

Central Susquehanna LPN Career Center



**2020-2021
Student Handbook**

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Student Handbook

**Central Susquehanna
LPN Career Center**

**Celebrating Over
50 Years of Service
in the Susquehanna Valley**

1339 Saint Mary St., Suite 2 ♦ Lewisburg, PA 17837
570-768-4960 ♦ FAX 570-768-4961
www.csiu.org/lpn

Central Susquehanna LPN Career Center



The Central Susquehanna LPN Career Center is administered by the CSIU and accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Pennsylvania Department of Education and Pennsylvania State Board of Nursing.

**Accreditation Commission for Education in Nursing
3390 Peachtree Rd., NE, Suite 1400
Atlanta, Georgia 30326
www.acenursing.org**

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

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

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

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

A handwritten signature in black ink that reads "Timothy B. Campbell PhD RN". The signature is written in a cursive style.

Timothy B. Campbell, PhD, RN

Director

PROGRAM

LPN CENTER PHILOSOPHY

We believe that...

- Each individual has unique talents, perspectives and contributions that he or she brings to the educational process. Education results in a change of behavior when a student has the ability and motivation to learn and faculty members believe in what they teach, enjoy teaching, and create enthusiasm and interest to stimulate students.
- Education involves active participation of both learners and teachers and enables people to develop their potential to become productive members of society.
- Nursing education is built on a firm foundation of basic education that prepares people to make ongoing adjustments in response to societal needs.
- Nursing is an art and progressive science that serves people of all ages regardless of race, religion, gender, economic status or disability.
- Practical nursing education is an integral part of all nursing.
- Practical nursing should prepare participants to function cohesively with all members of the health team and to use sound judgment based on knowledge, skills, attitudes and experiences in selected nursing situations.
- The practical nurse, under the supervision of a professional nurse and/or licensed physician, gives direct patient care; observes, reports and records appropriate information; performs treatments; administers medications; assists with the rehabilitation of patients; and participates in the planning, implementation and evaluation of nursing care in all settings where nursing takes place.
- Students have rights such as the right to learn on an individual basis, the right to question, the right for a voice through the student organization and the right to evaluate the curriculum and instruction.

- Ongoing evaluation of the curriculum by faculty is important to keep courses current and flexible within the standards of nursing education and changes within society.

PROGRAM OBJECTIVES

At the completion of the program, you will:

- Assist in assessing the needs of health care recipients by identifying responses to altered basic needs.
- Participate in planning nursing care that will prevent, reduce or resolve altered basic needs of health care recipients.
- Implement nursing care based on accepted standards of care and principles from the biophysical and psychosocial sciences.
- Assist the RN in complex situations.
- Participate in the evaluation of nursing care, remaining accountable for your own care given and care delegated to unlicensed health care providers.
- Incorporate critical thinking in meeting the needs of all health care recipients.
- Use communication skills effectively in interactions with recipients of health care, their families and health care personnel.
- Function within the ethical and legal framework of practical nursing.

CURRICULUM

Approved by the Pennsylvania State Board of Nursing (PASBON), the LPN Center curriculum includes 1,547 hours of classroom instruction, laboratory experience and clinical practicum. Students progress through three levels of study, moving from basic to more complex knowledge and skills.

The curriculum is offered in both a full-time and part-time program. The full-time program runs for 12-months and begins each August. The part-time program allows for completion of the objectives over 24-months and begins each January.

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

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

No person shall be admitted to the LPN Center program who has been convicted of a felony, two misdemeanors within the 3900 series on the prohibitive offenses list or drug convictions less than ten years old. Convictions include judgment, admission of guilt, or plea of *nolo contendere*.

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

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

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

SCHEDULE

The full-time program lasts one year, with classes and clinical experiences offered from August to August. Classes are held weekdays between 8 a.m. and 4 p.m. Clinical experiences at affiliated agencies are usually offered during the day or first shift but might occasionally be scheduled for evenings. The part-time program spans two years with classes beginning each January.

FACULTY

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

LEVEL OBJECTIVES AND COURSE DESCRIPTIONS

Level 1 Objectives:

At the end of the first level, you will:

- Assist with the assessment and reporting of simple identifiable abnormal conditions of patients.
- Plan, implement and evaluate basic nursing procedures for patients with simple nursing problems, under supervision.
- Incorporate critical thinking in meeting the needs of patients with simple nursing problems.
- Demonstrate acceptable rapport with patients and co-workers.
- Demonstrate a limited knowledge of the physical, biological, social science, ethical and legal aspects of practical nursing.
- Demonstrate a basic knowledge of drugs and solutions.
- Demonstrate personal grooming and hygiene habits acceptable to patients.
- Demonstrate leadership skills through activities such as serving as a class representative.
- Use basic computer skills to meet educational needs.

Level 1 Course Descriptions:

Fundamentals of Nursing: Prepare to perform basic nursing skills under supervision, apply basic concepts of health to yourself and others, and communicate with other members of the health team. Emphasis on problem solving, knowledge, attitudes, and skills common to all health care agencies in the community; and legal, moral and ethical responsibilities. Transfer principles of health care to patient care during clinical experiences. 280 hours (110 classroom, 170 laboratory, including clinical experience).

Pharmacology: Prepare to perform medication administration procedures; apply basic principles of pharmacology to patient care. 70 hours (30 classroom, 40 laboratory).

Anatomy and Physiology I: Study the structure and function of the human body, including the cells and musculoskeletal, nervous, sensory, integumentary, endocrine and reproductive systems. 80 hours.

Microbiology: Identify various microorganisms and investigate their relationship to daily living and disease in this basic introductory course. 48 hours.

