



CITIZENS SCHOOL OF NURSING

Student Handbook

2023-2024

Welcome!

Ruth Tarantine, DNP, MSN, RN **Director of AHN Schools of Nursing**

It is my pleasure to welcome you to the Citizens School of Nursing (CSON)! I am looking forward to watching your progress during your entry into the professional practice of nursing.

Congratulations on your acceptance to the school of nursing. We are excited to be part of your nursing career path. I am speaking on behalf of the entire faculty and staff at the school, and I guarantee our assistance to you during your journey to becoming a Registered Nurse.

The next few years will be challenging. It will not be an easy path, but you can accomplish this goal. At CSON, we require excellence in all aspects of your performance in order to prepare you for your future nursing career.

Thank you for choosing the Citizens School of Nursing. Thank you for choosing a career in Nursing. Enjoy everything that every day has to offer!

Wishing you the best,

Dr. Ruth Tarantine

Citizens School of Nursing reserves the right to make changes without notice in the calendar, courses, activities, financial requirements, and educational and administrative policies as it considers advisable. Advance notice will be provided when possible.

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Accreditation and Approval Information

The diploma nursing program at Citizens School of Nursing, located in Tarentum, Pennsylvania, is accredited by the Accreditation Commission for Education in Nursing (ACEN).

The most recent accreditation decision made by the ACEN Board of Commissioners for the diploma nursing program is Continuing Accreditation.

For more information about ACEN accreditation, or concerns regarding the nursing program please contact:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
(404) 975-5000
Fax: 404-975-5020

View the public information disclosed by the ACEN regarding this program by using the ACEN Program Search at www.acenursing.org



The diploma nursing program at Citizens School of Nursing is approved by the Pennsylvania State Board of Nursing.

For more information about approval of the nursing program please contact:

Pennsylvania State Board of Nursing.

P.O. Box 2649
Harrisburg, PA 17105-2649
(717) 783-7142
ST-NURSE@pa.gov

For concerns regarding the nursing program, please visit: [Students Complaints \(pa.gov\)](http://Students.Complaints(pa.gov))

Calendar for the Classes of 2024 and 2025

Fall 2023

| | |
|-------------------------------|----------------------|
| August 14 | School Begins |
| September 4..... | Labor Day Holiday |
| October 16-20..... | Fall Break |
| November 23 & 24 | Thanksgiving Break |
| December 15..... | Fall Semester Ends |
| December 18 – January 1 | Holiday Break |

Spring/Summer 2024

| | |
|------------------------|----------------------------------|
| January 2 | Spring Semester Begins |
| March 4-8..... | Spring Break (subject to change) |
| March 29..... | Spring Holiday |
| May 1 | Graduation, Class of 2024 |
| May 3..... | Spring Semester Ends |
| May 6-10..... | Unscheduled Week |
| May 13 | Summer Semesters Begins |
| May 27..... | Memorial Day |
| June 21..... | Summer Semester Ends |

Fall 2024

| | |
|------------------------------------|---|
| August 12 | School Begins – Level II (Class of 2025) |
| August 19 | School Begins—Level I (Class of 2026) |
| September 2..... | Labor Day Holiday |
| September 30 – October 4..... | Fall Break |
| November 28 & 29 | Thanksgiving Break |
| December 13..... | Fall Semester Ends |
| December 16 – January 5, 2025..... | Holiday Break |

Spring 2025

| | |
|------------------------|----------------------------------|
| January 6 | Spring Semester Begins |
| March 17-21..... | Spring Break |
| April 18..... | Spring Holiday |
| May 7 | Graduation, Class of 2025 |
| May 9..... | Spring Semester Ends |

Faculty – School of Nursing

| | |
|---|----------------------------------|
| Ruth Tarantine, DNP, MSN, RN | Director, AHN Schools of Nursing |
| Carolyn Smith-Hickman, MSN, RN | Assistant Director |
| | |
| Melissa Adams, MSN, RN | Medical-Surgical Instructor |
| Amy Arduino, MSN, RN | Medical-Surgical Instructor |
| Joelle Botti, MSN, RN | Obstetrics Instructor |
| Catherine Boyd, MSN, RN..... | Medical-Surgical Instructor |
| Melissa Clawson-Rietscha, MSN, RN | Medical-Surgical Instructor |
| Nicole Close, MSN, RN, CPN | Pediatrics Instructor |
| Donita Hartman, MSN, RN, CDCES | Medical-Surgical Instructor |
| Courtney Klink, MSN, MBA, RN | Mental Health Instructor |
| Janet Kovatch-Janovsky, MSN, RN..... | Medical-Surgical Instructor |
| Madalyn Lyons, BSN, RN..... | Medical-Surgical Instructor |
| Roberta Namey, MSN, RN..... | Medical-Surgical Instructor |
| Sherry Nolf, MSN, RN | Medical-Surgical Instructor |
| Nancy Perestock, MSN, RN, PCCN | Medical-Surgical Instructor |
| Megan Reigh, MSN, RN..... | Medical-Surgical Instructor |
| Elizabeth Terzian, MSN, RN | Medical-Surgical Instructor |

SCHOOL OF NURSING STAFF

Mrs. Jennifer Salem - Administrative Coordinator
Mrs. Lorena Romero-Prato – Admissions Coordinator
Debra Arvay-Nulph – Environmental Services

FINANCIAL AID

Sarah Loomis, BSBA, MS –Director, Financial Aid
Natalia Wassel – Student Accounts, Registration Coordinator and
Title IX Coordinator

Non-Discrimination Statement

It is the policy of AHN Schools of Nursing to provide equal educational opportunity in accordance with federal, state, and local laws and/or regulations related to nondiscrimination. The AHN Schools of Nursing administration, faculty, and staff are responsible for the implementation of equal opportunity for all applicants and students, and does not discriminate in the recruitment, admission, transfer, education, progression, dismissal, termination, graduation or financial support of students or in the operation of any of its educational programs and activities.

Equal opportunity to applicants and students is provided regardless of race, color, religion, ancestry, national origin, gender, gender expression, age, disability, marital status, sexual orientation, military status, veteran status, or other legally protected groups. The AHN Schools of Nursing will continue to support and promote equal educational opportunity, human dignity, racial, ethnic, and cultural diversity.

All applicants and enrolled students must be able to complete the essential functions of a student nurse with or without reasonable accommodation. Required clearances include Act 33 PA Child Abuse History Certification, Act 34 PA Criminal Record Check, and Act 73 Fingerprints for program admission and continued enrollment.

Title IX of the Education Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access educational programs and opportunities. *Refer to Appendix B for entire Title IX policy or refer to the Title IX coordinator on campus for additional information.*

Diversity and Inclusion Statement

The Citizens School of Nursing is committed to diversity and the creation of an inclusive educational environment where everyone is valued for both their similarities and their differences. The Citizens School of Nursing respects the unique attributes and diverse thinking of each person and recognizes and embraces the many diverse perspectives and life experiences that each individual brings to the classroom. A diverse and inclusive faculty and student body ensures Citizens' capacity to serve all communities and to reach new and emerging markets. *

*Adapted from the Highmark Health Code of Conduct 8/28/2020.

Section I

Program Overview and Curriculum

Philosophy and Outcomes

The Faculty of the Citizens School of Nursing believes that the individual is in constant interaction with the environment and lives within the context of a family. This family is a set of significant others, a person, group, or community, defined by the individual and identified as having a major impact on the individual's well-being. Individuals are diverse composites of the dynamic interrelationships among physiological, psychological, socio-cultural, developmental and spiritual variables in their environment. The individual's interaction with these variables determines the individual's perception of health. The individual is viewed as being in constant change striving to move toward the highest possible state of well-being.

Health is a perceived state along the wellness-illness continuum. It may or may not be defined as the absence of disease but may be defined in terms of the highest state of functioning or comfort in the presence of a serious illness. It is defined by the individual and family.

Nursing is a dynamic, evidence-based, caring profession rooted in the scientific theory of bio-psycho-social sciences. Critical thinking, inter-professional and therapeutic communication, leadership and management skills are everyday tools of nursing. The focus of nursing is the provision of high quality, safe, patient-centered care consistent with evidence-based, best practice and nationally established standards of care. The nursing process includes interventions to promote, maintain, and restore health in a variety of settings. Nursing is autonomous and therefore morally, ethically and legally responsible to the individual, family, multidisciplinary health care team and society for the quality of care provided. Nursing influences and is influenced by the current political, social, and economic trends that impact health care.

Learning is an active, participative, life-long process that results in the acquisition of knowledge and skills, as evidenced by changes in an individual's behavior, values, and attitudes. The learning process progresses from simple to complex, general to specific, and directed to self-directed. It is influenced by past experiences, readiness, and motivation of the learner. Nursing education is a student-centered, collaborative process based on mutual trust, respect, and acceptance of responsibility between the educator and the student. In the educational process the teacher is responsible for planning and guiding the learning experiences, which reflect the application of theory to practice. The students are supported as they strive for proficiency in critical decision-making skills essential to entry-level practice. The students are expected to be active participants in the educational process.

The School of Nursing serves the community by preparing competent entry-level professional nurses who live and work primarily in the Alle-Kiski Valley and the general Southwestern Pennsylvania region. The School also serves the community by encouraging faculty and student participation in health-related activities that promote the health of the community and demonstrate the role of the professional nurse in the community.

End of Program Student Learning Outcomes

Objective 1: Incorporates evidence-based nursing practice, and problem-solving strategies to meet the changing needs of individuals, families, and communities. EVIDENCE-BASED PRACTICE.

Objective 2: Exhibits personal integrity and professional accountability consistent with ethical and legal standards in the practice of nursing. TEAMWORK & COLLABORATION

Objective 3: Utilizes the nursing process to promote health for individuals, families and the community. SAFETY & PATIENT-CENTERED CARE.

Objective 4: Integrates principles of therapeutic communication in a caring environment to assist individuals, families and communities in a culturally sensitive manner to optimize health. PATIENT/FAMILY-CENTERED CARE

Objective 5: Functions effectively as a member of the inter-professional team incorporating the understanding of information technology, current political, social, and economic trends, cost effectiveness, and quality issues which impact health. INFORMATICS, QUALITY IMPROVEMENT, AND TEAMWORK & COLLABORATION

*CAPITALIZED words are QSEN competencies

Course Progression Plan Example

FALL SEMESTER – 18 WEEKS

| COURSE NUMBER | COURSE TITLE | WEEKS | CREDITS | THEORY HOURS | CLINICAL HOURS | TOTAL CREDITS PER SEMESTER |
|---------------|--|-------|---------|--------------|----------------|----------------------------|
| NURS 100 | Fundamentals of Nursing | 18 | 12 | 105 | 225 | 19 |
| BIOL 161 | Human Anatomy & Physiology 1 (PSU) | 18 | 3 | | | |
| BIOL 162 | Human Anatomy & Physiology 1 Lab (PSU) | 18 | 1 | | | |
| PSY 160 | General Psychology (WCCC) | 18 | 3 | | | |

SPRING SEMESTER – 18 WEEKS

| COURSE NUMBER | COURSE TITLE | WEEKS | CREDITS | THEORY HOURS | CLINICAL HOURS | TOTAL CREDITS PER SEMESTER |
|---------------|--|-------|---------|--------------|----------------|----------------------------|
| NURS 200 | Medical-Surgical Nursing | 18 | 12 | 105 | 225 | 19 |
| BIOL 163 | Human Anatomy & Physiology 2 (PSU) | 18 | 3 | | | |
| BIOL 164 | Human Anatomy & Physiology 2 Lab (PSU) | 18 | 1 | | | |
| PSY 161 | Human Growth and Development (WCCC) | 18 | 3 | | | |

SUMMER SESSION – 6 WEEKS

| | | | | | | |
|----------|------------------------|---|---|----|----|---|
| NURS 201 | Community Nursing | 6 | 3 | 30 | 45 | 6 |
| NURS 357 | Nursing Informatics ** | 6 | 3 | | | |

FALL SEMESTER – 18 WEEKS

| COURSE NUMBER | COURSE TITLE | WEEKS | CREDITS | THEORY HOURS | CLINICAL HOURS | TOTAL CREDITS PER SEMESTER |
|----------------------------|--|--------------|----------------|---------------------|-----------------------|-----------------------------------|
| NURS 300 | Critical Care Nursing of the Adult | 18 | 8 | 75 | 135 | 17 |
| NURS 301 OR NURS 302 | Maternal Child Nursing OR Nursing Care of the Patient and Family in Crisis | 18 | 5 | 45 | 90 | |
| MICRB 106 | Elementary Microbiology (PSU) | 18 | 3 | | | |
| MICRB 107 | Elementary Microbiology Lab (PSU) | 18 | 1 | | | |

SPRING SEMESTER – 18 WEEKS

| COURSE NUMBER | COURSE TITLE | WEEKS | CREDITS | THEORY HOURS | CLINICAL HOURS | TOTAL CREDITS PER SEMESTER |
|----------------------------|--|--------------|----------------|---------------------|-----------------------|-----------------------------------|
| NURS 400 | Integration Into Professional Practice | 18 | 5 | 30 | 135 | 13 |
| NURS 301 OR NURS 302 | Maternal Child Nursing OR Nursing Care of the Patient and Family in Crisis | 18 | 5 | 45 | 90 | |
| NURS 390 | Professional Transitions ** | 18 | 3 | | | |

**Indicates an upper division Penn State University Course which may not be taken prior to enrollment.

Per the Commonwealth of Pennsylvania Department of Education, a credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution decides whether to accept credits for transfer.

Total Credits: 74 (50 Nursing/24 Support Courses)

Total Program Length: 78 Weeks

- Total Theory Hours – 435
- Total Clinical Hours – 945

Course Descriptions

Citizens School of Nursing

Nursing 100 – Fundamentals of Nursing (12 credits)

Fundamentals of Nursing is taught to the entire class in the first semester. It is a clinical nursing course that provides the beginning student with introductory concepts and basic procedural skills. This course introduces the nursing process and therapeutic communication. It also introduces the concepts of coordination/collaboration of care, thermoregulation, tissue integrity, oxygenation, health/wellness, comfort, elimination, inflammation/infection, sensory perception, mobility, fluids, and perioperative care. Nursing skills are introduced in a simulated laboratory and reinforced on a medical-surgical clinical unit.

Nursing 200 – Introduction to Medical-Surgical Nursing (12 credits)

Introduction to Medical-Surgical Nursing is taught to the entire class in the second semester. This clinical nursing course focuses on the concepts of fluid/electrolytes, mobility, perfusion, digestion, metabolism, cellular regulation, and immunity in acute and chronic medical-surgical patients. Clinical experience provides students with opportunities to care for patients in the medical-surgical and orthopedic care settings.

Nursing 201 – Community Nursing (3 credits)

Community Nursing is a six-week course taught to the entire class in the summer session. This course introduces the student to practical approaches of supporting patients in the community. The student explores the obstacles experienced by at-risk community patients that hinder compliance with treatment plans. The student also identifies strategies and outcome measurements which reflect the patient's ability to assume a greater responsibility for their health care. Clinical experiences introduce students to health care in the community.

Nursing 300 – Critical Care Nursing of the Adult (8 credits)

Critical Care Nursing of the Adult exposes the student to the care of the acutely ill patient in critical care nursing units. The theoretical portion of the course advances the student's understanding of the concepts of perfusion, acid-base balance, oxygenation, immunity, and metabolism in relation to complex critically ill patients. Concurrent clinical experience is provided in the critical care units and monitored step-down areas of various hospitals. Clinical experiences are planned in other settings to expose the student to the role of the nurse in acute, outpatient and community centered health settings with this population.

Nursing 301 – Maternal-Child Health (5 credits)

Maternal-Child Health provides the student with an introduction to the developing family and the acute and chronic stressors that impact system stability. Theory and concurrent clinical experience relate to

pregnancy, labor and delivery, post-partum care, care of the neonate, and selected pediatric illnesses according to developmental stage and an overview of women's health. Students are provided with the opportunity to apply the nursing process in a variety of settings with this population to gain an understanding of the role of the nurse in the three levels of prevention. Primary clinical experiences are provided in a maternity nursing unit, an inpatient pediatric unit, and various community agencies.

Nursing 302 – Nursing Care of the Client and Family in Crisis (5 credits)

Nursing Care of the Client and Family in Crisis focuses on the concepts of intracranial regulation, coordination and collaboration of care, psychosocial, stress, coping, self, and cognition. Major mental illnesses, drug, and alcohol abuse/addiction, neurological, trauma, liver and burns are featured content. Primary clinical experiences are provided in an adult mental health unit and the emergency department. Experiences are provided in various agencies.

Nursing 400 - Integration into Professional Practice (5 credits)

Integration into Professional Practice focuses on the concept of health care delivery and health team collaboration with emphasis on leadership, management, organization and delegation of care. This course includes NCLEX preparation activities designed to identify strengths and remediate weaknesses as the student prepares for the licensure examination. The clinical experiences will be provided in various nursing units of the hospital. Students will have the opportunity to have a multiple patient assignment and to work closely with the registered nurses as part of the health care team.

Pennsylvania State University

Human Anatomy and Physiology I – Lecture (BIOL 161) - 3 credits

This is the first lecture course of a two-semester sequence introducing human anatomy and physiology, which is the branch of biology that focuses on the structure and function of the human body. Lectures will take a "systemic" approach to anatomy and physiology, focusing on one body system at a time. Topics covered in the Human Anatomy & Physiology I Lecture include: basic anatomical and directional terminology; fundamental concepts and principles of cell biology; histology; the integumentary, skeletal, muscular, and nervous systems; special senses, and the endocrine system. Each unit will build on previous knowledge to establish a cohesive picture of the human body. Throughout the course, students will build a strong foundation in the form and function of the human body from the cellular to the gross anatomical level. This knowledge will be contextualized by incorporating information about clinical cases, personal health and lifestyle choices, and human development.

