, index cards, pens, pencils, highlighters, etc.	Varies
Temporary Practice Permit (if requested/eligible)	\$70.00
Laptop	\$500.00
Urine Drug Screen	\$30.00
Watch with Second Hand	\$25.00

All costs listed are subject to change without prior notice based on institutional, regulatory, or vendor requirements.

Students have an ethical responsibility to repay all debts incurred as educational expenses. As with the Guaranteed Student loans, failure to repay the loan within its terms and conditions may result in any or all the following:

1. Inability to complete the course of instruction.
2. Intervention by a collection agency.
3. Disruption of credit record.
4. Difficulty in obtaining other credit.
5. Legal action.
6. Loss or attachment of real assets and/or personal property.

7. Prosecution for fraud in obtaining funds.

ANNUAL TUITION AND ESTIMATED COST INCURRED BY STUDENTS REVIEW

Tuition, fees, and other program-related costs are reviewed annually and may be adjusted by the Lenape Technical School Practical Nursing Program for a future academic year. Current tuition and fee schedules are available through the Practical Nursing Program office.

Annual review or adjustment of tuition, fees, and other program-related costs does not require republication of the Student Handbook. Tuition and fee information published in this handbook reflects the rates approved at the time of publication. Applicants and students enrolling in a future academic year should contact the Practical Nursing Program office for the current approved tuition and fee schedule.

TUITION SUBSIDY

The Pennsylvania Department of Education (PDE), through the Bureau of Vocational and Adult Education provides funds to the school to help cover costs of program administration. These funds help keep tuition as low as possible for the individual student and represent the only tax dollar subsidy received by the school.

Please be advised that these funds represent the state of Pennsylvania's participation in vocational and adult education.

FINANCIAL AID

The Financial Aid Office at Lenape Technical School Practical Nursing Program 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, how to apply, and assisting students with the application process. Students are solely responsible for filing appropriate applications in a timely manner.

PROGRAM ELIGIBILITY

Lenape Technical School Practical Nursing Program participates in various financial aid programs. The purpose of financial aid is to provide assistance to students of financial need who, without financial aid, would be unable to pursue an education. Listed below are the Financial Aid resources available to students attending Lenape Tech Practical Nursing Program:

- Federal Pell Grant
- Federal Stafford Loans
- Parent PLUS Loans for Students
- Veteran's Education Assistance (VA)
- Sponsorship through the following agencies:
 - Office of Vocational Rehabilitation (OVR)
 - Trade Adjustment Act (TAA)
 - Workforce Investment Act (WIA)
 - Career T.R.A.C.K. (CT)
 - Single Parent of Contact (SPOC)

- New Choices/New Options

STUDENT ELIGIBILITY CRITERIA

We believe the mission of vocational technical education is to provide its students with learning experiences that produce skills for competent entry-level performance.

Each applicant for Financial Aid must complete and submit the Free Application for Federal Student Aid (FAFSA) for processing. The FAFSA is available on-line at www.studentaid.gov. A FAFSA is required for each academic year.

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

- High School Diploma or GED.
- Enrollment as a regular student working toward a diploma.
- US citizen or eligible non-citizen.
- Social Security Number.
- Maintain satisfactory academic progress.
- Maintain satisfactory attendance.
- Register with selective service, if required.
- Have a financial aid transcript on file, if required.
- Not be in Default of a Previous Student Loan.
- Not to be in conviction of possession or sale of illegal drugs.

Students are required to notify the financial aid office in writing of any changes in financial or academic status while enrolled at Lenape Technical School Practical Nursing Program. Students are also responsible for reporting in writing any changes of names, addresses and phone numbers, from the beginning of attendance, until their student loans have been paid in full (up to ten (10) years after repayment begins).

Students must be enrolled in the program and must maintain satisfactory academic progress to continue to receive aid. Students are responsible for becoming familiar with the grading system as outlined in this Student Handbook.

Students receiving funding from outside sources must report this to the financial aid office. These external resources are taken into consideration in evaluating financial need. Report any discrepancies regarding these resources to the financial aid office immediately.

ACADEMIC YEAR DEFINITION

The Lenape Technical School Practical Nursing Program is 1554 hours, organized into four (4) levels. The academic year is defined as 28 weeks of instruction and 900 clock hours. There are two (2) enrollments in the 1,554 clock hour program of study. A student is considered to be in the first enrollment until they have successfully completed the first 900 hours and 28 weeks of instruction. The second enrollment includes the remaining hours of instruction. Enrollment two (2) is not a complete academic year (less than 900 hours)

financial aid is adjusted according to the federal guidelines. Repeated hours are not considered in the 900-hour calculation.