General Psychology: Explore principles that determine the complexity of human behavior; learn about human communication, behavior and personality, and appropriate responses to stress; more fully understand your own behavior and that of people with whom you interact. 48 hours.

Level 1 total hours: 526 (316 classroom, 210 laboratory and clinical).

Level 2 Objectives:

At the end of the second level, you will:

- Assist with the assessment and reporting of simple to moderately complex nursing needs of patients with musculoskeletal, nervous, integumentary, endocrine, reproductive and psychiatric disorders.
- Use the nursing care plan to plan, implement and evaluate simple to moderately complex nursing needs of patients with specific medical and surgical disorders.
- Incorporate critical thinking in meeting the needs of patients with simple to moderately complex nursing problems.
- Identify patterns of growth and development of people of all ages.
- Accept ethnic groups within the health care setting.
- Administer medications safely under direct supervision.
- Communicate effectively with patients and co-workers.

Level 2 Course Descriptions:

Medical Surgical Nursing I: Study nursing care of adults, including common symptoms, treatment and nursing care related to specific diseases and disorders ... preventive as well as restorative nursing

care is stressed. 336 hours (80 classroom, 256 clinical).

Principles of Sociology: Study group behavior and the organization of society and culture. 45 hours.

Anatomy and Physiology II: Study basic anatomic and physiologic principles related to the circulatory, digestive, respiratory and urinary systems, and better understand the rationale for pathological disorders. 48 hours.

Nutrition: This introductory course includes principles of nutrition and application of those principles to meet dietary needs throughout the life cycle. 32 hours.

Life Span Psychology: Study normal growth and development and its relationship to biological, cognitive, personality and social factors ... the psychology of human development from conception to death is included. 48 hours.

Level 2 total hours: 509 (253 classroom, 256 clinical).

Level 3 Objectives:

At the end of the third level, you will:

- Assist with the assessment, planning, implementation and evaluation of the complex nursing needs of patients with respiratory, cardiovascular, gastrointestinal and genitourinary disorders, under minimal supervision.
- Incorporate critical thinking in meeting the needs of patients with complex nursing needs.
- Demonstrate basic knowledge and skills in caring for mothers and newborns.
- Effectively care for the ill child and demonstrate knowledge of pediatric safety.
- Identify the needs of people with developmental disabilities.
- Perform safe, effective, total nursing care to those who are elderly, under minimal supervision.
- Identify specific physical, emotional and psychological changes in the aging process.

- Identify community agencies to which patients with special needs, including drug and alcohol abuse, can be referred.
- Identify the principles of emergency and disaster nursing.
- Participate as a member of the health team and share leadership responsibilities within the legal framework of practical nursing.
- Demonstrate the technique for obtaining licensure.
- Demonstrate the technique used to apply for and resign from employment.

Level 3 Course Descriptions:

Medical Surgical Nursing II: Study nursing care of adults relating to specific disorders ... nursing care for adults with respiratory, cardiovascular, gastrointestinal and urinary disorders is stressed, as is preventive care ... disaster nursing is reviewed. 352 hours (80 classroom, 272 clinical).

Maternal-Child Nursing: Care of the mother and newborn is included in normal and complicated conditions of conception, pregnancy, labor, delivery and the post-partum period. This course also introduces the nursing care of children with specific disorders, including common symptoms and treatment. Prevention and restorative care with developmental play and diversional activities are stressed. 160 hours (64 classroom, 96 clinical).

Level 3 total hours: 512 (144 classroom, 368 clinical).

TRANSFER OF ACADEMIC CREDITS

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

Submission Criteria:

- The student must submit an official transcript from the prior, accredited institution to the Admissions, Academic & Ethics Committee no later than the identified first day of class.
- The course is less than five years old at the time of admission for general education and allied health courses.

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

The Admissions, Academic and Ethics Committee must approve all requests for transfer credit.

PEER MENTORING PROGRAM

The purpose of the Peer Mentor Program is to serve as an integral part of the LPN Center to promote the improvement of academic success, persistence, and successful graduation of students participating in the program.

Peer mentors are experienced part-time students who volunteer their time to help YOU navigate your way throughout the program.

The faculty co-advisors are available to help facilitate the set-up of meetings and provide contact information.

Possible reasons to meet with a peer mentor include:

- General questions about the program, class, or clinical
- General questions about courses or different teaching styles among faculty
- Review class notes to facilitate a better understanding of course material

You are welcome to meet with a peer mentor at any time throughout your career at the LPN Center. All meetings must be pre-scheduled between the mentor and mentee.

Peer mentors are not meant to replace faculty members. If you have a specific question about course material, schedule an appointment with the course instructor.

GRADUATION REQUIREMENTS

The diploma and graduate pin are conferred upon students who satisfactorily meet all program and level objectives. Final examinations are given only to students who meet all financial obligations or have provisions to satisfy those obligations. Attendance at graduation is required.

INFORMATION, POLICIES AND PROCEDURES

PERSONAL APPEARANCE

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

- You are required to wear your uniform for all clinical experiences unless otherwise directed by faculty. Wearing the uniform for classes, personal shopping, errands, etc., is discouraged.
- Uniforms should be clean and wrinkle-free. A white, crew neck T- or long-sleeved shirt may be worn under uniform tops.
- Uniform shoes/sneakers, including laces, will be white and clean at all times. White socks or stockings will be worn with the uniform. Shoes with open heels or toes are not permitted.
- For warmth, you may wear a white lab coat over your uniform. Sweaters are not permitted in clinical areas.
- While in uniform, hair will be clean and contained off the collar. Hair colors and highlights must be of natural tones. Non-natural colors such as pink, blue, etc. are not acceptable. Hair styles should also be conservative and professional, and extreme hairstyles are prohibited. Beards or mustaches must be trimmed and groomed.
- Fingernails will be short and clean. Artificial nails and nail polish are not permitted.
- ID badges are required at all times for clinical experiences and when in the LPN Center. If an ID badge is lost or damaged, the ID badge must be replaced. Students will be responsible for the cost of any additional ID badge issued.
- Professional casual attire (slacks, skirts, shirts, dresses, jeans without holes) is permitted for classes and lab throughout the program. Appropriate footwear should be worn at all times. You are encouraged to use discretion when choosing attire (no halter or revealing tops, exercise clothing, short shorts, etc).
- Only specific jewelry is permitted while in uniform. A wedding band, watch with a second