Human Anatomy and Physiology I – Laboratory (BIOL 162) - 1 credit

This is the first laboratory course of a two-semester sequence introducing human anatomy and physiology. The A&P I laboratory complements the A&P I lecture by providing students with hands-on experiences such as examination of preserved specimens and anatomical models, and performing physiological experiments. Topics covered in the Human Anatomy & Physiology I Laboratory include:

anatomic orientation and terminology; the anatomy and physiology of the nervous system; special senses; skeletal system and muscular system.

Human Anatomy and Physiology II – Lecture (BIOL 163) - 3 credits

This is the second lecture course of a two semester sequence introducing human anatomy and physiology, which is the branch of biology that focuses on the structure and function of the human body. Lectures will take a "systemic" approach to anatomy and physiology, focusing on one body system at a time. Topics covered in the Human Anatomy & Physiology II Lecture include: the cardiovascular system, lymphatic and immune systems, respiratory system, digestive system, metabolism, urinary system, and reproductive system. Each unit will build on previous knowledge to establish a cohesive picture of the human body. Throughout the course, students will build a strong foundation in the form and function of the human body from the cellular to the gross anatomical level. This knowledge will be contextualized by incorporating information about clinical cases, personal health and lifestyle choices, and human development.

Human Anatomy and Physiology II – Laboratory (BIOL 164) - 1 credit

This is the second laboratory course of a two-semester sequence introducing human anatomy and physiology. The A&P II laboratory complements the A&P II lecture by providing students with hands-on experiences such as examination of preserved specimens and anatomical models, and performing physiological experiments. Topics covered in the Human Anatomy & Physiology II Laboratory include: the anatomy and physiology of the cardiovascular system, respiratory system, digestive system, urinary system, and reproductive system.

Introduction to Nursing Informatics (NURS 357) - 3 Credits

NURS 357 is an introduction to nursing informatics focusing on technology applications to the nursing profession. This course provides a broad overview of nursing informatics and the various applications of informatics principles in the healthcare setting. Students will explore the data-information-knowledge-wisdom paradigm of informatics and gain an appreciation of how informatics principles contribute to nursing knowledge and practice. Students will assess personal informatics competencies and set goals for building informatics skills, and explore future trends in healthcare technologies.

Elementary Microbiology – Lecture (MICRB 106) - 3 credits

A survey course in microbiology for non-majors, this course focuses on the roles of microbes in human health and disease, agriculture, biotechnology, and other areas of societal impact. Topics include the mechanisms and natural history of microbial evolution; microbial growth and the control of microbial growth; the staggering diversity of microbial diversity, microbial metabolism, and microbial genetics; the unique biology of viruses; biotechnology its social impacts; pathogenesis and immunity; and explicit connections between each of these topics and their public health impacts.

Elementary Microbiology Laboratory (MICRB 107) - 1 credit

It is an introductory laboratory course designed for students who do not intend to pursue further study in the field. The course demonstrates the use and practice importance of microbes in everyday life.

Instruction begins with the proper handling and visualization of microorganisms. Almost by definition, the vast majority of microorganisms are too small to be seen with the naked eye. Therefore, students must learn the correct use of the light microscope. Instruction in the proper care and maintenance of the microscope is provided. Students prepare and stain specimens using a number of methods designed to characterize microorganisms. The importance of working safely in a laboratory setting is emphasized throughout the course. Many skills are developed in this laboratory course. Aseptic technique skills allow for the transfer organisms properly from one culture medium to another. A variety of media are used and the reasons for their use are explained. Students also learn how to quantify the number of bacteria in specimens such as water, soil or food. The course demonstrates ways to control microbial growth by various means for example, temperature, osmotic pressure, pH, exposure to ultraviolet light and use of disinfectants. Students learn the importance of controlling microbial growth on their person and how failure to do so can lead to the spread of disease, especially in hospital settings. Other experiments illustrate methods used to preserve food products and test water for contamination and may include molecular techniques to study microbial genomes. While students learn to isolate and identify organisms from their own body, other common bacteria found in or on the human body are also studied. A variety of diagnostic cultural and physiological tests are employed to identify organisms students have isolated. This simulates in a very real way the process physicians depend on for diagnosis of infectious diseases. A related experiment demonstrates how antibiotics that are likely to be effective in treating an infection are selected. Taken together, most of the experiments conducted in MICRB 107 are designed to encourage students to investigate the many important roles microorganisms play in the living world. The specific examples covered each semester may vary based on student and instructor interest. As a course that meets general education (GN) requirements, students will increase their scientific literacy in the field of microbiology and develop critical and analytical thinking skills.

Transition and the Professional Nursing Role (NURS 390) - 3 Credits

Transition to baccalaureate education and professional nursing practice, emphasizing leadership, management, and issues influencing nursing education and practice. NURS 390 Transition and the Professional Nursing Role (3) (US) NURS 390 is the first nursing course that the registered nurse (RN) student completes. The course's intent is to set the groundwork for transition of the RN to baccalaureate education and professional nursing practice. With the emphasis being on leadership, management, and issues influencing nursing education and practice, the RN has the foundation on which to build nursing expertise as nursing courses progress. The course prerequisite is a current and valid RN license. Teaching strategies include: lecture, discussion, audiovisuals, self-assessment, reflective analysis, critical thinking/problem solving, computer assignments and active/collaborative learning. Evaluation of the course is by grading of written assignments, presentations, and testing. Upon completion of this course, the student will be able to: 1. Explain the processes inherent in successful transition to the role of the baccalaureate prepared nurse. 2. Analyze the influences that impact role development and nursing practice, especially self-regulation and accountability. 3. Appraise the health care environment as it relates to nursing roles and nursing practice. 4. Measure the impact of nursing theory and research on baccalaureate level nursing practice. 5. Evaluate the importance of nursing research to nursing practice and the legislative arena. 6. Critically analyze issues that influence nursing education and practice today and in the future.

Westmoreland County Community College

General Psychology (PSY 160) - 3 credits

General Psychology is an introduction to the study of human behavior. Psychology is presented as both a biological and a social science. Facts, principles, processes, theories and research are explored in the course of study. The course will include the application of the scientific method, analysis of human behavior and synthesis of the components and causation of human behavior.

Human Growth and Development (PSY161) - 3 credits

Using a developmental lifespan approach to human development, this course focuses on biological, cognitive and social domains of development and their interplay. Emphasis is on the importance of maintaining an ecological perspective. Major theories of human development at all stages of the lifespan are discussed.

School Goals

The planned total program:

1. Prepares graduates with the knowledge, values, and skills essential for entry-level practice as a professional nurse.
2. Provides a high-quality nursing education program that is responsive to the individual consumer and the community's need for qualified nurses.
3. Fosters educational mobility and the pursuit of independent initiatives for continuing education to ensure personal and professional growth.
4. Satisfies the standards of the State Board of Nursing and Accreditation Commission for Education in Nursing, Inc. (ACEN) by providing essential curriculum and program resources to support students and faculty.
5. Facilitates successful licensure of graduates.

Section II

Academic Policies

Family Educational Rights and Privacy Act (FERPA) Policy

Policy Statement

The Family Educational Rights and Privacy Act of 1974 (commonly referred to as FERPA or the Buckley Amendment) is designed to protect the confidentiality and maintenance of educational records as well as permit student access to their records to assure the accuracy of their contents. FERPA allows students certain rights with respect to their educational records.

As a recipient of Title IV funding from the U.S. Department of Education, the School of Nursing is subject to the Family Rights and Privacy Act (FERPA). The Citizens School of Nursing maintains student records in accordance with FERPA. Under the act, directory information and the educational record are addressed. Directory information is addressed in this policy but is not protected information. The educational record, recognized as the student financial aid record and the student academic record are protected student information.

Policy Purpose

To provide information and guidelines regarding access, maintenance and rights to student educational records.

Policy Definitions

1. Educational Records:

Are those records directly related to the student's financial aid candidacy and status, as well as records related to admissions and academic performance. Specific content within these records is described in the FERPA compliance procedure which follows.

Certain documents which are maintained by the school that are not protected by FERPA include:

- Sole possession notes or private advising notes created by faculty
- Law enforcement records
- Medical/psychological treatment records
- Alumni records
- Directory information

2. Directory Information:

This category of information in a student's educational record is not recognized as protected information by FERPA as it is generally accessible to the public. Directory information generally includes name, address and phone number. The Citizens School of Nursing does not publish or release any directory information outside of the school. However, if the school needed to release such directory information, a notification to students, with the option to refuse disclosure, would be distributed via email seven (7) days prior to the release. Non-response on the part of a student within those seven (7) days would be considered as consent for release of the identified directory information.

Directory Information WILL NOT include the following:

- Race

- Gender
- Social Security Number
- Grades
- GPA
- Country of citizenship
- Religion

3. Legitimate Educational Interest:

The administrative approved “need to know” individuals charged with acting in the student’s best interest, may be granted approval to access student records.

- The Director and Assistant Director at the Citizens School of Nursing have access to student records.
- Financial aid records may be accessed by the Director, Assistant Director, Financial Aid Director, Student Accounts and Registration Coordinator and those individuals with written administrative approval to carry out a specific purpose or project for the school.
- Academic records may be accessed by the Director, Assistant Director, Admissions Coordinator, Administrative Coordinator, Student Accounts and Registration Coordinator and those individuals with written administrative approval to carry out a specific purpose or project for the school.

Policy Guidelines

1. Student academic records are maintained by the Admissions Coordinator, Student Accounts and Registration Coordinator and Administrative Coordinator in locked files, in a locked office. The Admissions Coordinator, Student Accounts and Registration Coordinator and Administrative Coordinator maintain security and access of all admission, and educational records of Citizens School of Nursing students. The student’s financial aid record is maintained by the Financial Aid Director and Student Accounts and Registration Coordinator in locked files, in a locked office. Additionally, student admission, academic and financial aid documents are access secured on the School of Nursing shared drive and password protected in the student document portal, Campus Cafe.
2. Students at the Citizens School of Nursing are notified of their rights under FERPA when confirming enrollment to the program. At this time, students are asked to sign a FERPA waiver (refer to FERPA waiver attachment).
The signed waiver from each student is scanned to the student document portal.
3. Students at the School of Nursing are notified of their rights under FERPA during new student orientation day and via the Student Handbook.
4. Students at the Citizens School of Nursing have basic rights under FERPA. Students have the right to:
 - Inspect and review their educational records
 - Right to limit disclosure of “personally identifiable information” known as directory information
 - Request to amend their educational record

- File a complaint with the Department of Education concerning an alleged failure by the Citizens School of Nursing to comply with FERPA. FERPA concerns can be communicated to:

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

5. No one outside the Citizens School of Nursing may have access to student records nor will the School of Nursing disclose any information to outside agencies without obtaining written consent from the student.
6. EXCEPTIONS to the above limitations of student record access permitted by the FERPA act include the following: officials of other institutions in which the student seeks to enroll, persons or organizations providing student financial aid, accreditation agencies carrying out their accreditation function, persons carrying out a judicial order or subpoena, and persons in an emergency to protect the health or safety of students or other persons.
7. Students may review their personal record by making a written request to the Director or Assistant Director of the School of Nursing. Access to their record will take place within five (5) business days of their request. If a student believes that their academic or clinical record contains information that is inaccurate or misleading, they can discuss the matter with the administration.
8. Under FERPA, a school may disclose the following categories of public or “directory” information for any purpose at its discretion: student name, addresses, telephone numbers, dates of attendance, class, date and place of birth, major field of study, awards from previous institutions, honors, diploma conferred, photograph, past and present participation in committees and student organizations. However, it is the practice at Citizens School of Nursing to release only the name, dates of attendance and diploma awarded as directory information in most circumstances.
9. In the event that a student has requested a meeting with a school administrator, and he/she wants to bring a parent or a designee to the meeting, the school administrator must be notified of the parent or designee attending the meeting at least 24 hours in advance. The parent or designee must provide a valid form of identification which must be presented for verification. In addition, the student will complete an update in the FERPA waiver form for the parent or designee in attendance.
10. In the event a student is represented by counsel, no school administrator/representative shall meet with that student unless Allegheny Health Network/AVH Hospital counsel is also present during the meeting.

FERPA Policy Acknowledgement

FERPA is the Family Educational Rights and Privacy Act which gives four basic rights to students. These four rights include: the right to review their educational records, the right to seek to amend their educational records, the right to limit disclosure of personally identifiable information (directory information), and the right to notify the Department of Education concerning an academic institution's failure to comply with FERPA regulations.

To grant consent to Citizens School of Nursing (CSON) permissions to discuss and/or release your educational records protected by FERPA you must complete the requested information. Indicate each individual and type of records that can be released on the back of this FERPA Policy Acknowledgments form. You may revoke and/or cancel these permissions at any time. Contact the Admissions Office to make any corrections to your FERPA Policy Acknowledgement. Below are examples of what information that can be released for each criteria:

- **Admissions** – date of acceptance, enrollment date, admission documentation, contact information, etc.
- **Financial Aid/Student Accounts** – Financial aid documents, financial aid eligibility, student account statement, payment plans, etc.
- **Academic** – enrollment status, transcripts, grades, schedule, etc.
- **Emergency Contact** – only used in case of an emergency. FERPA information will not be released unless otherwise indicated by the student.

I _____ hereby give Citizens School of Nursing permission to release the selected information to the individual(s) and/or organization(s) listed on the back of this form. I understand that this release authorizes representatives of Citizens School of Nursing to release the selected information to the said individual(s) and/or organization(s) upon request.

- I do not grant permission to release my educational records protected by FERPA at this time.**

CSON students are dually enrolled at Penn State University and/or Westmoreland County Community College, and there may be times where it is necessary to discuss academic and/or financial aid information between the two institutions.

- I do not grant CSON permission to discuss academic/financial aid information with Penn State University and/or Westmoreland County Community College.**

Student Signature:

Date:

(Complete Individual/Organization information on the back.)

CSON Page 1/2

(Place and "X" next to those that apply)

| | Individual/Organization's Contact Information |
|-----------|---|
| Name: | |
| Address: | |
| | |
| Phone: | |
| Email: | |
| Relation: | |

| | | Fin. Aid/ Stud. Acts. | Emergency Contact |
|------------|----------|-----------------------------|----------------------|
| Admissions | Academic | | |
| | | | |

| | Individual/Organization's Contact Information |
|----------|---|
| Name: | |
| Address: | |
| | |
| Phone: | |
| Email: | |
| | |

| | | Fin. Aid/ Stud. Acts. | Emergency Contact |
|------------|----------|-----------------------------|----------------------|
| Admissions | Academic | | |
| | | | |

| | Individual/Organization's Contact Information |
|------------|---|
| Name: | |
| Address: | |
| | |
| Phone: | |
| Email: | |
| Relations: | |

| | | Fin. Aid/ Stud. Acts. | Emergency Contact |
|------------|----------|-----------------------------|----------------------|
| Admissions | Academic | | |
| | | | |

Textbook Policy

Nursing course textbooks are **not** ordered for the student. The list of required textbooks will be made available prior to admission or the start of a course. Textbooks **must** be purchased for success in the program. Graded assignments may only be available through purchase of recommended electronic books/resources. There are several online sites from which textbooks can be purchased. (Amazon, Chegg, Barnes and Noble are just a few). College course textbooks are **not** ordered for the students. Students need to obtain their college course textbooks from the appropriate college bookstore.

Beginning in Fall 2023, CSON will utilize electronic books (e-books) for all new cohorts. The e-books will serve as a resource, in tandem, with the Lippincott courseware used in the nursing courses. Students need to obtain their college course textbooks from the appropriate college bookstore.

Satisfactory Academic Progression Policy (SAP) and Student Graduation Requirements

Policy Statement:

The AHN Schools of Nursing (Citizens and Western Pennsylvania Hospital School of Nursing) monitor satisfactory academic progress in accordance with federal guidelines to ensure that all students are meeting the necessary requirements for program completion, graduation, and eligibility for federal financial aid. Each student must satisfactorily meet specified criteria to progress through the nursing program and graduate.

Policy Purpose:

To serve as a guide for students regarding the academic standards required to progress in the nursing program, remain eligible for federal financial aid, and successfully graduate.

Policy Guidelines:

Credit Hours

All courses within the program are measured in credit hours. Per the Commonwealth of Pennsylvania Department of Education, a credit hour is a unit of measure, not necessarily a measure of transferability of credit. Credit hours are used for measuring nursing hour equivalents.

- One (1) credit hour is equivalent to 15 hours of didactic instruction.
- One (1) credit hour is equivalent to 45 hours of clinical instruction, simulation, or laboratory time.

Qualitative Aspects of Academic Standing

1. The AHN Schools of Nursing define an acceptable grade point average (GPA) standard of satisfactory academic progression as a minimum GPA of 2.0 (C or better) and a satisfactory clinical performance evaluation. All passing grades will be considered credits attempted and earned toward the overall GPA. All failing grades will be considered attempted credits toward the overall GPA.
2. One failed grade during enrollment in the AHN Schools of Nursing will result in dismissal from the program with possible return (*refer to School of Nursing Readmission Policy*). If a clinical failure occurs within the semester, the student will not be permitted to remain in the failed course. The student has the option of completing their non-nursing college courses if enrolled during the semester.
3. Students will receive an official grade report at the end of each semester. Students failing to meet standards of satisfactory academic progression will be notified in writing of their program progress status.