Federal funds are disbursed according to payment periods. There are four (4) payment periods per program. Students are given award letters that list the total awards for the academic year disbursement amounts by payment period, and estimated disbursement dates.

Students who fail to meet Satisfactory Academic Progress standards may lose their financial aid eligibility at Lenape Technical School Practical Nursing Program. After the students first failed Satisfactory Academic Progress evaluation they will be placed on a one-time financial aid 'warning' period. During the 'warning' period, they will continue to receive financial aid, however, if they have not met the Satisfactory Academic Progress standards outlined above by the end of the 'warning' period, they will not be eligible for additional financial aid. Students are notified in writing by the Financial Aid Advisor whenever their Satisfactory Academic Progress status has changed.

FINANCIAL AID PROCESS

If assistance is needed, contact the Financial Aid Advisor.

- Apply for federal student aid, using the Free Application for Federal Student Aid (FAFSA) at <http://www.studentaid.gov>. The FAFSA is used to determine student aid eligibility and dependency status. Lenape's Title IV code is 016100. Keep a copy of the FAFSA.

Both the student and the school will receive the results of the application, the Institutional Student Information Records (ISIR). Carefully review all the information on the ISIR. It is the student's responsibility to make all corrections, or to report all incorrect information to the financial aid office.

The ISIR contains the student dependency status. Financial aid amounts differ for dependent and independent students.

The ISIR has the Student Aid Index (SAI) on it. This number is used to determine the student's Pell Grant eligibility. A Pell grant is funding from the federal government that does not need to be repaid. The student may receive a Pell grant, after the school receives the student financial aid history from NSLDS (National Student Loan Data System) and all verification information is received. A student's account will not be credited, or a refund issued, prior to the federal government authorization of the grant, or before the receipt of funds in the school's federal Pell account unless the Administrator, in extraordinary circumstances, authorizes an exception.

- You must apply for Federal Direct Student Loans at www.studentloans.gov and complete the Master Promissory Note.

Federal Direct Student Loans are loans that must be repaid to the Federal Direct Loan Program. Direct Loans have a fixed interest rate that differs depending on the loan type and other factors. Direct Subsidized Loans are for students with demonstrated financial need, as determined by federal

regulations. No interest is charged while a student is enrolled at least half-time, during the six (6) month grace period and during deferment periods. Direct Unsubsidized Loans are not based on financial need; interest is charged during all periods. Contact the financial aid office or the Direct Loan Servicing Center for details and current interest rate information. Federal Direct Student Loan repayment begins six (6) months after the student graduates, leaves school, or drops below half-time enrollment.

Federal Direct PLUS Loans are low interest loans for the parents of dependent students. Interest is charged during all periods. Parents may go to www.studentloans.gov to complete the Master Promissory Note and loan request process. Federal Direct PLUS Loan repayment begins 60 days after the loan has been disbursed. Contact the financial aid office or Direct Loan Servicing Center for interest rate information and details.

The student loan borrower is required to complete Federal Direct Loan Entrance Counseling before receiving student loan funds. Direct Loan Entrance Counseling is completed at www.studentloans.gov.

The student loan borrower is required to complete Federal Direct Loan Exit Counseling at www.studentloans.gov before graduating, leaving, or dropping below half-time enrollment.

VERIFICATION

If a student is chosen for verification, it means that the application for federal student aid has been selected for review by the Department of Education. This process is called verification; you will have to provide the financial aid office with the documents that are needed to complete the verification. Please know that the selection of an application for verification review does not mean that Lenape believes your information is incorrect. Some applications are selected for review on a random sample basis. Some are selected upon a set of common edits developed by the Dept. of Education, which check data for consistency and logic. Others are checked against prior year applications the student has submitted. Financial aid will not be disbursed until the verification process has been completed. The verification process is required by federal regulation.

Documents Needed to Complete the Verification

- Students need to use the IRS Data Retrieval Tool within the FAFSA. If the student is not able to or chooses not to use the IRS Data Retrieval Tool, then the student must provide a Tax Return Transcript from the IRS. (Independent students need not submit parental information; however spousal information is required).
- Completion of the Verification Worksheet, which will arrive with the verification instructions. Be sure to follow all instructions on the worksheet. Make sure the Verification Worksheet is signed by the appropriate person(s).
- Additional documentation may be requested at the discretion of the Financial Aid staff.

Non-Compliance

If the required documentation is not submitted, the following may occur:

- The student will receive no financial aid for the payment period or the academic year.

- Future applications for financial aid will not be processed.
- The financial aid application may be forwarded to the U.S. Dept. of Education for their review.
- The student must make other arrangements to pay for the current enrollment period, or the student may no longer be permitted to attend classes.