hand, and no more than two sets of small stud or post earrings are permitted. Clear gauges are to be worn in the ears on clinical. No other visible, non-removable jewelry is permitted including, but not limited to, eyebrow, nose, or tongue piercings.

- Heavy makeup, colognes and perfumes should not be used.
- Smoking is not permitted in the LPN Center or any affiliated agency while in uniform, attending class or lab, or representing the LPN Center. You must follow all smoking policies at affiliated agencies. Students who smoke should be aware that smoking odors may be offensive.
- Tattoos are to be covered.
- Instructors will inform students of appropriate dress for specific off-site observations.
- The faculty reserves the right to modify the dress code as needed for instructional purposes and organizational restrictions.
- Baseball caps and hoodies worn “up” are not permitted while inside the LPN Center.

PERSONAL BELONGINGS

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

EMERGENCY CLOSINGS AND DELAYS

Emergency closings and delays will be displayed on three local TV networks: WNEP (Channel 16), WYOU (Channel 22), and WBRE (Channel 28) listed as “Central Susquehanna LPN Career Center.” Students will also be able to view emergency closings at www.wnep.com and www.pahomepage.com. An announcement will also be posted in Homeroom on Blackboard and through Signal Vine.

- If the school is closed, do not report to the LPN Center for classes or to affiliated agencies for clinical experience.

- If the school is on a delay, report to the LPN Center (on both class and clinical days) at the delay time. (Example: if a two-hour delay, report to the LPN Center at 10 a.m.; a one-hour delay, report at 9 a.m.)
- If the LPN Center is closing early due to inclement weather, each clinical and/or classroom instructor will be notified to dismiss the students.

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

FIRE DRILLS

Unannounced fire drills are held throughout the year. Use the nearest exit and go to areas away from the building until told to return to classrooms.

If an emergency situation occurs at the LPN Center which requires the evacuation of the building, all students, faculty, and staff must report to the park across the street from the front of the building.

STUDENT HOUSING AND LUNCH

Students are responsible for their own housing.

Students must provide their own lunch when assigned to the LPN Center and carry or pay for lunches when at affiliated agencies. Student may not leave food items overnight in the classroom areas to avoid pest infestations. The student lounge should be used for any food storage, in appropriate, air-tight containers. The student lounge is to be kept clean after use by students. Dishes and items with food should not be left open or in the sink. The refrigerators are to be kept clean and any food or drink items labeled with student name and date.

TRANSPORTATION AND PARKING

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

Free parking is available near the LPN Center. Students may not park on the St. Mary Street side of the building in either faculty and staff, visitor, or

unmarked parking slots nor the bank of parking slots next to the drive through teller lanes (the latter two are for Members Choice Financial Credit Union staff and customers). You will receive information about parking at affiliated agencies during orientation.

EMPLOYMENT

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

TECHNOLOGICAL REQUIREMENTS

In order to fulfill educational obligations, students are required to have off-campus internet access. Students will be provided with a campus email address (user@cslpn.org) that should be used for all official communication and correspondence. Students are required to check their campus email on a regular basis for announcements, administration and instructor correspondence, and other communications. In addition to the software and instructional technologies required to be purchased by students itemized on the book list, additional software programs, applications (apps), and the Blackboard learning platform are also used in the LPN Center curriculum and will be made available to students at no cost.

TELEPHONE USE

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

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

Cell Phones

Unless otherwise instructed, cell phones must be turned off or on vibrate in the classroom and should not be used during class time. During exams, cell

phones must be turned off and placed on a table at the front of the classroom. Cell phones **are not** permitted on the clinical unit. If a cell phone rings while a student is in the classroom or on the clinical unit, the student may be dismissed and will accrue absence time. A repeat offense of this policy may result in immediate termination and the student will not be allowed readmission to the program.

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

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

RESOURCE ROOM PROCEDURES

Resource room materials, excluding computers, software and reference materials, may circulate for a two-week period. Renewals are permitted in most cases, depending on other students' needs for information. Some restrictions on use of resource room materials, such as limiting number of magazines, math books, or number of renewals, etc. may be imposed, based on other students' needs and the borrower's cooperation in returning materials in a timely manner. Some resource room materials may be placed on temporary reserve by the faculty.

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

Students with overdue materials receive a notice requesting them to see the Technology Resource and Remedial Education Specialist. If a second notice is required, they will see the Director. You must return all resource room materials two weeks before the end of each level.

Students with unpaid bills for replacement materials or repairs, and students who do not return all resource room materials two weeks prior to graduation will see the Director concerning these matters. Graduation may be withheld until all outstanding balances are satisfied and resource room materials are returned.