Grading Policy, Grade Point Equivalent (GPE) and Grade Point Average (GPA)

1. All students must demonstrate the achievement of course outcomes by attaining a minimum grade of a "C" to successfully pass a nursing course and achieve a satisfactory rating in any clinical laboratory or practicum associated with the course.
2. Any student with a final grade of less than a "C" and/or an unsatisfactory rating in clinical laboratory or practicum will receive a failure for the course.
3. A student receiving a failure in theory may still earn quality points for the failing grade according to the Grade Point Equivalent (GPE) scale.
4. A student receiving an overall unsatisfactory clinical performance will result in a clinical failure and will not earn quality points toward the GPA. If clinical failure occurs prior to the end of the term/semester, the student will not be permitted to continue in the nursing course and will be dismissed from the program.
5. Should a student repeat a course due to withdrawal or failure, the most current achieved grade and quality points will factor into the GPA. The prior course attempt and grade will remain on the student's transcript but will not factor into the overall GPA.
6. During enrollment, general education courses taken with current AHN Schools of Nursing college/university affiliates will be calculated in the term and overall GPA. The grading system from the affiliated college/university will be followed. All students must attain a "C-" or above in all non-nursing courses to progress in the program.
7. A grade point average (GPA) is computed each term and cumulatively. The grade point average is computed by:
 - Multiplying each grade point equivalent by the number of credits for the corresponding course.
 - Adding the products and dividing them by the sum of credits.

| Grade | Quality Points | Percentage | Grading Scale |
|------------------------------|----------------|---|---------------|
| A | 4.0 | 93-100% | Excellent |
| B | 3.0 | 86-92% | Very Good |
| C | 2.0 | 78-85% | Good |
| D | 1.0 | 71-77% | Fail |
| F | 0.0 | Below or equal to 70% | Fail |
| I | | Quality Points attempted | Incomplete |
| Clinical Failure | 0.0 | Quality Points attempted but none earned – affects GPA | |
| W (Withdraw) Nursing Courses | | No Quality Points attempted or earned. Does not affect GPA | |
| W (Withdraw) College Courses | | No effect on GPA | |
| TC (Transfer Credit) | | Quality Points attempted and earned for graduation purposes only. Does not affect GPA | |

**Final course percentage (%) grades will not be rounded.*

Incomplete

1. A student has the option to apply for a course “Incomplete” if there are extenuating circumstances, beyond the control of the student, that legitimately prevent completion of the required course work by the end of a term in which the student is enrolled.
2. Authorization for a course "Incomplete" may only be approved by the Director or Assistant Director.
3. Students must complete all relevant course work by the beginning of the next scheduled term, or the end of the academic year for the summer term.
4. Should a student fail to complete course work by a designated deadline, the incomplete grade will be converted to a “Fail” on the transcript

Withdrawal and Dismissal

1. The student has the option to withdraw from the program at any time.
2. Any student who wishes to withdraw from the program will be required to meet with the program Director or Assistant Director, as well as the Director of Financial Aid and/or Coordinator of Student Accounts and Registration. At the time of withdrawal or dismissal, students will be evaluated on an individual basis to determine an appropriate progression plan.
3. The following definitions serve as a reference for student progression:

Withdrawn:

- A student who wishes to withdraw from the nursing program prior to course completion.
- A student may only withdraw one time during the program.

Dismissed:

- A student who has failed to achieve the minimum passing nursing theory grade of a "C" or above.
- A student who has failed to achieve a clinical rating of Satisfactory.
- A student who has failed to achieve the minimum passing grade of "C-" in non-nursing course.

Termination:

- A student who has failed two nursing courses offered by the AHN Schools of Nursing will result in a permanent termination from the program with no permissible reentry.

Program Enrollment and Pace

1. While withdrawn or dismissed from the AHN Schools of Nursing students may continue to enroll in non-nursing college courses. During the time of withdrawal or dismissal, students are not considered enrolled as an AHN School of Nursing student. Non-nursing courses taken during this time will be considered as transfer credit and will not factor into the overall GPA.
2. All students must complete the nursing program within 150% (allotted time and one half) of normal program length time from the enrollment in their first nursing course.

Academic Probation

Any student not meeting the required aspects of satisfactory academic progression will be placed on academic probation. Academic probation is a formal notification for the student to correct academic issues related to GPA in order to meet graduation criteria and remain eligible for federal financial aid. All students placed on academic probation will be required to meet with the AHN Student Success Nursing Coordinator or designee for academic advisement.

1. A student will be placed on academic probation for the following:
 - o A GPA below 2.0 in an academic term.
 - o Failure of a Nursing Course.
2. A student will be removed from academic probation when an achieved term/semester and cumulative GPA of at least 2.0 or better.
3. If a student fails to achieve a cumulative GPA of 2.0 or above after one academic term on academic probation, the student will not be eligible to receive federal financial aid for the following term. Federal financial aid may be reinstated should the student be removed from academic probation in subsequent terms.

4. A student must achieve a cumulative GPA of 2.0 or above to be eligible for graduation at the end of the program.

Graduation Requirements

To successfully graduate from the program and receive a diploma in nursing, the student must meet all academic and financial completion requirements. A student must fulfill each of the following to be considered for graduation:

1. Successfully meet all course objectives as evidenced by:
 - Minimum theory grade equivalent of a "C" in each nursing course.
 - Passing "Satisfactory" clinical grade in all nursing courses.
 - Minimum grade of "C-" in all non-nursing courses
 - Cumulative GPA 2.0 or better in all course work
2. Successfully complete all required Assessment Technologies Institute (ATI) end of program requirements.
3. Completion of required eight (8) community volunteer service hours.
4. Successfully meet all financial responsibilities to the AHN Schools of Nursing.
5. Successfully complete exit counseling required for federal financial aid.

Failure to meet one of these criteria will result in a student's ineligibility to graduate from the program.

Transfer of Credit Policy

Policy Statement

The Citizens School of Nursing accepts transfer credit for newly admitted students. Transfer of non-nursing general education credits will only be considered prior to admission to the nursing program. Students admitted to, and currently enrolled in courses at Citizens School of Nursing are required to take courses offered by Penn State University – New Kensington Campus, and Westmoreland County Community College – New Kensington Campus. Geneva College general education courses will also be accepted with prior school approval.

Policy Purpose

The purpose of this policy is to provide students with the ability to transfer credits at the time of admission and for periods of disenrollment from the Citizens School of Nursing.

Policy Guidelines

1. To be eligible for transfer, students must provide an official transcript with evidence of course completion and grade from college and/or university for consideration. A course must be comparable in content, credit(s) and/or contact hours. Course descriptions and syllabi may be

required to determine whether courses are acceptable for transfer. Acceptable substitutes for required courses are determined by Penn State University course database.

2. Courses for transfer must meet the following criteria:
 - Courses must be completed at an institution accredited by a regional or national accrediting association for colleges and universities.
 - A Grade of "C-" or better attained in the course.
 - Anatomy and Physiology I & II and Microbiology must have been completed within three years of prospective admission. (beginning 1/1/2024)
 - Anatomy and Physiology I & II and Microbiology must have a laboratory component to be considered for transfer.
 - Nursing courses from other schools of nursing will not be accepted for transfer.
3. Transfer credit may be given for Advanced Placement (AP) Examinations for High School General Psychology. Evidence of AP Examination Score must be provided from the College Board with a minimum score of 3.
4. High school and college and/or university transcripts from a foreign country must be translated and evaluated for U.S. course equivalency by a translation and evaluation service acceptable to the Citizens School of Nursing. The cost for this service is the responsibility of the applicant.
5. Any transfer of credit granted to the student will be considered attempted and earned prior to admission. The transfer of credit will not apply to the student's overall grade point average (GPA). The student will be notified of acceptance of credits prior to the start of the program.
6. Citizens School of Nursing provides no guarantee that credits earned while enrolled will transfer to another educational institution.

Concurrent completion of college courses with nursing courses

All students must demonstrate documented evidence of completion of required college courses semester-by-semester and prior to graduation. A minimum grade of "C-" must be earned in all courses.

1. College courses may be completed prior to enrolling in the school of nursing. Only a grade documented by an official college transcript will be accepted as proof of completion.
2. A student will be required to enroll in the concurrent college courses planned for every semester in which the student has not provided the School of Nursing with official documentation of satisfactory course completion with a grade of "C-" or better. These courses will be taken at Penn State University and Westmoreland County Community College. Geneva College may be approved by CSON.
3. Official documentation will be the official college transcript. The unofficial transcript shall be temporary proof pending official transcript receipt.
4. Academic progress for college course requirements will be evaluated at the end of each semester according to Satisfactory Academic Progression Policy.

5. If a student has not provided a grade for a college course, even though the student claims to have taken the course prior to enrollment, the Satisfactory Academic Progression Policy will be applied in the same manner as if the student were enrolled in the college course concurrently with nursing courses. **This means that every student must have the grade for the college courses scheduled for completion during that semester.** The official transcript with a grade must be submitted to the School of Nursing at of completion of the assigned semester. Official transcripts are to be submitted to CSONReg@ahn.org.
6. Each semester, a representative of the college will register the students for courses at PSU and WCCC for that term in conjunction with the Assistant Director. It is the student responsibility to register for courses taken at Geneva College, after receiving approval from the Assistant Director.
7. Students are required to submit proof of enrollment for courses taken at Geneva College to the Assistant Director and/or Student Accounts and Registration Coordinator at CSONReg@ahn.org prior to the beginning of the college course.
8. It is the student's responsibility to notify the Assistant Director of a withdrawal or failing grade in any college course.
9. The student pays the School of Nursing for the college courses and the school in turn pays the college (except Geneva College). The School of Nursing will pay for a college course one time only, and only when it is scheduled, unless approved by the Assistant Director in writing. Course withdrawal may alter financial aid eligibility.
10. If a student withdraws from the School of Nursing, the nursing program will not assume any financial responsibility for courses for which it has not received tuition payment.

Classroom Etiquette

Students are expected to conduct themselves as an adult professional in the classroom. This includes, but is not limited to, refraining from late arrival, talking, using pagers or cell phones (including texting), leaving the classroom excessively during lecture, sleeping, and other behaviors which might distract others from learning.

Any behavior which causes a disruption in the flow of class may result in the student's removal from the classroom, disciplinary action, and disciplinary action. **Students will be given ONE warning.**

Community Service

Community service refers to any volunteer work done in the service of one's community. At Citizens School of Nursing, community service is an adjunct to planned clinical experience, not a replacement.

Citizens School of Nursing requires that each student complete at least 4 hours of volunteer service in the first year and 4 hours of volunteer service in the second year. A total of 8 hours is required before graduation. Students who do not attend a full year may have the 4-hour requirement reduced.

- The student must obtain approval for the activity/service from the faculty designee.
- After participation, the student submits validation to designated personnel.
- Opportunities for community service activities will be announced and/or posted.

Policy of Student Conduct

The School of Nursing shall not discipline any student except for just and reasonable cause, which shall include, but shall not be limited to, the following:

1. Acts of dishonesty to include, but not to be limited to the following:
 - a. Cheating, which includes but is not limited to
 - 1) Use of any unauthorized assistance, including materials, information, and/or study aids in testing or any other academic activity.
 - 2) Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
 - 3) The acquisition without permission, of tests or other academic material belonging to a member of the faculty or student.
 - 4) Any alteration of original answer on quiz or test.
 - 5) Any act of falsification in relation to any attendance roster.
 - 6) Any sharing of passwords.
 - b. Plagiarism, which includes, but is not limited to, the use, whether by paraphrase or direct quotation of the published or unpublished work of another without full and clear acknowledgement.
 - c. Using/submitting another student's work as one's own, sharing work on-line, allowing another student to submit your work as their own unless the assignment is specifically designated as a group assignment.
 - d. Falsification or invention of information in reference citations.
 - e. Failure to report a known medical or procedural error.
 - f. Falsifying a patient's record.
2. Willful inattention to patient care, lack of required preparation for clinical experience, breach of duty, and/or abandonment which jeopardizes patient safety.
3. Sexual harassment, sexual assault, stalking, or physical or verbal abuse, including threats, intimidation, or coercion, domestic violence, dating violence of any patient or person on the School, Hospital, or outside clinical agency premises or at a school sponsored function, or other

conduct which threatens or endangers the health or safety of another person. (Refer to Appendix B – Title IX Policy)

4. Chronic lateness, absenteeism, or failure to report off from class or clinical experience.
5. Thefts of, or damage to, property of patients, the School, Hospital, or outside clinical agency.
6. Violation of published policies, rules and regulations of the School, Hospital, or outside clinical agency.
7. Violation of federal, state, or local law on the School, Hospital, or outside agency premises, or at School sponsored activities. *
8. Illegal use, possession or distribution of narcotics or other controlled substances on School, Hospital, or outside clinical agency property or at School sponsored functions.
9. Use, possession, or distribution of alcoholic beverages on the School, Hospital, or outside agency premises.
10. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on School, Hospital, or outside clinical agency premises or at School sponsored functions.
11. Disclosure, removal, or transmission of protected health information obtained through professional relationship and experience as a student nurse. This includes posting information on the internet/social media that would identify a patient and violate the patient's privacy or that would identify a facility and be considered a violation of privileged business information.
12. Photographing, audio, or video recording of patients, employees, and facilities related to any clinical experience.
13. Unauthorized personal use of cell phones or other electronic personal devices during class or clinical experiences.

*Students must be advised that conviction of a felony prior to or during the course of the educational program may cause them to be denied licensure by the State Board of Nursing or to lose financial aid.

Discipline/Dismissal

It is the policy of CSON to:

1. Establish rules that are related to the orderly, efficient, and safe operation of the School.
2. Discipline when rules and regulations are violated, according to the nature and gravity of the offense and the past record of a student during their time with the School.
3. Impose similar degrees of discipline for all infractions of a like nature and degree of seriousness so that all students will be treated fairly and impartially.
4. Administer all discipline as a corrective measure rather than a punitive measure.

5. Include in the corrective action process: a verbal warning, a written warning, suspension and/or dismissal or termination. Any of these may be implemented dependent on the severity of the infraction in any order.
6. Obtain substantial evidence or proof that the student committed an infraction before considering disciplinary measures.
7. Inform any student of the offense with which they have been charged, allowing the student an opportunity to defend their behavior.
8. Allow a disciplined student to have the opportunity to defend the behavior through the grievance procedure as outlined in the Student Handbook.

When a student violates rules, regulations or the Code of Conduct, disciplinary action will be taken. Before disciplining the student, an investigation must be conducted to determine whether the student has violated any identified rules, regulations, or Code of Conduct items. Substantial evidence or proof must be obtained. Such evidence need not be conclusive or beyond all reasonable doubt but must be significant. Once the evidence has been established, the student will be provided the information concerning the offense with which they have been charged and permitted to defend the behavior. If the investigation determines a violation of a rule, regulation or the Code of Conduct, Administration will give appropriate discipline.

Please refer to the Title IX policy in Appendix B for guidance with potential sexual discrimination violations.

CSON Attendance Policy

Policy Statement

The administration and faculty of Citizens School of Nursing believe that punctuality, attendance, and engagement in the learning process are essential determinants for students' success in class and clinical experiences. Therefore, students' class and clinical experience attendance will be monitored by the faculty.

Policy Purpose

- A. Delineate the procedure to follow for class and clinical experience attendance and absence.
- B. Provide guidelines for jury duty, bereavement, and military/active duty resulting in class/clinical experience absence.

Policy Guidelines

The Citizens School of Nursing is an entity that is governed by Federal Student Financial Aid Regulations (law) and is required to monitor students for satisfactory academic progression in classroom and clinical experiences. Therefore, course faculty will be responsible for monitoring class and clinical experience attendance.

A. Classroom

1. Class attendance will be documented for every class session.

2. Attendance records will be reviewed by the Assistant Director.
3. Should a student choose not to attend class, they are responsible for obtaining notes from a classmate.

NOTE: The faculty will not provide one-to-one class sessions on content that a student missed.

4. Three (3) class absences in a course will result in a referral to the Assistant Director or Student Success Nursing Coordinator (SSNC) for follow-up.

B. Clinical

1. Any scheduled activity that is designated as a clinical experience (©) that is missed by a student will be considered a clinical absence for the number of hours missed. Refer to course syllabus for clinical experiences specific to each course. Examples include clinical learning experience, clinical conference, simulation, laboratory, and/or competency (list is not all-inclusive).
2. Clinical make-up time will be planned for students with excessive absences above **5%** of the total course clinical hours.
3. All clinical make-up must be completed within the timeframe of the course. The date of make-up will be determined by the clinical instructor in collaboration with the student.
4. Failure to attend clinical make-up equates to an absence.
5. Students missing **10%** or more of the total course clinical hours will result in failure of the clinical component of the course.
6. Students must be present for the entire clinical experience to receive credit for the day.
7. If a student becomes ill during any clinical experience and must leave clinical, the missed hours will be counted as an absence.
8. Administration and course faculty will review extenuating circumstances regarding clinical absences.

C. Tardiness/Notification/No Call-No Show: Arriving up to 15 minutes after the designated start time of a clinical experience is considered tardy. The following will result due to tardiness:

1. All incidents of tardiness will be documented on the clinical evaluation form.
2. Students who are tardy will receive verbal counseling.
3. With a second tardy occurrence, a performance improvement plan will be started. The student must demonstrate an improvement in behavior and meet the goals of the performance improvement plan in order to meet outcomes for course completion and progression.
4. If a student is tardy greater than 15 minutes after the designated start time, the student will be dismissed from the clinical experience and considered absent.
5. Proper notification:

- a. Students should notify the clinical faculty of any expected absence or tardiness at least 1 hour (60 minutes) prior to the designated start time of the scheduled clinical experience. For example, if the designated start time is 6:45 AM, the student must notify their clinical instructor by 5:45 AM and leave a message of absence or tardiness.
- b. No Call/No Show: Failure to notify clinical faculty of an expected absence or tardiness AND failure to attend the clinical experience within 15 minutes after the designated start time.
 - The first No Call/No Show will result in counseling by Administration
 - The second No Call/No Show will result in termination from the program.