Time Period

A student has 30 days to bring all the necessary documentation to the financial aid office, after notification of verification procedure has been received.

Correction Information

If information provided in the verification process necessitates a correction to the application, the financial aid department will make the appropriate corrections electronically.

Completion of the Verification Process

Once the Verification Process has been satisfactorily completed, you will receive notification via email that verification was successfully completed.

Consequences of Default

If you don't repay your student loans, you will go into default. The school, the servicer, the Commonwealth of Pennsylvania, and the United States Government may all take action against you to recover this money. You have an ethical responsibility to repay your loans.

If you default on your student loan: *The IRS will withhold a defaulter's federal income tax refund and apply the amount withheld toward repayment of the defaulted loan. * A percentage of the defaulter's wages can be taken.

REFERRAL AND OVERPAYMENTS

If at any time, it is determined that a student has received funds to which he/she is not eligible to receive, the student must repay the amount. If repayment is not made, the overpayment must be reported and referred to the U.S. Dept of Education. No further aid will be processed by the U.S.D.O.E. or by any financial aid office.

PAYMENT PLAN

If the student's financial aid eligibility cannot cover the entire school charges, the school may agree to accept payments. This requires a written agreement between the student (and parents, if dependent) and the school. The student needs to make an appointment with the financial aid office to make the said agreement.

Payments must be received by the due date, according to the monthly payment plan. Please make checks payable to "Lenape Practical Nursing". If a scheduled payment is late by more than one (1) week, the student will be charged a late fee of \$25.

If a payment is 21 days overdue, the student will no longer be admitted to class. All returned checks and stop payments will incur a cost of \$40.

Satisfactory Academic Progress will be measured in the increments at the end of each level, which aligns with the end of each payment period.

All outstanding student account balances must be paid in full prior to the completion of each level. Students with unpaid balances may be prohibited from progressing to the next level until the balance is satisfied.

EXCESS FUNDS POLICY

Financial aid must first be used to pay for educational costs at school. When all costs have been paid for the payment period, any additional financial aid funds will be refunded to you. Pell grants and loan disbursements will be posted to student accounts within three (3) days of receipt of the money. If a credit balance occurs, refunds will be disbursed within 14 days.

FINANCIAL AID APPLICATION DEADLINES

Students are eligible to apply for aid for each enrollment. In order to be considered for financial aid, students must have submitted valid financial information by the following dates:

Enrollment 1	One month prior to the start date (Level 1)
Enrollment 2	One month prior to the beginning of Level 3

INSTITUTION REFUND POLICY

Students withdrawing from the program may be eligible for partial tuition refunds. The date of withdrawal will be the last date of attendance and will be used to determine the amount of the possible refund. If a student withdraws after completing 60% of the payment period hours no reduction of charges or refund will occur. If a student withdraws prior to completing 60% of the hours within a payment period, the following formula will be applied:

Number of hours completed multiplied by the hourly tuition rate = tuition earned

Tuition paid – tuition earned = refund

1. All fees are required of all students and are not subject to a refund.
2. All books once distributed are the property of the students and are not eligible for return/refund.
3. All uniforms once ordered are the property of the student and are not eligible for return/refund.
4. Students benefiting from receiving Title IV Federal Funds will have their refunds calculated as per federal regulations (Return of Title IV Funds).

RETURN OF THE TITLE IV FUNDS

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, dropout, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. That is, if a student leaves the school prior to completing 60% of a payment period or term, the financial aid officer recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: The percent of the payment period or

term completed is equal to the number of hours completed up to the withdrawal divided by the total hours in the payment period or term. This percentage is also the percentage of earned aid. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the school.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after determining the student has withdrawn. A post-withdrawal disbursement statement disbursing any Title IV funds that the student has earned but have not yet been disbursed to the student will be addressed as the following:

1. Grants must be disbursed within 45 days
2. Loans must be offered to the student within 30 days, allowing the student at least 14 days to respond to accept or decline the funds
3. All post-withdrawal disbursements are applied to the student account first, and any resulting credit balance is handled in the order listed below

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

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Parent (PLUS) Loans
- Federal Pell Grants
- Iraq and Afghanistan Service Grants

APPEAL PROCESS FOR FINANCIAL AID DURING PROBATIONARY PERIOD

A letter of appeal must be submitted to Financial Aid within the specified timeframe noted on the denial letter. If an appeal is granted, the student will be put on financial aid 'Probation' and provided with additional financial aid awards for one period of enrollment. At the end of the probation period, the student will be expected to meet all Satisfactory Academic Progress standards.