PUBLISHING OF PHOTOGRAPHS, VIDEOS, AND STUDENT INFORMATION

Students may not publish instructor, staff or student photos via social media or other venues without explicit written permission from the individual(s). The LPN Center celebrates the achievements of our students and staff as well as recognizing activities that take place within our school. Therefore, throughout the year, photographs and videos of students and school activities may be taken. These photographs and videos may appear in various CSIU and LPN Center publications such as news and information letters, yearbooks, brochures, website, Facebook page and calendars as well as area newspapers and other venues. If you do not want a picture or video taken of you and used in this manner, please complete an Opt-Out Release Form and return it to the school within the first 30 days of your school term. This is done in compliance with the Family Educational Rights and Privacy Act (FERPA) which states:

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

For further information on FERPA visit:

www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

STUDENT PROGRESS

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

Classroom progress is determined by grades given every eight weeks by each instructor, calculated according to the course syllabus provided to students at the beginning of each course. Midterm and final grades are reported only to students who meet all financial obligations or have provisions to satisfy those obligations.

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

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

Students who do not perform to the expected 80% pass rate on any exam, and/or fall below 82% for a course average, are required to attend Boot Camp. Boot Camp provides a structured time for students to take advantage of multiple support resources available at the LPN Center. Supports include an expanded tutoring service, the Learning Resource Center, dedicated faculty time for meetings, and a checklist of activities to be initiated/completed during the time enrolled. Students who achieve an average passing grade of 82% in the course with subsequent exams and coursework are excused from Boot Camp and are considered veterans. A student may be required to return to Boot Camp if their average grade falls below 82%.

Clinical progress is determined to be Satisfactory or Unsatisfactory based on clinical evaluation criteria. Clinical evaluations and status are determined by instructors at the end of clinical rotations and at the end of each level. The instructor will give you your evaluation and then submit it to the Director.

Grades submitted by instructors will not be changed or altered by administration. If you have questions regarding a grade, you must contact the instructor.

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

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

Unsatisfactory progress is communicated through guidance and intervention forms, academic probation and clinical/behavioral probation.

Guidance and Intervention Form

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

- A significant decrease in academic performance;
- Failure to attend mandatory orientation and/or study skills session;
- An average of 80% or below in any course at midterm or thereafter;
- An unsatisfactory clinical performance in any objective;
- Any display of affective or behavioral cues that interfere with performance; and
- A summative (final) rotation evaluation that has a “needs improvement” in any objective.

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

The G&I Form stipulates areas for improvement and recommendations to improve performance are

noted. The G&I Form does not become part of the permanent student record. However, in the case of clinical performance, behaviors, or attendance, the instructor may document on the daily clinical progress note that a G&I Form was initiated and will remain part of the student's record until program completion.

Clinical / Behavioral Probation

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

A conference is held with the student, instructor, and/or Director to discuss the problem and inform the student of steps that must be taken to improve clinical performance or behavior. The length of clinical / behavioral probation will not exceed the end of the level following the initiation of probation and will be identified in the letter informing the student of being placed on clinical / behavioral probation. Should no improvement be documented over the defined period, enrollment may be terminated.

Academic Probation

If a student does not attain a grade of 80% at midterm the student will be placed on academic probation. The Director gives written notice regarding the specific course(s) in which the student has performed at a level below the identified passing grade, and to inform the student that if grades do not meet the required 80% passing standard by the end of the level, the student will be terminated from the program. The length of academic probation will not exceed the end of the current level.

DISMISSAL WITHOUT PROBATION

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

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

- A student is found to possess, sell, intend to sell, experiment with or take drugs, such as marijuana, barbiturates, amphetamines, narcotics or any drugs not prescribed by a physician for a specific condition;
- A student accrues two days of unexcused absence without notification (no call / no show);
- A student receives a final grade below 80% in any subject; or
- A student receives an unsatisfactory clinical evaluation for the level.

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

TRANSFER POLICY: PART-TIME STUDENTS

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

- Letter submitted regarding preference to transfer to full-time status to the Admissions, Academics and the Ethics Committee by March 1,
- Currently in good academic standing with an average grade of 85 percent or better in all courses, and
- Currently in good behavioral standing with attendance, punctuality, and ethical performance.

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

Central Susquehanna LPN Career Center
Office of Director
1339 Saint. Mary St., Suite 2
Lewisburg, PA 17837

READMISSION

At the discretion of faculty and administration, students may return to repeat a course or courses in a level with the next available class. Should failure or withdrawal occur a second time, readmission will be denied. Exception: Readmission is not limited to students in good academic standing who withdraw due to serious illness or overwhelming life circumstances. **No readmission is allowed for clinical failure or dismissal from the program.**

Students must request readmission within two years of the last nursing course and put his or her request in writing. A faculty-conducted clinical evaluation of fundamental nursing skills, including medication administration and IV therapy will be required before readmission. The student will be charged a fee for this evaluation, to be determined by current instructional costs. If the time since the last nursing course is greater than two years, the student must reapply for admission into the program.

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

REFUND POLICY

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

The amount of the refund will depend upon the date of the student's last recorded day of attendance. This policy pertains to tuition and the supplies fee. It does not apply toward the application fee, testing fee or registration fee. NOTE: Books, uniforms and other supplies are purchased by students from supplying companies individually and are **not** subject to this policy.

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

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

Formula:

$$\frac{\text{\# of hours completed}}{\text{\# of hours in the billing period}} = \% \text{ of aid earned}$$
$$100\% - \% \text{ of aid earned} = \% \text{ of funds to be returned}$$

Example:

Student withdraws after completing 300 hours of the billing period. There are 1,038 hours in the period.

$$\frac{300}{1038} = 29\% \text{ of aid earned}$$

$$100\% - 29\% = 71\% \text{ of funds to be returned}$$

This policy applies to all Federal financial aid and includes Pell Grants, Subsidized and Unsubsidized

Federal Direct Student Loans. When the amount of Federal funds to be returned has been calculated, the funds will be returned in the following order:

- Unsubsidized Federal Direct Student Loans
- Subsidized Federal Direct Student Loans
- PLUS
- Pell Grants
- Other Title IV Aid
- Other Federal, state, private or institutional student financial assistance
- Student

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

INSTITUTIONAL REFUND POLICY

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

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

ATTENDANCE POLICY

The Pennsylvania Code for Professional and Vocational Standards and the PASBON require that the LPN Center curriculum include a minimum of 1500 hours of instruction. The current LPN Center curriculum contains 1547 hours of clinical and classroom instruction. Attendance for all scheduled class and clinical instruction hours is important to not only comply with the PASBON requirements, but

also to fulfill the objectives of each curriculum level in order to progress to the next level and ultimately meet all program objectives. Absenteeism may result in failure to meet those objectives, which leads to failure in the program.