D. Jury Duty, Bereavement, and Military Service

1. In the event a student receives a subpoena to appear in court, is selected for jury duty, requires a leave for required military service, or will be absent due to bereavement, the student must meet with the Director or Assistant Director to discuss the situation.
2. The student must be able to provide a copy of the subpoena, court document, or military orders prior to court appearance or military leave.
3. Time off that is approved for bereavement, military service, or jury duty will not be counted toward a student's class and clinical experience absences. The student may be required to attend clinical learning make-up if deemed necessary by the clinical instructor.
4. Bereavement:
 - a. Time off from class or clinical experience will be granted for the death of a student's immediate family member.
 - b. Immediate family is defined as: mother, father, child, spouse, daughter-in-law, son-in-law, stepmother, stepfather, stepchild, sister, stepsister, brother, stepbrother, brother-in-law, grandchild, grandparent, step-grandparent, grandparent-in-law, guardian, parents-in-law, or eligible domestic partner.
 - c. Time off for bereavement must be taken within five (5) days from the date of death and ends with the service for the deceased. Extenuating circumstances must be discussed with the Director or Assistant Director.
 - d. The School of Nursing Administration may require a copy of the death notice.

Examination Procedures

Policy Statement

Citizens School of Nursing utilizes examinations and assignments in order to evaluate student achievement of course outcomes and end-of-program student learning outcomes.

Policy Purpose

1. To standardize a method for the administration of exams, quizzes, and assignments across the curriculum.
2. To provide expectations regarding exam and quiz attendance, scoring, and make-up procedures.

Policy Guidelines

Examinations are given at various times throughout each course and at the completion of each course. Generally, students will receive a number of quizzes and exams to assist with and validate daily preparation and content mastery.

1. Student expectations during testing and review:
 - a. All belongings, including hats/scarfs*, must be removed in the classroom. Students who have clothing with easily accessible pockets must understand that they may be asked by a proctor to empty their pockets.
 - b. No food or drink permitted during testing.
 - c. Tissues will be provided in the room.
 - d. Students will not be permitted to ask any questions during the exam except for identification of typographical errors or missing pages.
 - e. Calculators will be provided. Smart watches, cell phones, or any other electronic device will not be permitted in any testing situation. Students found with any electronic device will be presumed to be cheating.
 - f. All electronic devices (smart/cell phones, iPads, smart watches and handheld devices) must be placed in an area designated by the faculty.
 - g. If a student is caught cheating, he/she will receive a zero (0) on the quiz or exam and will be subject to disciplinary action.
 - h. One student may be escorted to the restroom at a time.
 - i. Students arriving late for any quiz or exam will complete the exam in the remaining time scheduled.
 - j. Students will not be permitted to repeat exams due to personal crisis or for the purpose of improving their grade.
 - k. Students unable to take the quiz/exam with the rest of the class may be given an alternate quiz/exam covering the same material. Students must obtain permission from administration to make up missed exams/quizzes. This permission must be obtained prior to the exam in question. If administration is not present, faculty may grant permission for

- make-up. One quiz/exam may be made up per academic year. All make-up quizzes and exams are to be taken the next day the student is scheduled to be at the school or after clinical. All make-up quizzes and exams will be tracked by the Assistant Director.
- l. Testing accommodations may be made based on documentation per Americans with Disability Act (ADA) guidelines. Requests for accommodations must be submitted in writing to the Assistant Director prior to the start of the semester.
 - m. Students will not receive their official grade on the day a test is administered. Official grades will be made available after thorough review by faculty and the Assistant Director on the Learning Management System (D2L).

*The wearing of religious head scarfs during testing should be disclosed to the Assistant Director at the beginning of the program.

2. Faculty Led Test Review

- a. Quizzes and examinations will be reviewed at the discretion of course faculty.
- b. No pencils or other writing implements are to be on the desk during review.
- c. All electronic devices are to remain turned off and are to be placed in the area designated by faculty. They are not to be with the student during review.
- d. Arguing with or challenging the reviewer will terminate the review session.
- e. Individual appointments may be made with the appropriate instructor if the student has attended the group review session and further clarification is needed.

Testing Guidelines / Honesty Contract

1. If a student is unable to take a quiz or exam, they must notify the course instructor and / or Assistant Director **before** the start of the quiz or examination. Arrangements to take the quiz or exam at an alternate time may be made on an individual basis.
2. If a student has documented accommodations, they must notify the course instructor and / or Assistant Director **before** the start of the exam.
3. As per policy, paper / pencil make-up examinations may consist of short answer, fill in the blank, and / or essay questions that cover the same content.
4. It is in your best interest to make every effort to arrive at least 10 minutes early on the day the exam is scheduled.
5. Coats, long sleeved “extra jackets”, and hats/scarfs* of all types must be removed during testing.
6. All electronic devices (except for the device being used for testing) must be off your person, away from your seat, and turned completely off (not on silent or vibrate). You will be instructed where to put these items during the test. Any cell phone or other electronic device used during a testing situation will be treated as cheating and disciplined according to policy up to and including termination from the program.
7. No drinks are permitted during testing.
8. Students cannot duplicate any exam in any capacity. The exam belongs to Citizens School of Nursing and copying in any way is considered theft/plagiarism.
9. The instructor **WILL NOT** answer questions that involve any interpretation of the questions or responses. You may raise your hand if you think there is an error on the exam.
10. **ABSOLUTELY NO communicating** during the quiz/exam or after. This includes verbal and non-verbal communication.
11. Anyone requesting to leave the testing area during an exam must do so accompanied by faculty. No extra time will be allotted to complete the exam.
12. If a student knows cheating is occurring, it is their ethical responsibility to notify faculty immediately.
13. Students are reminded to keep the contents of the exam confidential. Do not share questions with other students. This **will** be considered cheating.
14. After your exam is complete, shut off and close your device. This is not time for you to work on other things. It is a distraction to others and may be viewed as cheating.
15. Any student suspected of cheating will have the exam stopped and may face disciplinary action as outlined in the policy on Discipline/Dismissal Process found in the Student Handbook.
16. No pencils or electronic devices may be at the student’s desk during the instructor-led review.

My signature below indicates my willingness to comply with ALL the above guidelines.

STUDENT PRINT

Date

STUDENT SIGNATURE

Date

6/29/16; 7/3/18; 7/13/21; 7.14.21; 7/15/21; 8/11/2023

Assignment procedures

Late Assignment Statement

This document outlines the late assignment guidelines for all courses at Citizens School of Nursing. It is important that students familiarize themselves with these guidelines to understand the expectations and consequences regarding late submissions.

Assignment Deadlines

All assignments must be submitted by the specified date and time stated in D2L or as announced by the instructor. The deadline serves as a critical component of the learning process and ensures timely feedback and assessment.

Late Submission:

Communication:

It is essential to communicate with the instructor as soon as possible if the student anticipates a late submission. Please provide a valid reason and any supporting documentation for consideration by the course leader or Assistant Director. Failure to communicate ahead of assignment due date and time may result in additional penalties or the rejections of the late submission.

Exceptions:

In specific circumstances such as illness, family emergencies, or other documented valid reasons, alternative arrangements may be made. Please contact the instructor at least 24 hours before the due date and time (if possible) to discuss such situations. We understand that unforeseen circumstances may arise, and we are committed to considering each case individually and with empathy.

Late Submission Penalties:

Late submissions will be subject to the following penalties:

- a. *Percentage Deduction:* A percentage of the total assignment score will be deducted for each day the assignment is incomplete or late.
- b. *Penalty for Assignments with Point Values:*
 - i. 10% deduction per day for the first 3 days. Penalties will start to apply 30 minutes after the due date and time has passed.
 - ii. On the 4th day, a 50% deduction will apply.
 - iii. On the 5th day, 0% will be assigned to that assignment and may impact the student's progression in the course.
 - iv. Example:

| Due Date | Submitted | Points Achieved (out of 10) | Points Achieved after Penalty |
|--------------|--------------|-----------------------------|-------------------------------|
| 6/2/2023 8am | 6/2/2023 8am | 10 | (No Penalty) 10 |

| | | | |
|--|-----------------|----|---|
| | 6/2/2023 8:30am | 10 | 9 |
| | 6/3/2023 | 10 | 8 |
| | 6/4/2023 | 10 | 7 |
| | 6/5/2023 | 10 | 5 |
| | 6/6/2023 | 10 | 0 |

- c. *Penalty for Assignments with No Point Value:* Documentation will occur and may result in clinical or academic failure per syllabus or clinical guidelines.
- b. *Course Requirements:* If item is listed as a course requirement (per syllabus), then the assignment must be completed for academic or clinical progression.

Impact on Final Grade:

Accumulated late penalties will impact the student’s final grade. It is crucial to submit assignments on time to maximize potential academic performance. Late assignments may also be reflected in the student’s clinical evaluation, as it is an expectation and professional standard to submit assignments on time.

Academic Integrity:

Late submissions do not exempt the student from the expectations of academic integrity. All work must be original and properly cited, following the course guidelines. Any instances of plagiarism or academic dishonesty will be addressed in accordance with the school’s policies.

We believe that adhering to the deadline is an important part of the student’s academic development and preparing the student for future endeavors. It also ensures fairness and consistency among students.

If you have any questions or concerns regarding this statement, please do not hesitate to contact your instructor. Instructors are here to support the student’s learning and to encourage the student’s success in the course.

Use of Tape Recorders in the Classroom

Taping during classroom lecture is permitted only with the consent of the individual delivering the lecture. Unless specified on the course outline, there is never a blanket permission provided for a course.

It is important for students to consider that most individuals learn best when they are actively involved in the learning process. A student following the outline, listening, taking notes and participating in discussion is totally involved in the teaching-learning process. The more actively involved, the more invested the learner becomes.

1. A student wishing to tape a lecture must directly ask the lecturer and receive written permission prior to class. When several individuals lecture in a course, permission must be obtained from each. Devices used for taping should be placed at the front of the room.
2. Anyone taping must agree to accept responsibility for the confidentiality of fellow classmates who speak in class and any reference made to patients.
3. During class discussion, faculty and students are to exercise great care in maintaining patient confidentiality.
4. Students who use devices that tape and transcribe the lectures verbatim are to recognize that the material presented is the work of the instructor. The student does not have the right to electronically post or distribute this information in any way.
5. The use of any recording device in a testing/review situation is cheating and a violation of the student code of conduct.
6. If a faculty member does not generally permit taping, special consideration may be given to individuals with documented learning disabilities and specific recommendations for taping lectures.

Standardized Testing

Policy Statement

Standardized testing is mandatory and required for program progression. A specific proficiency level is not needed for program progression. Practice assessments as well as proctored standardized tests will be scheduled during selected courses. The practice assessments and standardized tests will help the student to identify what content they know as well as areas that require remediation. Remediation will be completed from Topics to Review. All students will be assigned mandatory remediation.

Policy Purpose

1. To provide a means to measure curriculum outcomes and academic achievement.
2. To provide a formal process to assist students in mastering specific course content prior to progression in the program.

Policy Guidelines

It is the belief of the faculty that continuous standardized testing is essential for the development of the student – therefore, we have adopted a comprehensive standardized testing program into our curriculum for the best possible student outcomes.

The following ATI (Assessment Technologies Institute, LLC) tests will be included in the curriculum:

| | | |
|---------------------------|---------------|-------------|
| Self-Assessment Inventory | 195 questions | 180 minutes |
| Fundamentals | 70 questions | 90 minutes |
| Medical/Surgical Nursing | 100 questions | 120 minutes |

| | | |
|--------------------------|---------------|-------------|
| Maternal/Newborn | 70 questions | 90 minutes |
| Nursing Care of Children | 70 questions | 90 minutes |
| Mental Health | 70 questions | 90 minutes |
| Pharmacology | 70 questions | 90 minutes |
| Nutrition | 70 questions | 90 minutes |
| Community | 70 questions | 90 minutes |
| Comprehensive Predictor | 180 questions | 240 minutes |
| RN Leadership | 70 questions | 90 minutes |

Students must submit proof of achievement of a focused review for the non-proctored exam(s) prior to the day of the proctored exam. Directions will be provided by course faculty.

The requirements for performance on standardized testing, as they apply to course completion, are to be stated on each course syllabus along with specific instructions regarding ATI testing.

Academic Advisement Policy

Policy Statement

The availability of student support and academic advisement is an essential component of the AHN Schools of Nursing. Student support and advisement is aimed at assisting nursing students with the academic demands of the program. Additionally, support and advisement are integrated with the intent to enhance student retention, progression, and program success.

Policy Purpose

To outline the procedure for students who seek academic support and advisement as well as those who receive a referral for the Student Success Nursing Coordinator (SSNC).

Policy Guidelines

1. All students will be assigned a designated faculty advisor.
2. Students seeking additional academic support and advisement should discuss their needs with their designated faculty advisor. This may also include the content expert or course chairperson.
3. Referrals may be made to the Student Success Nursing Coordinator (SSNC) for additional support and advisement. Faculty should initiate communication with the SSNC via the AHN Schools of Nursing, SSNC referral form.
4. The SSNC may be consulted after the faculty has attempted advisement. Appropriate reasons for a referral include but are not limited to:
 - Advanced study skills, advanced test taking strategies, test anxiety, time management, poor attendance or a significant increase in absenteeism, consistent poor academic performance,

multiple faculty advisement attempts, and/or newly discovered information that may impact student success.

5. Once a referral is received, the SSNC will contact the student to schedule an advisement session.
6. Students may also request a referral and/or meeting with the SSNC for additional support directly.
7. In the event that the SSNC is not available, referrals will be directed to the respective Assistant Director.

Student Clinical Practice

Clinical Laboratory

The clinical laboratory, a part of the planned curriculum, is used to correlate and supplement classroom instruction as well as to provide an environment for applying knowledge and increasing skills in nursing.

Clinical Experience at Outside Agencies

The School of Nursing will assign students to clinical experience at various outside agencies during the educational program. Agencies outside of Citizens School of Nursing will be utilized to provide broad, diverse experiences, which are correlated with classroom theory. They expose the student to the role of the nurse in various settings and the health needs of the community. Contractual arrangements or letters of agreement are administrated by the Director, School of Nursing. The planning of the experience is the responsibility of the Assistant Director working with the faculty responsible for the course.

1. Faculty will assign students to outside experiences and communicate daily assignments to students and the agency.
2. Students are responsible for their own transportation to and from all educational experiences and will be required to sign a form releasing the hospital from any liability for such transportation.
3. Students will be required to sign a release form which permits the School of Nursing to provide outside agencies with proof that students have a health status consistent with the current State Board Rules and Regulations when required by contract.
4. Students may be required to sign statements which bind them to keep information obtained about patients at various agencies confidential.
5. Students will be expected to abide by all the rules and regulations of the host agency, including the dress code.
6. Appropriate orientation information relative to the affiliating agency will be provided by the instructor and the affiliating agency representative during the student's orientation to the facility.
7. Students who violate the rules and regulations of the host agency may be barred from the host agency, disciplined by the School, and may risk being unable to successfully meet course objectives.
8. School of Nursing Attendance Policy and Reporting-Off Policy and Student Conduct Policy are applicable for all outside experiences.

Student Assignment

- Rotation through the clinical courses and times for clinical experiences are designated by the Assistant Director, School of Nursing.
- Students may be moved from the assigned clinical area by an instructor for a learning experience.
- Students are scheduled over a five-day week. These five days are Monday through Friday.
- Students' patient assignments are planned by the instructor and are only to be changed with the instructor's permission.

Medication Policy and Procedure

Following theoretical instruction and simulated laboratory practice on medication administration, students may administer medication as assigned.

Students may not administer medications without instructor supervision.

1. A student will administer medications only when designated on the assignment sheet.
2. The instructor validates the dosage of all PRNs, insulin, heparin and IV medication solutions prior to their administration. Results of glucometer readings must be reported to the instructor prior to administration of insulin coverage.
3. All calculated dosages must be checked by the instructor prior to administration of the medication.
4. Each student must be supervised by an instructor when obtaining a controlled substance. All wasted doses must be observed and documented. All counted medications must have a registered nurse witness.
5. When relieving for break or lunch, a student is not to administer any medication to patients assigned to another student without the instructor's consent.

Medication and Treatment Error

All medication and treatment errors must be reported to the instructor immediately.

1. The student will report the incident to the instructor who then will report the incident to the charge nurse and the Assistant Director.
2. The instructor will complete a Citizens School of Nursing Occurrence Report and submit it to the Assistant Director as soon as possible.
3. The student will also complete the appropriate agency occurrence reports.
4. The Assistant Director, School of Nursing, will review the occurrence with the student.

5. Severity of the error will determine the performance improvement plan details and disciplinary steps.

Witnessing of Legal Documents

A nursing student, regardless of age, will not act as a witness to the patient's signing of any legal document, which includes, but is not limited to, wills, permits, advanced directives and durable power of attorney.

Student Mailboxes

Each student will be assigned a mailbox. These open mail slots are intended to serve as a vehicle for communication of non-confidential, non-personal information.

1. Information of a general, non-personal or non-confidential nature may be placed in the mailboxes. Examples of the kind of materials that may be distributed are: schedules, general class correspondence, minutes, student council and SNAP communications, and any general information.
2. Graded student assignments, midterm and final evaluation letters, test scores, and financial aid documents are not to be distributed through the student mailboxes.
3. Personal and confidential materials will be distributed to students individually, communicated by email, communicated using the learning management system (LMS), or mailed to the student.

Cardiopulmonary Resuscitation (CPR) and ACLS

Students are required to have certification of CPR (CPR for Health Care Providers) and to maintain current certification barring any major physical handicaps. Those with handicaps must attend an annual review of the cognitive portion of CPR.

ACLS (advanced cardiac life support) training may be provided during the senior year.

Clinical Performance Improvement Plan

When a student is not performing at the expected level, and an objective is not being met, a clinical weakness is identified. A student who demonstrates clinical weakness may be placed on a performance improvement plan at any time during the semester. If the performance improvement plan is met and the weakness is corrected, the student may progress to the next course. The performance improvement plan that has been successfully met does not impact future courses. Subsequent clinical performance that fails to meet all clinical objectives will end in dismissal.