The faculty and staff of the LPN Center recognize the many challenges adult learners face when trying to balance the demands of school with those of their personal lives. However, attendance and punctuality are important to each student's academic success.

Please note: Absence and tardiness are included on student transcripts. When requesting references, students should remember that employers frequently inquire if the applicant displayed certain qualities such as good attendance, punctuality, and reliability. These behaviors may be an important deciding factor when seeking employment.

REPORTING ABSENCES

All classroom or clinical absences must be reported. Students are required to notify the LPN Center or clinical instructor of an absence.

- **Classroom absences** or anticipated late arrivals must be reported via the absence email address at: lpnabsences@csiu.org
- **Clinical absences** must be reported per the clinical instructor's direction as indicated in the course syllabus. Do not call or email the school to report a clinical absence.

Classroom Absence

When missing a scheduled class, the student is responsible to make sure they meet the learning objectives for that class. Students should refer to their syllabus to determine what objectives and learning content were covered during their absence. Students should also meet with the instructor to ensure no additional activities or objectives were assigned or presented. If the student missed an exam, they must arrange with the instructor for make-up (if available) as indicated in the course syllabus.

Excessive Classroom Absence

As identified in the attendance policy above, participation in all scheduled classes is necessary to meet PASBON requirements and fulfill the identified class objectives. As such, excessive classroom absenteeism within a level will be addressed in the following manner:

At **3 days unexcused absence** a warning will be issued via the student's cslpn.org email.

At **4 days unexcused absence** the student will receive an email notification and is placed on Behavioral Probation. A G&I Form must be completed with a remediation plan.

At **5 days unexcused absence** the student may be dismissed from the LPN Center program.

Students who continue to accumulate absences after the Director approves the G&I Form and remediation plan will be at risk of immediate termination from the LPN Center program.

Clinical Absence

When missing a scheduled clinical day, the instructor will determine the make-up assignment. Clinical make-up is required for *any* clinical absence in excess of one day. Clinical experiences required to be made-up by special assignment include, but are not limited to: all Fundamental labs, all clinical sites experiences, clinical orientations, computer orientations, health fair, NCLEX review, job fair, Leadership Day, and any other specified, scheduled clinical hours. Students must pay the indicated fee for each make-up experience at least one day prior to the scheduled make-up day. Instructors will not accept any checks or money orders on the clinical unit. Faculty may need to change clinical schedules to accommodate clinical instruction.

Excessive Clinical Absence

As clinical experiences provide a unique learning opportunity and practical objectives that cannot readily be made-up, the policy for clinical absences reflects the importance of full participation in those opportunities. Students are required to make-up any clinical time missed *in excess of one clinical day* in each level as indicated below:

For **first day of excused or unexcused clinical absence**, no make-up is required.

For **second day of excused or unexcused clinical absence**, make-up is required. A \$100 fee is charged for unexcused clinical absence. In addition, for unexcused absence, a warning will be emailed to the student via the cslpn.org email system.

For **3 days of excused or unexcused clinical absence**, make-up is required during the scheduled clinical make-up class at the end of the level. A \$100

fee is charged for all individuals requiring a clinical make-up at this level. For unexcused absence, the student will receive an email and is placed on Behavioral Probation. A G&I Form must be completed with a remediation plan.

Anything in excess of 3 days of unexcused clinical absence within a level may result in dismissal from the program. Students dismissed from the LPN Center program due to clinical absence will be allowed to apply for readmission to the program. Should dismissal due to clinical absenteeism occur a second time, readmission will be denied.

Excused Absences

When possible, notification of an anticipated excused absence should be provided in writing to the student's instructors and the Director. The following life events may be considered for an excused absence with appropriate documentation:

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

LEAVE OF ABSENCE

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

Maternity/Paternity Leave

If a pregnancy is confirmed, the student must notify the Director in writing and provide medical documentation. For pregnant students, medical

documentation should include any limitations to be followed by the student throughout the pregnancy, or if no limitations are required, that decision must be indicated.

Expectant students must submit a letter to the Director requesting a maternity/paternity leave of absence prior to delivery. A maximum of ten school days may be allotted for maternity/paternity leave. The faculty will review the request and determine the impact of the leave on the student's enrollment based on the following criteria:

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

Written notification from a physician is required for:

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

Medical Leave

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

EXAM MAKE-UP POLICY

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

- Students shall be required to make arrangements to take all make-up exams/quizzes.

- The instructor shall reduce exam/quiz grades by five percentage points per day for each day the student fails to make arrangements for the make-up exam/quiz.
- All missed exams/quizzes must be taken on the first day back to class/clinical. When returning on a class day, the student is required to take the exam prior to the start of class, time permitting, during lunch break, or at the end of the day. When returning on a clinical day, the student is required to report to the LPN Center immediately after clinical to take the exam/quiz.
- The course instructor or Director has the authority to grant an extension for make-up exams/quizzes for extenuating circumstances upon written request by the student.
- The instructor has the option of administering the same exam given to the rest of the class or may substitute an alternate exam which will test the same objectives.