1. Documentation of the student's progress is recorded in the Evaluation of Clinical Performance.
2. Performance improvement plan occurs within the course. The plan is developed for the student by the instructor and discussed with the student. This plan allows the student to meet the course objectives and successfully complete the course. A copy of the performance improvement plan is given to the student, and a copy is kept in the clinical folder.
3. The performance improvement plan will outline details of the performance, strategies to guide student development, and expectations for demonstration of improvement.
4. The student and faculty will meet each week to discuss progress toward goal achievement outlined in the performance improvement plan.
5. The student must meet the goals set forth in the performance improvement plan for course progression.
6. If a performance improvement plan is initiated, the student will be provided with a signed copy. The original form will become part of the student's clinical evaluation. Faculty will inform the course chairperson and Assistant Director of the performance improvement plan.
7. The signature of the instructor and student must appear on the signature page. An area for comments by the student is provided on the signature page. The instructor and student must sign or initial at each performance improvement plan and clinical evaluation review. A student's initials indicate that the student was provided with the opportunity to read the performance improvement plan and evaluation and/or was provided with feedback from the instructor. The student's signature and/or initials do not indicate agreement with the evaluation.
8. Unsatisfactory ratings in any clinical behavior will result in a clinical failure and the student cannot continue in the course.

Drug Calculation Proficiency

Students will be required to demonstrate math and/or drug calculation skills and an 80% proficiency level before being permitted to administer medications in nursing courses. Inability to administer medication safely will result in an unsatisfactory clinical evaluation. School provided calculators are to be used during testing.

Formal Complaint Policy and Procedure

The School of Nursing intends to be open and responsive to formal complaints about the school, applicants or students that are submitted by students or others.

1. A formal complaint must be in writing and signed by the person submitting the complaint.
2. The complaint is to be submitted to the Director, School of Nursing, who will investigate the complaints and respond to the person submitting the complaint as per the Hospital policy on

investigation of complaints (AVH Patient Complaints, Grievances and Compliments; Policy Web: POL-6150320).

3. The complaint may also be referred to an appropriate committee of the Faculty Organization for consideration and action.
4. Documentation of the complaint and its disposition will be housed in the School of Nursing Office.

It is the policy of Citizens School of Nursing to provide established channels of communication for resolving academic and non-academic student grievances.

Grievance - any infringement of the Student Bill of Rights that has not been successfully resolved through the established lines of communication and/or when the education of a student has been impeded as a result of the actions of another student.

Grievance Committee

OBJECTIVES:

To provide a means of communication between students and faculty.

To provide a process for handling student unresolved complaints.

MEMBERSHIP:

The members of this committee will include:

1. Student Membership
 - a. Each level will elect two (2) student representatives and two (2) alternates.
(Preferably, each section will elect one representative and one alternate) for a one-year term.
2. Faculty Membership
 - a. Faculty members appointed annually.
 - b. One of the faculty members will be appointed to the role of chairperson and one to the role of secretary.
 - c. The chairperson will not vote unless there is a tie.
3. If the grievance is against or by a member of the Committee, the alternate will replace this member.

MEETINGS:

An organizational meeting will be held at the beginning of the academic year for the purpose of orienting the committee to the policy and procedures.

Other meetings of the committee will be called as the need arises.

Procedure for Channeling Grievances

1. The grievant will discuss the problem with the appropriate involved individual during the semester in which the problem occurred.
2. If the problem is not resolved, both parties involved will meet with the Director, School of Nursing.
3. If the problem remains unresolved, the grievant will communicate in writing to the Chairperson of the Grievance Committee by completing the *Statement of Grievance* form and submitting the form to the School of Nursing Office no later than five (5) days following the end of the semester in which the problem occurred.
4. The Grievance Committee will meet within seven (7) working days of receipt of the *Statement of Grievance* form.
5. The Chairperson will notify the grievant, party grieved against, and the members of the committee in advance of the meeting date, time, and place.
6. The party grieved against may submit in writing a written response to the charges no less than two (2) days in advance of the meeting.
7. Each party to the grievance will meet individually with the committee for initial presentation of testimony not to exceed 30 minutes in length. All testimony will be audiotaped for accurate transcription.
8. Following initial presentations, the parties may be individually recalled by the committee for clarification of issues.
9. After all issues have been heard by the committee, the committee will meet privately for discussion and decision-making. The decision will be made by secret ballot with majority rule.
10. A copy of the *Grievance Committee Work Record* form will be submitted to the Director, School of Nursing. The Director is responsible for communicating committee recommendations/decisions to all involved parties.
11. The grievant will be informed in writing via certified mail (return receipt requested) of the recommendations/decisions of the grievance committee. The recommendation/decision will be mailed within three (3) working days.
12. A copy of the complete committee minutes and an audiotape will be submitted to the Director, School of Nursing. The Director will place this information in a secure file in the School of Nursing Office.
13. Condensed minutes will be distributed to each Committee Member stating date, time committee met, members present, grievance heard and results (committee decision for or against grievant).
14. In the event of a tie vote, the chairperson of the Grievance Committee will cast the deciding vote.

Appeal Process

1. A written request for appeal of grievance committee recommendations/decision will be submitted to the Director, School of Nursing by the grievant within seven (7) working days of the receipt of the grievance committee recommendations/decisions (date to be determined by postal documentation of receipt).
2. The Director, School of Nursing will review all materials, interview both parties, and utilize resource people in order to provide a fair, objective opinion.
3. The Director, School of Nursing will notify involved parties of action to be taken.
4. The decision of the Director, School of Nursing will be final.
5. If the grievance is against the Director, School of Nursing, the appeal will be handled at the next level in the chain of command.

NOTE: At no time is a patient/family to be involved in any phase of the grievance.

Citizens School of Nursing Statement of Grievance

Name of person filing grievance: _____

Name of person against whom grievance is registered: _____

Date grievance presented to chairperson: _____

Statement of Grievance: Specific right(s) which has been violated:

Date of occurrence of grievance: _____

Description of incident:

Persons involved in incident:

Evidence to support grievance:

Outcome expected by person with grievance:

Signature: _____

Date received by chairperson: _____

Compliance Policy

Policy Statement

It is the policy of the AHN Schools of Nursing that all enrolled students meet the required health, criminal clearance and training requirements of the program and its clinical affiliates. Failure to submit and remain in compliance may result in revocation of program admission and removal from classroom and/or clinical experiences.

Policy Purpose

To ensure that each student enrolled in the AHN Schools of Nursing remains in compliance with the program and its clinical affiliates.

Policy Guidelines

The following items are required for all enrolled students from the time of admission and throughout the course of the program. These requirements will be requested annually.

Health Requirements

1. Physical Examination.
 - a. Physical Examination should be completed no greater than six (6) months prior to program enrollment.
 - b. In the event a student experiences a lapse in enrollment, the student must have another Health Screening/Physical Examination prior to restarting the program.
2. Urine Drug Screening.
 - a. Urine drug screening will be offered on site prior to first year admission.
 - b. A negative drug screen is required prior to admission. Positive drug screens may result in denial of admission.
 - c. In the event a student experiences a lapse in enrollment, the student must participate in the drug screening process through the designated approved site. The drug screening must be completed within 30 days of restarting the program.
3. Tuberculin Skin Test
 - a. Evidence of the two step Tuberculin PPD skin test must be completed prior to admission. The two step injections must be completed within one year of each other.
 - b. In lieu of two step PPD, the QuantiFERON-TB Gold In-Tube test (QFT-GIT) and the T-SPOT TB test blood work will be accepted.
 - c. Students with a history of a positive Tuberculin PPD skin test must complete the required documentation (i.e., Chest X-ray results) annually in lieu of one-step skin test.
 - d. An additional one-step skin test must be completed prior to second year of study.
4. Vaccinations
 - a. Measles Mumps and Rubella
 1. Documentation of positive titers or

2. Appropriate vaccination: two doses of live measles and mumps vaccine on or after first birthday and separated by 28 days or more and one dose of live rubella vaccine.
 3. *With appropriate documentation of vaccination, titers do not need to be drawn.*
- b. Varicella
 1. Documentation of positive titers or
 2. Two doses of vaccine a least 28 days apart.
 3. *With appropriate documentation of vaccination, titers do not need to be drawn.*
 - c. Hepatitis B
 1. Documentation of titer required
 2. If equivocal or non-immune, vaccine is optional, but highly encouraged for those at risk for occupational exposure to blood and body fluids.
 - d. Tetanus, Diphtheria/Pertussis
 1. Documentation of one dose of Tdap within 10 years of program admission.
 - e. Influenza (FLU)
 1. Annual influenza vaccination is highly recommended.
 2. Annual vaccination will be provided by the program free of charge.
 3. Documentation of FLU vaccine must be provided.
 4. Failure to receive the annual influenza vaccination may require additional waivers, education, and use of personal protective equipment based upon clinical affiliation agreement.
 - f. COVID-19 (SARS-CoV-2) Vaccination
 1. The COVID-19 vaccine is highly recommended.
 2. Documentation of the COVID-19 vaccine must be provided.
 3. Failure to receive the COVID-19 vaccine may require additional waivers, education, and use of personal protective equipment based upon clinical affiliation agreement.
5. Evidence of Personal Health Insurance
 - a. Proof of health insurance (i.e., card or paperwork) must be submitted prior to program start.
 - b. Evidence of annual renewal must be provided.

Criminal Background Clearances

All criminal background checks and clearances must be completed within 6 months of the start of the program.

1. FBI Criminal History Background and Fingerprinting
2. ACT 33 Pennsylvania Child Abuse Clearance
3. ACT 34 Pennsylvania State Police Criminal History Check (PATCH Document)

4. In the event a student experiences a lapse in enrollment, the ACT 33 Pennsylvania Child Abuse Clearance and ACT 34 Pennsylvania State Police Criminal History Check must be completed within 6 months prior to restarting the program.
5. Should a student have a criminal record or conviction prior to admission, the student will be required to meet with the Director and/or Assistant Director prior to program start. Each student case will be reviewed for eligibility to participate in clinical sites that service vulnerable populations and eligibility for employment upon completion of the program. Based upon the criminal record and history review, the administration of the AHN Schools of Nursing reserve the right to revoke an offer of admission.
6. Should a student be charged and/or convicted of a crime while enrolled in the program, the student should immediately report the event to the Director and/or Assistant Director within five (5) business days. Failure to report may result in the dismissal or termination from the program.
7. The AHN Schools of Nursing is not responsible for the outcomes or decisions made by the Pennsylvania State Board of Nursing for any student with a criminal history.

Additional Requirements

1. Basic Life Support (BLS) Certification
 - a. Certification must include hands on validation of skills including adult, child and infant CPR and AED training.
 - b. Approved providers include:
 - American Heart Association (AHA) “BLS for Healthcare Providers” (*preferred*)
 - American Red Cross (ARC) “CPR for Professional Rescuers”
 - American Safety and Health Institute (ASHI) “BLS training course for Healthcare Providers and Professional Rescuers”
 - The Military Training Network
 - c. BLS certification must be renewed every two years.
2. Nursing Student Professional and Personal Liability Insurance
 - a. Coverage should include limitations of \$1,000,000 per occurrence and \$6,000,000 as an aggregate.
3. Student Handbook Acknowledgement
 - a. All students must complete the Annual Student Handbook Acknowledgement signature sheet.

Students are responsible for providing and/or uploading all required compliance documents to the School of Nursing administrative coordinator by the designated deadlines. Students are responsible for monitoring expiration dates of their own compliance documents and requirements.

Failure to provide/maintain currency of the appropriate compliance documents by 12:00 p.m. on Monday prior to clinical will result in a student not being permitted to attend clinical experiences for the designated week.

Academic Accommodations Policy

Policy Statement

It is the policy of the Citizens School of Nursing to provide reasonable accommodations and appropriate academic adjustments to students and applicants with disabilities in order to enable them to fully participate in the School's programs, activities and services. A student's request for a reasonable accommodation due to special needs related to examination or skill performance to meet program outcomes will be reviewed and validated.

Policy Purpose

To provide a standardized process for accommodation within the guidelines of the American with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, the Pennsylvania Human Relations Act, and the other laws applicable to the School of Nursing. All accommodations will also be required to reflect the regulations of the Pennsylvania State Board of Nursing.

Policy Guidelines

A student may request an academic accommodation according to the following established guidelines:

1. All students requesting an academic accommodation for testing and/or skill performance must make an appointment with the Director or Assistant Director to discuss the nature of the request.
2. Only licensed professionals may validate the necessity of the accommodation. Documentation must include a statement of the precise diagnosis/disability type, the existence of a protected disability, and the need for reasonable accommodation.
3. If the disability is cognitive in nature, documentation must be from a licensed/certified psychologist or psychiatrist with experience or specialized background in identifying/treating such disabilities. If the disability is physical in nature, documentation must be from a medical doctor or specialist.
4. The Director and the Assistant Director will review the reasonableness of the requested accommodation after all required documentation has been received. Generally, an accommodation may be granted providing that (a) reasonable accommodation is required due to the presence of a protected disability, and (b) it is possible to provide such accommodation without undue hardship while still satisfying program Requirements.
5. The student will be granted academic accommodations only after documentation is completed and submitted to the Director or Assistant Director.
6. If the accommodation is required for longer than one term, the Director and/or Assistant Director will inform the faculty in the subsequent course(s) of the terms of the academic accommodation.

All student records related to academic accommodations will be kept in the student's permanent file.

Re-Admission Policy

Policy Statement

Disenrolled students who wish to re-enroll into AHN Schools of Nursing following a withdrawal or dismissal must submit an application for consideration of readmission.

Policy Purpose

To provide guidelines for the readmission process to the AHN Schools of Nursing

Policy Guidelines

1. Disenrolled students should reapply for admission at least 3 months prior to planned program return.
2. To be considered for readmission, the applicant must submit a statement to the leadership team outlining personal development, strategies, and changes for success in the program.
3. Students readmitted to the program must meet with the Assistant Director prior to the start date of the returning term/semester.
4. Students repeating a nursing course must complete both the theory and clinical components.
5. If readmission occurs after a withdrawal for a significant health alteration, the student may be required to provide physician clearance indicating when the student can resume all class and clinical activities.
6. The current tuition per nursing course will be charged.
7. A disenrolled student will not be eligible for readmission if an outstanding tuition balance is due to the AHN Schools of Nursing.

NCLEX-RN Eligibility Policy

Policy Statement

It is the policy of the Citizens School of Nursing that only students who have completed all program requirements and have met all financial aid responsibilities will be approved by the Director of the School of Nursing as eligible for the Registered Nurse Examination (NCLEX-RN) for licensure.

Policy Purpose

To ensure that students enrolled at Citizens School of Nursing are aware of current application process for licensure and testing.

Policy Guidelines

1. To be licensed as a registered professional nurse, the individual must be eligible for licensure. This includes completion of an approved nursing program, successfully passing the NCLEX-RN examination, and meeting the state requirements for which they are applying for licensure in.
2. Graduates are eligible to apply for licensure as a registered nurse if they meet the Pennsylvania State Board of Nursing requirements related to moral character. The State Board of Nursing has the right to delay or refuse licensure to any applicant who has been convicted of a felonious act of April 14, 1972 (P.L.233, No.64) known as the “Controlled Substance, Drug, Device and Cosmetic Act.” Citizens School of Nursing is not responsible for decisions made by the State Board of Nursing regarding licensure.
3. The Director of the School of Nursing determines which students are eligible for graduation after receiving the following:
 - a. Communication regarding completion of all academic requirements.
 - b. Student Communication from the Financial Department confirming that the student has met all financial responsibilities, including the financial aid exit advisement.
4. Upon completion of the program, the Director of the School of Nursing submits the Education Verification Forms to the Pennsylvania State Board of Nursing certifying the eligibility of the graduate to take the NCLEX-RN and receive licensure.
5. Information regarding the application process for Pennsylvania State Board of Nursing licensure is located on their website www.dos.state.pa.us/nurse
 - a. Under section 6311 of the Child Protective Services Law (23 P.S. § 6311) all applicants for initial licensure are required to complete 3 hours of Department of Human Services-approved training in child abuse recognition and reporting requirements. Information on approved CE providers is available on the Board’s website.
 - b. Students are required to complete two applications in order to take the NCLEX-RN:
 - Pennsylvania Application for Exam/ Initial Licensure (\$95 fee).
 - National Council Licensure Exam through Pearson Testing services (\$200 fee).
6. Students who are seeking initial licensure in any state other than Pennsylvania must contact that individual state board for application requirements. The student is to submit any paperwork that needs to be completed regarding the nursing program to the Director of the School of Nursing.

Student Educational Record Retention Policy

Policy Statement

It is the policy of Citizens School of Nursing to maintain student educational records in compliance with Allegheny Health Network, the Pennsylvania State Board of Nursing (SBON) Regulations and the Family Educational Rights and Privacy Act (FERPA)

Policy Purpose

To assure security and maintenance of applicant, enrolled, graduate, dismissed, withdrawn, and terminated student records, including financial aid records.

Administration

1. Maintenance and Accessibility

Records will be maintained in locked file cabinets in accordance with Pennsylvania SBON code and FERPA.

Electronic records will be housed in Campus Café. Campus Café is an electronic, password protected student information system that maintains pre-admission, academic and financial aid information.

The Director, Assistant Director, Admissions Coordinator, Financial Aid Director, Student Accounts and Registration Coordinator, and Administrative Coordinator will have access to student records. Federal, state, and accreditation examiners will be granted access to files when appropriate as prescribed by law.

Students have access to personal records through the Campus Café portal. Copies of personal records and/or review may be completed upon request. No component of the student record will be released to other parties/institutions without written authorization from the student.