Failure to comply with the exam make-up policy may result in a "zero" being assigned as a grade for the missed exam/quiz.

PUNCTUALITY

Students are expected to arrive for class prepared and on time and remain for the total scheduled class or clinical time. Late arrivals and early departures are disruptive to the classroom and clinical setting.

On any class day, if a student misses more than half of the scheduled hours that the instructor determines to be needed and provided for that day, a full day absence is recorded. If a student misses half or less than half of the scheduled class hours that the instructor determines to be needed and provided that day, a half-day absence is recorded.

On a clinical day, if a student must leave before one-half of the total clinical time has elapsed, a full day clinical absence is recorded. If a student leaves after one-half of the total clinical time has elapsed, a half-day absence is recorded.

Tardiness and Early Departure

Tardiness is defined as arrival to class or clinical greater than or equal to 5 minutes past the scheduled start time. Likewise, early departure is considered leaving class at a time greater than or equal to 5

minutes before the scheduled end time. **Tardiness or early departure in excess of 15 minutes may constitute a half-day absence.**

Habitual tardiness or early departure is defined as the accumulation of 3 or more episodes of arriving late or leaving early within a level. Students who display habitual tardiness or early departure behaviors may risk disciplinary action that may include dismissal from the program. A letter will be sent to the student identified as being habitually late or leaving early. Similar to the excessive classroom absenteeism policy a warning will be emailed before the student is placed on Behavioral Probation for additional occurrences. Dismissal from the program may occur with continued episodes of late arrival or early departure indicating the habitual behavior has not been rectified.

CODE OF CONDUCT

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

Definitions

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

Academic Incivility: The Program defines academic incivility as any type of speech or behavior that disrupts the academic environment. Disruptive behaviors in the academic environment include but are not limited to disruptive side conversations, using cell phones or pagers in class or clinical, sleeping in class, arriving late or leaving early, dominating discussions, challenging faculty during class, verbally discrediting faculty, cheating, plagiarizing and/or any form of academic dishonesty.

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

All individuals have the right:

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

Civility Statement

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

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

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

Statement of Behaviors Constituting Unacceptable Conduct

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

- Physical abuse or threats of abuse toward any individual.
- Harassment and offensive expressions of prejudice or ignorance.
- Obstruction or interference with program activities or persons conducting or attending activities.
- Acts of academic incivility.
- Theft or damage to program property or the property of any individual on campus.
- Entry to the building during unauthorized times.
- Possession, use or distribution of alcohol, narcotics or dangerous drugs on campus or at any off-campus clinical settings.
- Possession of weapons, explosives or chemicals commonly used to inflict harm on human beings or cause property damage.
- Willful and persistent conduct by any action that interferes with learning or disrupts the academic environment.

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

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

SEXUAL HARASSMENT

The CSIU and the LPN Center will not tolerate any behavior by administrators, faculty, staff or students

that constitutes sexual harassment of a student. Sexual harassment is a violation of both Section 703 of Title VII of the Civil Rights Act of 1965 and Section 5(a) of the Pennsylvania Human Relations Act of 1955. The U.S. Department of Education maintains that an educational agency is obligated to maintain an educational environment free of sexual harassment and intimidation.

Sexual harassment includes, but is not limited to:

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

Administrators, faculty, staff and students will be held accountable for compliance with this policy. Violations may lead to disciplinary action to include suspension or termination. A student who feels he/she has been sexually harassed is encouraged to report such incidents to the Director, who will advise the student of appropriate reporting procedures, if necessary. The enrollment status of the student making the complaint will not be jeopardized and the student will not be subject to discipline or retaliation by the CSIU or the LPN Center for pursuing the sexual harassment complaint. However, if it is proven that a student brings a complaint in bad faith, the student may be subject to disciplinary action.

1. The Director will investigate and attempt to resolve complaints promptly and fairly, with due regard to the rights of both the complainant and

the alleged offender. Every reasonable effort will be made to conduct all proceedings in the most confidential manner possible under the circumstances. If the complaint is against staff, faculty or administration, the incident will be immediately reported to the Director of Employee and Community Relations and addressed under the CSIU administrative regulations for sexual harassment.

2. If attempts to resolve the issue informally are not successful, further investigation may be conducted by the Director and the Director of Employee and Community Relations to gather information necessary to reach a formal determination on the merits of the allegations. Such investigation will be conducted with due regard to the rights of both the complainant and the alleged offender, to include notice of the complaint to the alleged offender and an opportunity to respond to the complaint.
3. When it has been determined that sexual harassment has occurred, steps will be taken to ensure the harassment stops immediately and does not recur. The complainant will be informed of the corrective measures taken.

STUDENT DRUG POLICY

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

Admission Urine Drug Screening: Applicants will be required to have a urine screen prior to formal acceptance into the LPN Center program. Expenses incurred secondary to drug testing will be the

student’s responsibility. If the urine drug screening is positive, the applicant will not be admitted into the program.

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

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

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

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

FEDERAL LAW REVIEW

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

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

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

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

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

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

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

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

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

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

SIGNS AND SYMPTOMS OF DRUG USE

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

Faculty approved: July 2014

STUDENT DISCIPLINARY ACTION POLICY

I. Purpose

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

II. Procedures

Incident Response

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

1. Program faculty and staff will make every effort to resolve minor disciplinary infractions at the point of occurrence.
2. Any faculty/staff member may request a student discontinue any behavior that violates program policies.
3. A faculty member may require a student to leave the classroom or clinical setting because of unacceptable behavior as defined under the Code of Conduct in the Student Handbook. The student will be readmitted to the classroom or clinical setting if he/she has privately discussed the situation with the instructor, the instructor agrees that he/she may return to the classroom or clinical setting, and if there have been no violent actions, threats of violence, or persistent problems.
4. If immediate resolution is not achieved law enforcement may be called for assistance to manage the incident. If a behavior is considered to be sufficiently serious, meeting any of the criteria a, b, or c below, the student may be removed from the premises.
 - a) The student engages or threatens to engage in behavior which presents the potential for causing physical or emotional harm to himself/herself or others.