2. Types, Compilation, and Management of Records

a. Applicant Record

- Application
- Official Transcript(s) - High School/GED, post-secondary education, if applicable
- Essay and Letters of Reference (2), if applicable
- Applicant correspondence
- Pre-admission test results (ATI-TEAS; ATI-Fundamentals of Nursing; SAT; ACT)
- LPN documentation - Professional Reference, Valid LPN license information, LPN Competency Evaluation

The above documents are the property of Citizens School of Nursing. Original documents cannot be returned to the applicant. Incomplete records of applicants and accepted individuals who do not enroll will be retained for two (2) years.

b. Enrolled Student Academic Record

The applicant record is converted to the enrolled academic record upon acceptance and matriculation into the nursing program. All applicant documents are retained upon conversion and the following documents are added:

- Acceptance letter
- Transfer credit evaluation
- FERPA waiver form
- Grade reports (obtained from Campus Cafe)
- Student and school correspondence

Enrolled students will be required to submit evidence of health records and compliance documents. The compliance record consists of the following:

- Health clearance (History and Physical examination, urine drug screening)
- Vaccination (titers) record
- Criminal background checks and clearances
- Basic Life Support (CPR card)
- Student handbook attestation
- Evidence of liability insurance
- Evidence of health insurance

Health and compliance documents will be retained for a period of five (5) years.

c. Graduate Records

Enrolled student files are converted to graduate files upon successful completion of the nursing program. Entire graduate record will be retained for a period of five (5) years.

The following information is kept *ad infinitum*:

- Final official transcript signed by the program Director

d. Withdrawn Student Record (Dismissed or Terminated)

The enrolled student's academic and compliance records are converted to a withdrawn record following withdrawal, dismissal, or termination from the program.

If a student re-enters the program following a break in enrollment, the file is converted to an Enrolled Student Record upon re-entry.

Withdrawn, dismissed, and terminated student records will be retained for a period of five (5) years. After five (5) years, the final transcript will be maintained *ad infinitum*.

e. Financial Aid Records

Financial aid records for students, graduates and withdrawn students will be maintained in the Financial Aid Office.

The financial aid file will be retained for five (5) years after graduation or program withdrawal/termination.

If student obtained Nursing student loan (NSL) and loan still in repay after 5 years, financial aid file will be retained until loan is satisfied.

All documents in the financial aid file become the property of Citizens School of Nursing and cannot be returned to the applicant, enrolled student, or graduate.

3. Additional Miscellaneous Records

a. Course Documents

Documents that are course specific are maintained by the course coordinator and the course faculty during the academic semester. This includes the following:

- Individual student examinations
- Individual student assignments and grading rubrics
- Summative clinical evaluations

All course documents are destroyed after five (5) years.

b. Attendance Records

Course attendance records will be maintained for five (5) years.

Section III

Student Life

Student Rights and Responsibilities

Policy Statement

The administration, faculty, and staff at Citizens School of Nursing affirm the rights of all students.

Policy Purpose

To assure basic rights for students during their educational experience at Citizens School of Nursing.

Policy Guidelines

1. The right to teach and to learn are inseparable aspects of education.
 - a. The student has the right to evaluate information or views offered in any course and reserve judgment about matters of opinion; the student has the responsibility to learn material which is included in the course in which the student is registered.
 - b. The student has the right of protection from prejudiced or irrational academic evaluation; the student has the responsibility for maintaining determined school standards of academic performance for each course in which the student is registered
2. The student has the right to expect Citizens School of Nursing to develop policies or procedures designed to guarantee the student's right to learn.
 - a. The student has the right to have a voice in the determination of the curriculum through a clearly defined process that encourages participation in the formulation and application of the curriculum.
 - b. The student has the right to periodic review of the grading system; the student has the responsibility to understand it.
3. The student has the rights and responsibilities of a citizen of the School community.
 - a. The student has the right to belong to any organization that is School or non-School related; the student has the responsibility to maintain participation in School activities.
 - b. The student or student organizations have the right to examine and discuss questions of interest; the student has the responsibility to do this in accordance with standards of professional ethics.
 - c. The student has the right to expect any information acquired by faculty members concerning views, beliefs, and opinions to be kept confidential and released only with knowledge and consent of the student.
4. The student has the right to be admitted and progress through Citizens School of Nursing without any regard to race, color, religion (creed), age, gender, gender identity, national origin (ancestry), disability, military status, veteran status, or any other classifications that are federal or state protected.

5. The student has the right to expect Citizens School of Nursing to have a policy regarding information included in the student's permanent records and the condition of its disclosure; the student has the responsibility to follow the established procedure for review of records
6. The student has the right to expect Citizens School of Nursing to define standards of behavior while on Hospital and School premises; the student has the responsibility to adhere to these standards of behavior.
 - a. The student has the right to expect that disciplinary action will be taken regarding violations outlined in the *Student Handbook*; the student is responsible to know these rules.
 - b. The student has the right to expect that a dress code be established by faculty, administration, and student government; the student has the responsibility to abide by this code.
7. The student has the right to expect safety to be an essential concern to all students and faculty of Citizens School of Nursing. The student has the right to expect adequate safety protection, such as fire precautions and external lighting; the student has the responsibility to take personal safety precautions including avoidance of obvious safety hazards.
8. The student has the right to expect Citizens School of Nursing to implement a guidance program; it is the student's responsibility to be aware of the program and utilize it as necessary.
9. The student has the right to have access to health care; it is the student's responsibility to develop positive health practices.
10. The student has the right to be informed of policies regarding available financial aid programs; the student has the responsibility to initiate application and meet requirements of the elected financial aid program.
11. The student has the right to be informed about professional laws and codes; the student has the responsibility to be accountable in professional and personal activities.

Student Bill of Rights

1. The Citizens School of Nursing has an obligation to set and exemplify standards of professional conduct and responsibility.
2. Students should be encouraged to develop the ability to make critical judgments and to engage in a sustained, independent search for knowledge.
3. The freedom to teach and to learn are inseparable; these freedoms must be exercised with responsibility.
4. The Citizens School of Nursing has a duty to develop policies and procedures which provide, safeguard, and assure the student's freedom to learn.
5. The student body has the right to a responsible voice in the formulation and application of school policies affecting academic and student affairs.
6. The means by which the student body participates in the formulation of school policies should be clearly defined in the student handbook.

7. The Citizens School of Nursing shall not discipline any student except for just and reasonable cause which shall include, but shall not be limited to, violations of school regulations formulated with student participation and announced in advance or published in the student handbook. Students must have full knowledge of the regulations and grievance procedures contained in the Student Handbook.
8. Students must be free to offer opinions, pro or con, regarding information or views presented in any course, but they are responsible for learning the content of the course. Their opinions should not interfere with patient care.
9. Students and student organizations must be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately without infringing on the rights of others.
10. Students have the right to participate in furthering their education by suggesting speakers to present programs.
11. Students must have protection through established procedures against prejudiced or unjust academic and/or clinical evaluation, but they are responsible for maintaining the standards of academic and clinical performance.
12. Students must be informed of their clinical and academic performance through evaluation.
13. Information about student's views, beliefs, political and social associations which instructors acquire must be considered confidential and not released without the knowledge or consent of the student.
14. Students have the right to belong to or refuse to belong to any organization.
15. Neither requirements nor restrictions of Citizens School of Nursing can interfere with the individual's rights as a citizen of the United States.
16. No qualified student will be denied admission to Citizens School of Nursing on the basis of race, color, religion, creed, sex, national origin, age, disability or ancestry.
17. No student will be discriminated against on the basis of race, color, religion, creed, sex, national origin, age, sexual orientation, disability or ancestry.
18. The Citizens School of Nursing must have a policy addressing information included in a student's record and condition for its disclosure.
19. Students must be assured access to their own files through established procedure.
20. Adequate safety precautions must be provided.

Student Records: Confidentiality, Access, and Amendment

Student records are confidential. Information is not released without student consent except under certain need to know situations. Students have the right to read and request that portions of the record that the student believes are inaccurate or misleading be amended.

- I. Confidentiality and release of records:
 - a. Student information is not released without written consent of the student.

- b. Parents of students 18 years of age and older may be provided information from a student's academic record only with the written consent of the student.
- c. When a student grants access to an individual and that person requests access to information, the requestor must provide student identifiers including name, last 4 digits of student's social security number and the student's birth date.
- d. Only School and Hospital employees with a legitimate need to know have access to student records.
- e. Access to student records and release of information without student consent may include the US and State Departments of Education or educational authorities connected with certain state or federally supported education programs.
- f. Access to student records without consent will be granted to certain persons employed by AHN to perform special tasks such as the Financial Aid Servicer, attorney, auditor, and the accrediting and approval bodies the ACEN and PA State Board of Nursing.
- g. Access to records without consent will be granted to appropriate parties in a health and safety emergency, in accordance with the USA Patriot Act, Megan's Law, and Campus Sex Crimes Prevention Act.

II. Student access:

- a. Students may review their records by submitting a written request to the Director, School of Nursing.
- b. The date of the review shall be within 30 days after the School receives the student request.
- c. A representative of the School, designated by the Director, shall be present during the review and shall be conducted on the premises of the School.
- d. At the time of the review, the student and representative of the School shall sign the form, Record of Student's Access to Student's Record. This form will then become part of the student's file.

III. Student request to amend a record:

- a. The student must submit a written request to the Director, School of Nursing and identify the specific part of the record the student believes is incorrect or misleading and state the reason.
- b. Within ten (10) working days, the School will acknowledge the receipt of the request in writing and indicate whether the record was amended as requested.
- c. If the Director does not concur with the requested amendment, the student may request a further review, which will be conducted by the Vice President of Nursing Education and Professional Practice whose decision will be final.

Dress Code

(Reference: AHN Image and Appearance Policy; Policy Web: POL-4420356)

Nursing students are required to be dressed and groomed appropriately for the professional role they fulfill. Students are required to exercise appropriate personal hygiene and to have a neat, conservative appearance at all times. All clothing is to be clean and pressed.

A. **STUDENT UNIFORM** (including Simulation labs)

1. Complete, clean, and pressed student uniform is to be worn during clinical experiences.

Exception: areas requiring other manner of dress as specified by the instructor in those courses.

a. Complete uniform includes:

- Caribbean blue uniform and warm-up jacket with school emblem as stipulated by the school.
 - A **white T-shirt or plain, white turtleneck** shirt may be worn under the scrub top
 - Clean, white non-canvas shoes are required. Shoes must be closed heel and closed toe, with no openings in the tops of the shoes.
 - Plain white socks must be worn with the uniform at all times.
 - CSON name badge (as issued by AHN) must be worn on the outer **most layers of clothing and above the waist**. Stickers, pictures or ornaments are not to be attached to the badge. Name badges must be worn unobstructed with the display side facing outward when on hospital premises.
 - Watch with a second hand.
 - School approved electronic resource (see additional information):
 - Personal Digital Devices (PDA) are to be used in the clinical areas, for lab activities and classroom exercises as directed by faculty. Use of these devices is regulated by the clinical agencies, local, state and federal regulations and laws.
 - All students are fully responsible for following all regulations of the Health Insurance Portability and Accountability Act (HIPAA) when using PDAs in the clinical setting.
 - PDA telephone and camera functions must be turned off during clinical by placing the devices in “Airplane” mode.
 - Go to “Settings”
 - Tap “Airplane” mode ON
 - Tap Wi-Fi ON
 - You will not be able to receive phone calls/text messages online. You will be able to access online clinical applications.
2. Any jewelry that impedes safety, hygiene and function of the job is prohibited. Jewelry may be worn if it does not impair the ability to perform the assigned task or present a hazard to the

employee or the patient. Exposed body piercing jewelry, i.e., eyebrow, lip, nose, tongue, is prohibited. Up to 2 earrings per ear may be worn. **ABSOLUTELY NO GAUGES MAY BE WORN**. Solid gauge posts that are of neutral color are to be worn if the student has gauge earlobes. Hoops and hanging earrings may not be larger than **1/2 inch**. No more than 2 rings per hand.

3. Tattoos may be displayed at school or in the clinical area if the words, symbols, or images are not offensive or contrary to our mission and core values. Examples of tattoos that are inappropriate for display include, but are not limited to, those depicting or representing racial, sexual, religious, ethnic, political or other characteristic or attributes of a sensitive, discriminatory, or derogatory nature, or those that depict nudity, violence, sexually explicit content, or those that paint/represent the organization in a bad light. If administration determines a student's tattoos do not comply with this policy, the student will be required to cover the tattoos.
4. All students must have their hair groomed and styled to fit the patient care environment. Long hair must be tied back when giving direct patient care and/or when it presents a safety hazard or health risk. Extremes in hairstyle, color or accessories are not permitted. (i.e., Mohawks).
5. Men should be clean-shaven daily or have mustaches and beards that are neat and well-groomed.
6. Fingernails are to be kept clean and well-groomed and maintained at a length that complies with the School of Nursing standards. Artificial nails, such as acrylic, press-on, gel-coated wraps and nail ornamentation are not to be worn in patient care areas.
7. Perfumes, colognes, after shave, and other scented products are not to be worn in patient care areas.
8. Body odors, breath odors, heavily scented perfumes, lotions, and colognes are offensive to patients, other students, and faculty. Special attention should be given to personal hygiene and its impact on those around us.
9. Undergarments must always be worn and must not be visible.

B. CLINICAL INVOLVEMENT NOT REQUIRING STUDENT UNIFORM or CLASS IN an AHN BUILDING. Your attire should reflect your professional role.

1. The following apparel is **not** permitted: tank tops, denim, (tight fitting clothing such as spandex), shorts, jogging (sweat) suits/pants/shirts, t-shirts (sheer or "see through" clothing, clothing that shows the midriff,) or other apparel contrary to this policy, unless part of the department's defined uniform.
2. Open-toed shoes, thongs and flip flops are **not** permitted in any areas of the hospital.
3. Clean, loosely fitting, non-frayed jeans and/or sweat suits may be worn to and from the locker area when changing into scrub attire.
4. Hats cannot be worn in the clinical area.
5. **NAME BADGE ABOVE THE WAIST**

6. When required, business casual attire for the clinical unit includes:

slacks, skirts and dresses (knee length), blouses, sweaters, collared shirt, closed toe shoes.

C. **CLASSROOM DRESS CODE** (For class at CSON Pittsburgh Mills **ONLY**)

1. CSON issued **name badge is to be worn at all times**, visible, and above the waist.
2. Students may **NOT** wear pajama bottoms.
3. Student may wear jeans to class. Jeans should not have excessive tears or entire sections missing.
4. No tanks or tank-style tops at any time. Sleeveless shells or sleeveless blouses may be worn.
5. Approximately knee-length shorts and skirts may be worn.
6. Sweatshirts/sweatpants may be worn in the School of Nursing **ONLY**.
7. Modest attire is to be worn. Tight fitting clothing, mini-skirts or exposure of breasts, bare midriffs, strapless tops, or buttocks is not permitted.
8. Clothing with inappropriate logos/sayings is not permitted.

D. Students who violate the dress code policy may be dismissed from a learning experience and will be counseled by the Assistant Director. Progressive discipline as discussed in the student disciplinary policy may be instituted for continued violation.

These guidelines will reflect a positive image of Citizens School of Nursing and the nursing profession. They may be revised as necessary to comply with the hospital dress code.

Employment Policy

Students are permitted to be employed, however:

1. If employment is within a health agency, the student is not permitted to perform the functions normally assigned to a professional nurse.
2. If the employment is within a health agency, the student is not permitted to perform the function normally assigned to a practical nurse unless the student is a Licensed Practical Nurse.
3. No part of the student nurse uniform or the Citizens School of Nursing student nurse identification badge is to be worn while carrying out employment duties at other agencies.
4. The school assumes no responsibility for the student's employment.

5. The employer assumes complete responsibility for the student during working hours.
6. Student working hours must not conflict with scheduled class, clinical experience, or study time.

Social Media Policy

A set of tools, online communications, platforms and practices that allow users to participate in an exchange of information via the Internet or Intranet to share information and resources. Social Media can include text, images, videos, links, podcasts and other forms of electronic communication. Social Media channels include, but are not limited to, Blogs, MicroBlogs, External Instant Messaging Tools, Online Communications Systems, Image and Video Sharing Sites and Channels, Social Networking, and Professional Networking. Examples of social sites include but are not limited to Facebook, LinkedIn, Twitter, Snapchat, TikTok, Pinterest, Instagram, and YouTube.

The School of Nursing respects the right of students to participate in online social media communications and networking. Popular social media platforms offer a unique, easily accessible fast channel for sharing information electronically. Social media participation, however, creates responsibilities for students. It is imperative that students be conscious of the information and personal views they share electronically via social media platforms. Students must understand how their social media activities can affect the reputations of the individual student, the school and the clinical agency.

1. Students must know and follow the fair use laws, copyright laws, code of ethics and HIPPA regulations in all professional and personal communications. Students may not post material that is obscene, threatening, harassing, abusive, slanderous, hateful, embarrassing, of a bullying nature, or unlawful.
2. Students may not use or post the Allegheny Valley Hospital, AHN or School of Nursing logos, graphics, photographs, or other artwork.
3. Students may not take pictures in the clinical area or any other AHN property. Therefore, posting of any clinically related picture is absolutely a conduct violation.
4. Students may not release confidential information about patients, clinical facilities or other students in social media communications.
5. While AHN recognizes the right of students to engage in dialogue and provide information on social media websites about day-to-day issues that may relate to their student experience or responsibilities, all students must refrain from posting information about AHN or CSON that could detrimentally affect AHN's or CSON's reputation, violate policies, or might embarrass or offend employees, or other students, patients, or other constituents of AHN.
6. Social media users must understand that there is no guarantee that user content posted on a site will not be viewed by an unauthorized person and that posted information may never be completely

and forever deleted from the internet. Some employers check the social media sites relative to potential hires.

7. A situation that comes to the attention of the School will be evaluated by the school and Allegheny Health Network Human Resources and possibly Corporate Compliance. Disciplinary action will be decided by School Administration in conjunction with Allegheny Valley Hospital Human Resources.
8. Additional detail is available in AHN Personal Use and Business Use of Social Media by AHN Employees; Policy Web: POL-5206246.

Technology Requirements

- ALL students are required to have a laptop for use during the program. The laptop will not be provided by the school of nursing; each student must purchase their own.
- The school is purchasing ExamSoft which is an electronic platform that you will use to take exams and quizzes. This requires a laptop for testing.
- Additionally, the laptop will support your use of Brightspace/D2L and ATI.
*NOTE: Chromebooks are not compatible with ATI and ExamSoft.
*NOTE: Tablets do not support all functionality of platforms.

- AHN IT Services reviewed the minimum laptop requirements for ATI, D2L, and ExamSoft which are outlined below:
 - o The laptop must have internal or external camera and microphone.
 - o The laptop must have headset or earphone/earbud capability.
 - o The Google Chrome (Windows) or Safari (Apple) browser must be downloaded to the laptop.
 - o Microsoft Office (Word) is required for completion and submission of assignments.
 - Google docs or other software are not supported by faculty AHN computers.

 - o Windows computer:
 - Windows 10 64 bit or later
 - Google Chrome (Enable “Third Party Cookies” under “Cookies and other site data” for both websites)
 - Javascript and cookies must be enabled in browser
 - An Internet speed of at least 5Mbps
 - Microphone: Any microphone, either internal or external
 - Webcam: 320X240 VGA resolution (minimum) internal or external
 - Non-ARM CPU
 - At least 4Gb of hard drive space
 - At least 4Gb of RAM (8Gb of RAM Recommended)

- o Apple computer:
 - Safari 11 or later (disable the “prevent cross-site tracking” setting under Safari’s privacy settings.)
 - Catalina, Big Sur, and Monterey
 - An Internet speed of at least 5Mbps
 - Microphone: Any microphone, either internal or external
 - Webcam: 320X240 VGA resolution (minimum) internal or external
 - CPU: Intel or M1 processor. Devices using Apple’s M1 processor and Apple Rosetta 2 are supported
 - At least 4Gb of hard drive space
 - At least 4Gb of RAM (8Gb of RAM Recommended)
- The link to review the technical requirements for ATI, D2L, and ExamSoft are:
 - o ATI Technical Requirements <https://www.atitesting.com/educator/technical-requirement>
 - o Brightspace/D2L Technical Requirements
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm?Highlight=browser%20support
 - o ExamSoft Technical Requirements
<https://examsoft.com/resources/examplify-minimum-system-requirements/>

If you have any questions, contact Dr. Ruth Tarantine or Ms. Carolyn Smith-Hickman.

Student Health and Wellness Policy

Policy Statement

Health and wellness are an essential component of success for students enrolled at Citizens School of Nursing. The goals of the program are to promote the continued physical and emotional health of students and support the concept of the student accepting responsibility for maintenance of their own health.

Policy Purpose

To provide guidelines regarding resources available to students requiring general medical attention, support with emotional health, and guidance for students who develop an alteration in health while enrolled in the program.

Policy Guidelines

1. General Medical Attention

Any student requiring immediate medical attention may be seen in the Emergency Department. Students assume financial responsibility for all emergency room visit charges.

2. Emotional Health and Counseling

Students enrolled at Citizens School of Nursing are eligible to receive services from Magellan Healthcare. Magellan Healthcare offers counseling services for those students who are experiencing personal problems such as depression, family issues, emotional difficulties, work-life stress, grief, etc. Magellan Healthcare contact information is provided to each student at the beginning of the academic year (800-424-5805 or www.Magellanascend.com) and available in the School of Nursing administrative offices.

3. Health Alterations (Injury, Illness and/or Hospitalization)

Students are required to immediately report any health alteration including injury, illness and/or hospitalization to the Director and/or Assistant Director that could impact their ability to complete course requirements.

Based upon the specific circumstances of the health alteration, the School of Nursing administration will refer to its Functional Ability of the Student Nurse Guidelines located in the student handbook, as well as AHN Employee Health Department and AHN Fitness for Duty Policy to determine functional ability to safely continue with classroom and clinical activities.

Students may be prohibited from utilizing or wearing specific assist devices such as crutches, casts, walking boots. Any assistive device will be reviewed according to the AHN Employee Health recommendations and the AHN Fitness for Duty policy. Should the student require continued use of an assistive device, the student may not be permitted to continue with classroom and/or clinical activities.

A student who is absent for more than three (3) consecutive days due to illness must submit a signed medical release from a licensed independent medical provider prior to returning to classroom or clinical activities.

A student who had surgery for any reason or was hospitalized must submit a signed medical release from a licensed independent medical provider, regardless of time missed, prior to returning to classroom or clinical activities.

The release form must specifically state that the student may participate in classroom and clinical activities without restrictions.

Release forms are to be submitted upon return to school to the Director and/or Assistant Director of the School of Nursing.

4. Infectious and Communicable Diseases

Students are required to immediately report all diagnosed communicable or infectious diseases that would prevent them from being able to attend classroom activities or safely provide patient care in the clinical setting.

Examples of communicable or infectious disease include but are not limited to: coronavirus (COVID-19), influenza, shingles, scabies, tuberculosis, conjunctivitis or additional severe respiratory infections.

Students are required to comply with AHN Employee Health policies related to communicable and infectious diseases.

Refer to School of Nursing COVID-19 Health and Safety plan for guidelines regarding testing and return to class and clinical.

5. Accidents/ Exposures

Any student involved in an accident on hospital property must report the injury to the administration at the School of Nursing. Students will be sent to the Emergency Department for evaluation, follow up, and treatment as necessary. If the accident occurred on the nursing unit, the student must report the injury to the designated instructor and report to the Emergency Department.

Students who have a blood borne pathogen exposure while performing patient care during a clinical experience must notify the instructor and report to the Emergency Department for evaluation, follow up, and treatment as necessary.

Students attending clinical at an affiliating agency and needing immediate medical attention due to illness or injury should follow the same procedure an employee of that affiliating agency would follow.

Students assume financial responsibility for all emergency room visits.

Functional Ability of the Student Nurse Guidelines

Functional Ability Guidelines are utilized as a guide to determine fitness of duty in the event of a health alteration. The following is a list of physical and behavioral expectations of student nurses while enrolled in this program:

1. **Strength:** Sufficient to assist with lifting and transferring a patient, and to perform CPR.
2. **Mobility:** Sufficient ability to bend, stoop, and bend down to the floor; the ability to move around rapidly; and in small, confined areas.
3. **Hearing:** Sufficient to hear through a stethoscope to discriminate sounds; to hear patient requests; to hear alarms on equipment and emergency signals; and various overhead pages.
4. **Vision:** Sufficient to make physical assessment of patients and equipment.
5. **Communication:** Ability to communicate in both verbal and written formats; and to interact with clients, staff, and faculty.

Emotional stability: Ability to perform under stress with or without specified time constraints. In a normal workday, the student nurse is expected to be able to:

| ACTIVITY | RARELY (1-10%) | OCCASIONALLY (11-33%) | FREQUENTLY (34-66%) |
|----------------------------|-----------------------|------------------------------|----------------------------|
| Bend/Stoop | | | X |
| Squat | | | X |
| Reach above shoulder level | | | X |
| Kneel | | | X |
| Push/Pull | | | X |
| Walking | | | X |
| Standing | | | X |

Strength/Weight Requirements

| N= Never O = Occasionally F= Frequently | | | | | | |
|--|------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| Activity | 0-10 Lbs. | 11-24 Lbs. | 25-34 Lbs. | 35-50 Lbs. | 51-74 Lbs. | 75-100 Lbs. |
| Lifting | F | F | O | O | O | O |
| Carrying | F | O | O | O | O | O |
| Push/Pull | F | F | F | O | O | O |

Policy on Drug and Alcohol Free Workplace

Policy Statement

All students enrolled at Citizens School of Nursing are expected and required to report to the classroom and clinical setting in appropriate emotional, mental, and physical condition. Drug and alcohol testing is one component that can be used to assist in determining fitness for duty. There are three primary reasons for conducting drug/alcohol testing: 1) as part of the enrollment assessment process; 2) when there is a reasonable suspicion of impairment when reporting to class or clinical and 3) as a part of the re-enrollment assessment process following a lapse in enrollment.

Any refusal to submit to drug/alcohol testing or a verified positive drug/alcohol test will be grounds for revocation of program admission, re-admission and dismissal from the program.

Policy Purpose

To ensure the fitness for duty of all students enrolled at Citizens School of Nursing.

To comply with the Drug-Free Schools and Communities Act of 1989 and Higher Education Act of 1965 to require that as a condition of receiving funds or any other form of financial assistance under any Federal program must submit a certification that it has adopted a drug prevention program.

To provide guidelines for students, faculty and staff at Citizens School of Nursing regarding identification and prevention of substance abuse in an effort to ensure a safe and effective academic environment.

Policy Definitions

Drug Related Misconduct: Reasonable Suspicion

1. Possession of drugs other than medication legally prescribed or legally sold over-the-counter for the user/possessor.
2. Unlawful distribution of drugs while on premises or while attending classroom or clinical experiences.
3. Use of drugs while on duty (classroom or clinical) other than medication legally prescribed for the user or legally sold over-the-counter.
4. Reporting to class or clinical while under the influence of drugs and/or alcohol other than a therapeutic dosage of a legally prescribed drug or over-the-counter medication.
5. Failure to notify administration or faculty of current use of a drug which may adversely affect performance (i.e., drowsiness, memory problems, sleeping, or any behavior that places self, patients, or others at a safety risk).

Policy Guidelines

Reasonable Suspicion Testing:

1. Any student, who voluntarily admits to having a substance abuse problem, will be provided the opportunity to withdraw from the program without consequences and will be provided with referral information for advisement/rehabilitation.
2. Determination of impairment includes the observation of physical characteristics or behaviors indicative of:
 - a. Inability to perform duties and/or responsibilities and/or provide patient care safely and effectively;
 - b. Inappropriate behavior that may diminish instructor or patient confidence in the student's ability to perform;
 - c. Uncharacteristic or offensive behavior generally associated with being under the influence of alcohol/drugs;
 - d. The involvement in an unsafe act.
3. Physical and/or behavioral observations should be reported to the instructor, Director and/or Assistant Director.
4. The observations are to be discussed with the student in private. The instructor, Director and/or Assistant Director should ask the student for an explanation of the behavior. If the student admits that she/he has been drinking or is under the influence of some drug or has not supplied a satisfactory answer to the Director or Assistant Director, the student will be asked to submit to a drug/alcohol test and a fitness for duty evaluation.
5. Refusal to consent to a test will subject the student to immediate suspension with the intent of dismissal from the nursing program.
6. If the student consents, the Director and/or Assistant Director or instructor will escort the student to the nearest Emergency Department for evaluation which will include urinalysis and blood alcohol test. Students will be responsible for all costs regarding the Emergency Department evaluation and testing.
7. Once the test has been conducted, the instructor, School of Nursing Director and/or Assistant Director will ensure that the student is transported safely. Under no circumstances should a student in this situation be permitted to drive.
8. Under no circumstances will the student be permitted to return to the classroom or clinical experience.
9. The student should provide further consent and the release of results to the Director and/or Assistant Director of the nursing program. Failure to disclose results will result in immediate dismissal and/or termination from the program.
10. A student with positive test(s) results will be immediately withdrawn from the program and provided referral information for advisement/rehabilitation.
11. Students who voluntarily report, seek and receive appropriate rehabilitation may qualify for program re-admission.

Pre-enrollment and re-enrollment drug screening:

1. For information regarding routine pre-enrollment and re-enrollment drug screening process refer to Citizens School of Nursing Compliance Policy
2. Students dismissed from the program related to a fitness for duty and/or drug and/or alcohol related incident may be eligible for re-enrollment. Students wishing to re-enroll will be required the following:

- a. Meeting with the Program Director
- b. Documentation and clearance from treating clinician.
- c. Negative drug and alcohol screening. (refer to Compliance Policy)
- d. Permission and consent to randomized drug and alcohol testing while enrolled in the program.

It is the responsibility of the student to notify the School of Nursing of any drug-related felonious acts no later than five (5) days after conviction. The School Director will report such conviction to the appropriate federal agencies as required by the Drug Free Workplace Act of 1988.

Student Government

Article I - Name

Section 1 This association shall be known as the Student Council of Citizens School of Nursing.

Article II - Purposes

Section 1 Provides an opportunity for the exchange of ideas between the classes.

Section 2 Provides a medium for discussion of matters of concern to the students.

Section 3 Works within the student activities budget and proposes expenditures for each activity on the calendar.

Section 4 Assists the faculty in stimulating interest of qualified persons in the career of professional nursing.

Section 5 Serves as a channel of communication between the students and the faculty.

Article III - Membership

Section 1 Four (4) students from each class plus two (2) alternates.

Section 2 First Level: Two (2) students per each section plus one (1) alternate elected each year.

Section 3 Second Level: Two (2) students each per section elected at the beginning of the school year totaling four (4) representatives. One (1) alternate from each section will also be elected.

Section 4 Faculty Advisors

Section 5 Director, School of Nursing shall be an ex-officio member.

Section 6 President and Vice President will also be elected. These positions are responsible to handle communication for the second level regarding graduation planning, uniform choice, and they may offer a speech at graduation.

Article IV – Selection of Representatives

Section 1 Election of student representatives shall be held as stipulated in Article III and as needed to fill vacancies. Representatives may volunteer or may be determined by election.

Article V - Meetings

Section 1 There shall be one (1) organizational meeting at the beginning of the school year. Other meetings will be scheduled in conjunction with an advisor as necessary.

Article VI - Voting Power

Section 1 All representatives have the power to vote.

Article VII - Faculty Advisors

Section 1 The Advisors to the Student Council shall be Faculty members, appointed by the Director or Assistant Director, School of Nursing as class advisors.

Section 2 The Advisors Shall act as resource persons concerning activities and expenditures.

Section 3 An Advisor shall be present at all meetings.

Section 4 An Advisor shall act as parliamentarian.

Section 5 The Advisors shall act as a liaison between Student Council and Faculty Organization.

Article VIII- Student Representation on Faculty Organization Committees

Section 1 The First level will select one representative to the following Faculty Organization Committees: Curriculum and Student Affairs.

Section 2 The Second level will select one (1) representative to the above committees.

Section 3 Each level will select two (2) student representatives and two (2) alternates to the Grievance Committee.

Section 4 Student representatives to Faculty Organization Committees are to attend meetings and serve as liaisons between their classes and the faculty by sharing concerns and suggestions, reporting on committee actions, and exchanging information. Students unable to attend a meeting are to arrange to have an alternate attend.

Section 5 Students who serve on Student Council committees or as representatives to Faculty Committees will be granted credit toward community service hour requirements.

Article IX - There shall be a SNAP (Student Nurses Association of Pennsylvania) Chapter

Section 1 Functions

- a. To provide direct input into the standards and process of nursing education.
- b. To support legislative actions influencing nursing education and practice.
- c. To promote and encourage nursing student participation in community affairs and activities toward improved health care and the resolution of related social issues.

- d. To assist the national organization in representing nursing students to the consumer, institutions, other organizations, and governmental bodies.
- e. To promote and encourage student participation in interdisciplinary activities.
- f. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of person's race, color, creed, sex, national origin, economic status, or sexual preference.
- g. To promote and encourage a collaborative relationship with nursing and related health organizations in Pennsylvania.
- h. To inform and advise the nursing student of their rights and responsibilities.

Section 2 SNAP Advisor - Appointed annually by Assistant Director, School of Nursing

Section 3 Meetings – There will be one (1) organizational meeting at the beginning of the school year. Other meetings will be scheduled in conjunction with an advisor as necessary.

Article X – Fiscal Year for All Student Activities

Section 1 The Fiscal Year shall be from July 1 to June 30 for all activities.

Article XI - Parliamentary Procedure

Section 1 All meetings shall be guided by *Roberts Rules and Order Revised*.

Article XII - Amendments

Section 1 Proposed Amendments to these rules and regulations will be presented to the Student Council and entire student body in written form for discussion.

Section 2 A 2/3 vote of all those present is necessary to amend the Rules and Regulations.

Section IV

Financial Aid

Citizens School of Nursing participates in grant and loan programs in accordance with rules, regulations, and financial aid policies as set forth by the United States Department of Education (Federal), the Pennsylvania Higher Education Assistance Agency (State) and the United States Department of Health and Human Services.

The financial aid programs in which CSON participates, but not limited to, are as follows:

1. Federal PELL Grant
2. Federal SEOG
3. Pennsylvania State Grant
4. Federal Direct Student Loan
 - a. Federal Direct Subsidized Loan
 - b. Federal Direct Unsubsidized Loan
 - c. Federal Direct Parent PLUS Loan
5. Nursing Student Loan
6. Alternative Educational Loans
7. Veteran Benefits
8. Office of Vocational Rehabilitation Assistance
9. Scholarships

Students may inquire for more information regarding grants or loans through the Financial Aid Office at CSON.

CSON Federal School Code – 006534

Student Financial Aid Services Department

Citizens School of Nursing's Student Financial Services Department consists of the Director of Financial Aid and the Student Accounts and Registration Coordinator. Each position works directly and indirectly with each other to help process and disburse a student's financial aid. The Student Accounts and Registration Coordinator is also a liaison between the Director of Financial Aid and AHN accounting department. The Director of Financial Aid assists students in completing the necessary documentation to apply for financial aid, calculates a student's financial aid award eligibility and processes the financial aid for disbursement. The Student Accounts and Registration Coordinator posts the disbursed financial aid to the student's account, processes payments and student refunds and reconciles all financial aid funds to ensure accurate reporting.

Financial Aid Code of Conduct

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity.

In doing so, a financial aid professional should:

- Refrain from taking any action for his or her personal benefit.
- Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.
- Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
- Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity.
- Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any aspect of student financial aid.

As prescribed by federal regulations and in compliance with 34 U.S.C. §601.21(c), student financial aid administrators at CSON may not:

- Engage in any revenue-sharing arrangements with any lender;
- Solicit or accept gifts from a lender, guarantor, or servicer;
- Accept any fee, payment, or other financial benefit as compensation for any type of consulting or any contractual relationship with a lender;
- Assign a first-time borrower's loan to a particular lender or refuse to certify or delay certification of any loan based on a borrower's selection of a particular lender;
- Request offers of funds for private education loans, including opportunity pool loans, from a lender in exchange for providing the lender with a specified number or loan volume of private education loans or a preferred lender arrangement;
- Request or accept staffing assistance from a lender; and
- Receive compensation for serving on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors.