- b) The student engages in behavior which directly impedes the educational experience of others.
 - c) The student engages or threatens to engage in behavior which would cause significant property damage.
5. Occurrences involving removal of students will be reported in writing to the CSIU within 24 hours for purposes of follow up and possible further action.
 6. If all those directly involved in the incident agree on a resolution, the process will not proceed to the formal phase.
 7. Depending upon the seriousness of the incident the student may be suspended during the investigation process.
 8. The process will proceed to the formal phase under any one of the following circumstances:
 - a) The parties involved do not agree on a resolution.
 - b) If further investigation is needed based upon reports or other evidence.
 9. To initiate a formal hearing, either the faculty/staff member or the student must notify the Director of the perceived violation within two weeks.

Formal Hearing

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

treated as confidential and will be stored in the students file.

4. During the initial meeting the Director or designee will explain the program's hearing process to the student. The student will be provided an opportunity to examine and respond to documentation of the incident and will be provided an opportunity to explain the incident.
5. The following rules will apply during the meeting with the Director/designee:
 - a) Any documentation relevant to the incident will be explained in detail and shown to the student as appropriate. Confidential notes of any program official or participant in the case may be withheld.
 - b) Findings of relevant interview conducted by the Director or designee will be summarized for the student.
 - c) The Director or designee may request witnesses or those individuals directly involved in the incident to attend the hearing.
 - d) The student will be heard and may present witnesses to the incident. The student may be accompanied by a representative from the student body.
 - e) The formal hearing may be conducted in the absence of a student who fails to appear after receiving proper notice.
 - f) Summary of the hearing and other pertinent case materials will be retained by the program for a minimum of three years.
6. The Director or designee will render a decision to determine if the student will be held "In violation" or "Not in Violation" of the program policies.

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

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

- a) **Written Warning** (Behavioral Probation) constitutes a summary of the disciplinary charges and official warning of action which could be taken if the behavior recurs. The letter is placed in the student file.
 - b) **Dismissal**: the student will be dismissed from the program. Students dismissed under the disciplinary action policy will not be granted readmission to the program.
7. The Director will, within five business days, send the student a certified letter containing a summary of the formal hearing. The letter will contain:
 - a) A statement of final action.
 - b) Brief rationale for the decision.
 - c) Explanation of necessary conditions for reinstatement, if appropriate.
 8. Appeals Process: Formal disciplinary action may be grieved by the student under the provisions of the Student Grievance procedure.

STUDENT GRIEVANCE PROCEDURE

I. Purpose

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

II. Definition

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

III. Procedure

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

The grievance will be written in ink or typewritten and signed. Detailed information regarding the nature of the grievance and the individual or individuals involved must be included. Correspondence via email will not be accepted.

A. Informal Phase

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

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

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

B. Formal Phase

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

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

SERVICES

STUDENT SUPPORT SERVICES

Students are informed of their progress by confidential class postings. Faculty advisors are assigned to students to help them become self-directive, provide assistance with personal problems and encourage student self-evaluation.

FINANCIAL AID

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

Types of Financial Aid

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

Application Procedures

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

Eligibility

To be eligible for Federal loans and Pell Grants, you must meet minimum standards of satisfactory academic progress, which include a grade of 80 in every subject and satisfactory clinical practice, by the end of each Level.

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

Academic Year

An academic year at the LPN Center is 900 clock hours. The length of the program is 1,547 clock hours.

Excess Student Financial Aid Funds

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

Refunds

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

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

STUDENT LEADERSHIP PROGRAM

The student leadership program is designed to:

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

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

STUDENT RECORD

MAINTENANCE AND ACCESS

Policy

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

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

Descriptions of Student Educational Records

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

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

1. Application materials
2. High school, GED and college transcripts
3. References
4. Pre-entrance exam scores
5. Acceptance letter
6. Copies of academic progress
7. Counseling reports
8. Physical exam forms
9. Copies of current CPR certification
10. Copy of criminal history check, child abuse clearance and Federal criminal history record
11. Signed hepatitis information form
12. Signed Student Handbook and Internet Use agreements

Clinical performance evaluations and daily clinical progress notes are maintained and kept in the main office throughout the program year.

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

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

Procedures

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

Students have the right to inspect and review their own educational record upon written request. A student must submit a written request to the Director to inspect his or her educational record. Within 45 days of receiving the written request, the Director

will arrange for access and notify the student of the time and place where the record may be inspected.

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

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

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

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

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

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

APPENDIX A – LPN PROGRAM TECHNICAL STANDARDS

REQUIRED SKILLS

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

Observation

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

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

Communication

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

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

Motor

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

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

Intellectual

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

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

Behavioral and Social

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

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

ENVIRONMENT

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

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

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

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

ADA/AA STATEMENT

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

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

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

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

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

Dr. Timothy Campbell
Program Director
570-768-4960.

APPENDIX B – LICENSURE REQUIREMENTS

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

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

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

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

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

requested to supply information related to felony and misdemeanor conviction.

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

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

APPENDIX C – SAFETY INFORMATION AND CONTROLLED SUBSTANCES

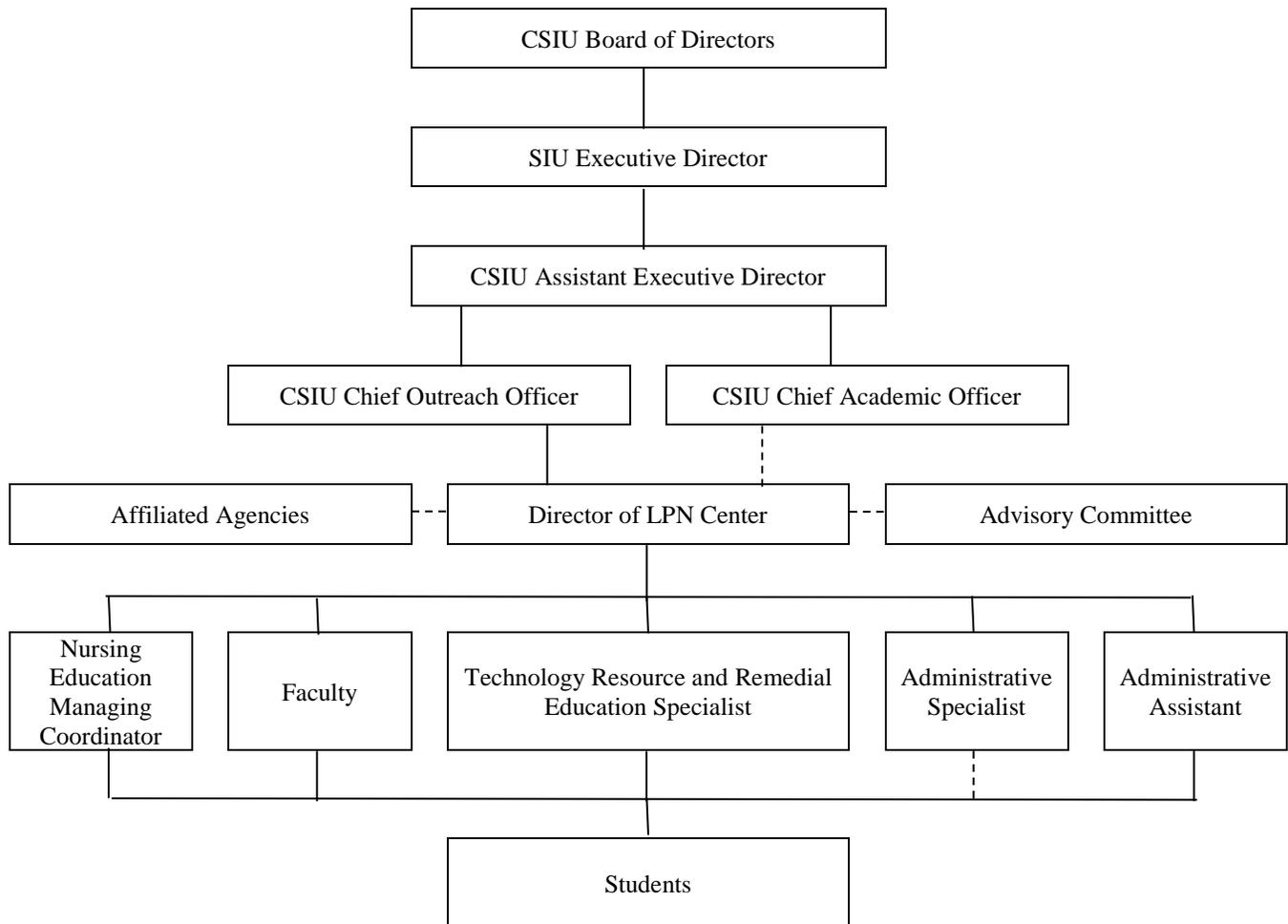
In accord with P.L. 101-542, the Student Right-To-Know and Campus Security Act, as amended by P.L. 102-26, the Higher Education Technical Amendments Act of 1991, and regulations in the Federal Register, April 29, 1994, effective July 1, 1994, the following information is provided:

- **Security:** The LPN Center is leased by the CSIU. Access is available during regular hours of operation. The building is locked during non-operating hours. Adequate lighting is in place around the building and an efficient fire alarm system is maintained in working order.
- **Reporting Criminal Actions or Other Emergencies:** Since there is no campus security department, incidents related to criminal actions must be reported to the LPN Center Director, who will contact East Buffalo Township Police at 570-524-2943. In case of an emergency such as fire, illness or natural disaster, Union County Communication will be notified. In the absence of an administrator, an employee may notify the police.
- **Statistics Concerning Incidents at the LPN Center:** There have been no occurrences in the past four years of murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arrest for liquor or drug abuse violations, or arrest for weapon possession.
- **Information on Sexual Assaults and Rape Awareness Programs:** There are no programs to inform students, faculty or staff about sexual assaults or rape awareness. Referrals are made to East Buffalo Township Police at 570-524-2943, emergency 911 or local programs in the home communities of students, faculty or staff.
- **Use and Sale of Controlled Substances and Alcoholic Beverages:** The LPN Center participates with the CSIU in designating all school property as a Drug-Free Workplace and in all policies concerning use and sale of controlled substances and alcoholic beverages. Unlawful distribution, dispensing, possession or use of controlled substances are prohibited. Those

violating this prohibition are subject to disciplinary actions, namely, immediate termination of enrollment. Students deemed under the influence of alcohol while under the LPN Center's jurisdiction are subject to similar disciplinary action.

In addition to this Catalog notice for applicants and interested people, this information is included in the LPN Center Student Handbook for current students and Policy and Procedures Manual for faculty and staff.

APPENDIX D – LPN CENTER ORGANIZATIONAL CHART



Administrative ———
 Advisory - - - - -

Revised 6/2020