Student Financial Aid Rights

You have the right...

- To know what financial aid programs are available at your school.
- To know the deadlines for submitting applications for each of the programs available.
- To know how financial aid will be distributed
- To know how financial aid decisions are made and the basis for these decisions.
- To know how your financial need was determined. This includes how costs for tuition and fees, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in your budget.
- To know how much of your financial needs have been met as determined by the financial aid office at the school.
- To know what resources (such as parental contribution, other financial aid and your assets, etc.) were considered in the calculation of your need.
- To access and review your financial aid file at any time.
- To know your school's refund policy.
- To know what portion of the financial aid you received must be repaid; if the aid is a loan, you have the right to know the interest rate, the total to be repaid and the length of time you have to repay when repayment begins.
- Under the Federal Direct Loan program, if you cannot meet the repayment schedule, to request that the loan payments be reduced for a specific period of time if it will assist you in avoiding default.
- To know how the school determines whether you are making academic progress and what happens if you are not.

Student Financial Aid Responsibilities

You are responsible...

- For completing all application forms accurately and submit them on time to the right place.
- For providing correct information; in most instances, misreporting information on financial aid applications is a violation of law.
- For completing and returning all additional documentation, verification, corrections and/or new information requested by either the financial aid office or the agency to which you submitted your application.
- For reading and understanding all forms that you are asked to sign and for keeping copies of them.
- For accepting responsibility for all agreements that you sign.
- For understanding and complying with deadlines for application or reapplication for aid.
- For understanding of your school's refund policy. All schools must provide information to prospective students about the school's programs and performance. You should consider this information carefully before deciding to attend a school.

- For notifying your lender if any of the following occur before the loan is repaid:
 - o Change of address
 - o Name change (e.g., maiden name to married name)
 - o Graduation
 - o Withdrawal from school or less than half-time attendance
 - o Transfer to other school

Estimated Financial Aid Calendar

Incoming Students:

- o When you apply to Citizens Hospital School of Nursing
 - Apply for your FSA ID
- o October
 - Complete your FAFSA and PA State Grant application
 - Research and apply for outside scholarships
- o October - July
 - Check your FA Status and Student Account on the student portal
 - Submit requested documents listed in the document portal on your student portal i.e., student loan application, entrance interviews, etc.
 - Review and Accept your estimated financial aid in the FA Status on the student portal
- o May
 - PA State grant deadline is May 1st
- o June:
 - Submit all prior academic transcripts to the admissions office before June 1st
 - Review degree audit/transcript in student portal to see any transfer credits
 - Review student account summary to see adjusted tuition and fees for transfer credits
- o July
 - Address all balances with the Student Financial Services department.
 - Set up payment arrangements/apply for alternative funding

Returning Students:

- o October
 - Complete your FAFSA and PA State Grant application
 - Research and apply for outside scholarships
- o October - July
 - Check your FA Status and Student Account on the student portal

- Submit requested documents listed in the document portal on your student portal i.e., student loan application, entrance interviews, etc.
 - Review and accept your estimated financial aid in the FA Status on the student portal
- May
 - PA State grant deadline is May 1st
 - July
 - Address all balances with the Student Financial Services department.
 - Set up payment arrangements/apply for alternative funding.

Eligibility of Financial Aid

Per the Federal Student Aid (FSA) Handbook every student who meets certain eligibility requirements is eligible to receive some type of financial aid, regardless of age or family income. Some basic eligibility requirements are:

1. Is enrolled or accepted for enrollment as a regular student in an eligible institution for the purpose of obtaining a degree or certificate offered by the school.
2. Is qualified to study at the postsecondary level by:
 - a. Having a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma).
 - b. Having the recognized equivalent of a high school diploma, such as a general education development or GED certificate.
 - c. Having completed homeschooling at the secondary level as defined by state law; or
 - d. Having completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education;
3. Maintains satisfactory academic progress by meeting both the Citizens School of Nursing's established qualitative and quantitative criteria;
4. Is enrolled at least half-time to be eligible for Direct Subsidized/Unsubsidized and Direct PLUS Loan Program funds;
 - a. It is the responsibility of the Financial Aid Administrator to determine if a dropped or unregistered course warrants a subsequent eligibility review based on potential enrollment level changes.
5. Is not considered to be incarcerated by currently serving a criminal sentence in a federal state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether operated by the government or a contractor);
6. Is a U.S. citizen, U.S. national, U.S. permanent resident, other eligible noncitizen or a citizen of the Freely Associated States;

- a. The Federated States of Micronesia and the Republics of Palau and the Marshall Islands can only receive aid from some of the FSA programs.
- 7. Signs statements on the Free Application for Federal Student Aid (FAFSA) stating that:
 - a. Student is not in default on a Federal Student Aid (FSA) loan and does not owe and overpayment on an FSA grant, or that he/she has made satisfactory arrangements to repay the overpayment or default; and;
 - b. Student will use federal student aid only for educational purposes.
- 8. Has not exceeded annual or aggregate loan limits as set by the Department of Education guidelines.
- 9. Does not have property that is subject to a judgment lien for a debt owed to the United States.
- 10. Has not listed a defaulted FSA loan or grant overpayment in an active bankruptcy claim without documentation from the holder of the debt stating it is dischargeable.
- 11. Has a valid Social Security number (with the exception of the Freely Associated States); and
- 12. If male and born after 1960, is registered with the selective service (must register between ages 18 and 25.)

A parent of a student who wishes to apply for a Parent PLUS loan must be the student's biological parent, adoptive mother or father, or in some cases the stepparent. The following are general requirements for Parent PLUS eligibility:

- 1. The student and parent are US Citizens, permanent residents, eligible noncitizens or citizens of the Freely Associated States.
 - a. The Federated States of Micronesia and the Republics of Palau and the Marshall Islands can only receive aid from some of the FSA programs.
- 2. The student and parent sign statements on the FAFSA stating that:
 - a. The student or parent is not in default on an FSA loan and does not owe and overpayment on an FSA grant, or that he/she has made satisfactory arrangements to repay the overpayment or default; and;
 - b. The student will use federal student aid only for educational purposes.
- 3. The parent and student have valid Social Security Numbers (with the exception of students and parents from the Republic of the Marshall Islands, Federated States of Micronesia or the Republic of Palau)
- 4. If the student or parent is male and born after 1960, is registered with the selective service (must register between ages 18 and 25);
- 5. The parent is not held to a lien by the Federal Government for property.
- 6. The parent (and endorser if applicable) has obtained an approved credit history review through the Direct Loan Credit Check and Entrance Advisement process.

FAFSA Verification – Policy and Procedures

During each academic year the U.S. Department of Education selects 30% of all FAFSA applicants for verification. The Director of Financial Aid will notify any enrolled or returning student via mail to request additional documentation. The request will include an explanation of the documents required to satisfy

the verification requirements, the deadline to submit these documents and the consequences of failing to complete the verification process.

A student is at risk of losing their Title IV funding, which includes Pell grant, FESOG, and federal student loans if they do not submit the requested documentation. The loss of federal financial aid will cause a balance on the student's account. It is the student's responsibility to set up payment arrangements for any balances that may occur due to the loss of any form of financial aid before the first day of the term. CSON's Financial Aid or Student Account Office cannot adjust a student's cost of attendance or FASFA that may affect a student's expected family contribution (EFC) prior to receiving a student's completed verification form.

Procedures to complete verification:

1. The Director of Financial Aid will notify the student via student portal and email of verification selection and what documentation is needed to meet verification requirements.
2. Once all required documentation is received the Director of Financial Aid will correct any incorrect verifiable data on the student's FAFSA.
3. The student will receive notification of the corrected information electronically from the Department of Education.
4. If needed the estimated financial aid will be adjusted and updated in the student's portal.

The Director of Financial Aid at Citizens School of Nursing will refer any credible information, which indicates that an applicant may have engaged in fraud or other criminal misconduct in connection with the FAFSA to the Office of the Inspector General of the Department of Education for investigation as established in 34 CFR §668.16(g).

Fraud or other criminal misconduct includes but is not limited to:

1. False claims of independent student status
2. False claims of citizenship
3. Use of false identities
4. Forgery of signatures or certifications
5. False statements of income or household size

Types of Financial Aid

There are various types of financial aid funding available such as federal government grants, federal student loans, state grants, scholarships, and private educational loans.

Grants

Grants are funds that do not need to be repaid. There are federal and state grants which are based on financial need. A student's grant eligibility is determined once they complete and have a valid FAFSA on file.

PELL

The Federal PELL Grant is a grant awarded to students who demonstrate a financial need as determined by the U.S. Department of Education's need analysis as set forth by Congress. To be eligible a student must complete the Free Application for Federal Student Aid (FAFSA). CSON will receive the information the student submitted on their FAFSA in about 2-3 business days in the Institutional Student Information Report (ISIR).

The U.S. Department of Education's need analysis will determine the student's Expected Family Contribution (EFC) based off the information entered on their FAFSA. The Director of Financial Aid will use that EFC to determine the student's Federal PELL eligibility. This amount can change due to numerous factors such as enrollment status and withdrawal from the program. The Federal PELL grant does not have to be paid back.

FSEOG

The FSEOG is a grant awarded to students in need of financial aid. It is a federal grant awarded to college undergraduate students and does not need to be repaid. You can receive between \$100 and \$4,000 a year. The amount is determined based on financial need, when you apply, the amount of other aid you get, and the availability of funds at your school.

Each participating school receives a certain amount of FSEOG funds each year from the U.S. Department of Education's office of Federal Student Aid. Additional awards cannot be awarded once all the allotted funds are awarded to students.

PA State Grant

PA State Grant is a grant awarded to help undergraduate students who demonstrate financial need (determined by Pennsylvania Higher Education Assistance Agency's (PHEAA) need analysis) pay for their post-secondary education.

To be eligible for the PA State Grant a student must:

1. Complete their FAFSA by the state grant deadline.

2. Complete the PA State Grant application online at www.aessuccess.org and submit the completed signature page electronically or mail
3. Graduated from a high school or received a GED diploma
4. Demonstrate domiciliary of PA for at least 12 months
5. Be enrolled at least half time in an undergraduate program

Per PHEAA guidelines, a Citizens School of Nursing student is awarded their state grant funds per semester. A Citizens School of Nursing student is considered full-time if they are enrolled in at least 12 credits per semester and part-time if they are enrolled in at least 6 credits per semester.

Academic progress is checked before the fall semester for any new and active students. Any future PA State Grant awards will be canceled if the student did not academically progress during their previous enrollment while receiving PA State Grant. The student's PA State Grant will be reinstated once they have met the academic progress requirements.

Scholarships

Scholarships are funds to assist a student in paying for their educational cost. Most scholarships do not have to be repaid. (Check with the scholarship organization for details.) Scholarships are awarded to a student based on the different guidelines set by the scholarship organization. Below are some links to help find scholarships that the student may qualify for:

External

[Fastweb.com](http://www.fastweb.com/) - <http://www.fastweb.com/>

Pittsburgh Promise - <http://www.pittsburghpromise.org/>

Pittsburgh Foundation - https://pittsburghfoundation.org/scholarship_search

PHEAA.org - <http://www.pheaa.org/funding-opportunities/index.shtml>

Internal

Scholarship awards will be disbursed according to the stipulations expressed by the source of the award. If there are no stipulations, awards will be disbursed at the discretion of the Director of the School of Nursing.

Loans

Loans are borrowed funds that must be repaid. The student and/or parent must complete a Master Promissory Note (MPN) and entrance counseling so that funds can be processed and sent to Citizens School of Nursing. The MPN includes detailed information about the borrower's rights and responsibilities as a borrower of federal student loans. The MPN is good for ten years when a loan is disbursed; therefore, it only needs to be filled out by the student in the first year of borrowing. The MPN will expire after a year if loans are not disbursed off.

Repayment terms are dependent on the type of federal loan. Repayment can often be deferred if a student remains enrolled at least half-time (6 credits). There are several types of loans available to help students and/or parents fund their education.

Type of Loans:

Federal Direct Loans:

Subsidized – a student loan offered through William D. Ford Federal Direct Loan Program. The student usually does not have to pay the interest on this loan while enrolled in school or during their 6-month grace period. Repayment begins 6 months after the student graduates or stops going to school, whichever comes first.

Unsubsidized – a student loan offered through the William D. Ford Federal Direct Loan Program. The interest accrues while the student is enrolled in school and during their 6-month grace period. The student has an option to pay this interest but is not required until they are in repayment. Repayment begins 6 months after the student graduates or stops going to school, whichever comes first.

Federal Parent PLUS Loan – a loan for eligible parents of dependent undergraduate students to help pay for the cost of the student's education. The dependent undergraduate student must be enrolled at least half-time at an eligible school. The parent cannot have an adverse credit history and must meet the general eligibility requirements for federal student aid. Repayment will begin once the Direct PLUS Loan is fully disbursed.

Nursing Student Loan - These loans are capped at \$3,300 annually and \$5,200 for each of the last two years of school. The grace period for these loans is nine months, shorter than with the rest of the health student loans. But consistent with the other loans, this type of loan has a fixed interest rate of 5% after the grace period ends.

Alternative Educational Loan – alternative educational loans are offered through outside lenders. Depending on the lender, repayment usually begins 6 months after the student graduates or stops going to school, whichever comes first.

CSON does not have a preferred lender list and all credit requirements, repayment and interest rates are determined by the lender. Students can request additional alternative loan information from the Director of Financial Aid or Student Accounts and Registration Coordinator.

The following link will provide you with additional guidelines and interest rates of the several types of loans available. <https://studentaid.ed.gov/sa/types/loans>.

The Master Promissory Note (MPN)

The Master Promissory Note (MPN) can be completed online at www.studentaid.gov. The MPN includes detailed information about student rights and responsibilities as a borrower for FFEL loans. The MPN is good for ten years when a loan is disbursed; therefore, it only needs to be filled out by the student in the first year of borrowing. If a loan is not disbursed, the MPN is only valid for one year.

Entrance Counseling

Direct Subsidized Loan and Direct Unsubsidized Loan entrance counseling is only required for first-time borrowers. All CSON first time borrowers are required to complete their entrance counseling online at www.studentaid.gov.

- Note: A borrower receiving their first Direct Loan is not required to complete entrance counseling if they have received the same type of loan through the Federal Family Education Loan (FFEL) Program.

Parent PLUS Loan Counseling is required for parent and graduate/professional student Direct PLUS Loan applicants who are determined to have an adverse credit history but qualify for a Direct PLUS Loan by obtaining an endorser or documenting extenuating circumstances.

Parent PLUS loan counseling for applicants determined to have an adverse credit history is a separate module and does not fulfill the entrance counseling requirement for first-time graduate/ professional student Direct PLUS Loan applicants. Depending on a graduate/professional student's circumstances, he/she may have to complete both modules.

Exit Counseling

Exit counseling informs the student of their rights and responsibilities as a student loan borrower once they have finished their corresponding program. It is recommended for any student that borrowed any federal financial aid. The Director of Financial Aid is responsible for notifying the students of their

responsibility to complete exit advisement. The Director of Financial Aid will document this notification by filing a copy of the email and/or letter in the student's file.

Graduates

As a best practice the Director of Financial Aid and Student Accounts and Registration Coordinator will meet with the graduating class during their last term. They will provide the students with the required documentation for exit advisement:

- Instructions on how to complete the online exit advisement at www.studentloans.gov
- Debt-management strategies that would facilitate repayment
- Student access site for the National Student Loan Database System
- Contact information for the FSA Ombudsman Group and an explanation of the services this office provides

Withdrawn/Dismissed/Below Half-Time Enrollment

Exit notification is required when any student financial aid recipient's attendance status changes. Exit advisement requirements will be provided to the student once the student is officially withdrawn, dismissed, or drops below half-time enrollment.

Professional Judgement

In the event that a student has an unusual circumstance and may qualify for an independent override, have a change of income due to a change in employment status, divorce, separation, health problems, death, etc. the Director of Financial Aid may adjust a student's original FAFSA submission. The student and/or parent will need to request and provide the Director of Financial Aid with any requested documentation to assist in determining if the student may qualify for any adjustments.

The Director of Financial Aid will prepare the professional judgement for review. All verification processes must be fully completed prior to the professional judgement review.

Awarding and Disbursement of Financial Aid Funds

A CSON applicant will be guided to complete their Free Application for Federal Student Aid (FAFSA). Once a CSON applicant becomes a ‘Confirmed/Enrolled’ student the Director of Financial Aid will notify the student of any missing documentation needed to process their financial aid. Once all required financial aid documentation is received from the student or returning student the Director of Financial Aid will process an estimated financial aid award notification. The student will be notified via email that a financial aid estimate is available and can be viewed on the student portal. The student will then need to review and either accept and/or reject the estimated financial aid listed on the estimated financial aid award notification via the student portal. The Director of Financial Aid will only process aid accepted via the student portal. The estimated financial aid award letter will be adjusted accordingly when the Director of Financial Aid is made aware of transfer credits, scholarships, etc. Students will receive notification of any revisions via email. The financial aid will be listed as verified on the student's statement via student portal on Campus Cafe. All federal financial aid (PELL, Federal Subsidized Loan, Federal Unsubsidized Loan and Federal Parent PLUS loan) is processed by the Director of Financial Aid through Campus Cafe and COD (Common Origination and Disbursement) once all required documentation is received, and all awards have been accepted by the student. All federal financial aid is disbursed to a student’s account in equal disbursements on a term-by-term basis all depending on how many terms the student is attending during that academic year. All federal student/parent loans will be scheduled to be credited to a student’s account depending on the student's status.

| Citizens School of Nursing | |
|-------------------------------------|----------------------------------|
| SUB/UNSUB Loans | Loan Disbursement Date |
| First Time Borrower/each term | 7 days after the term start date |
| Non-First Time Borrowers/ each term | 7 days after the term start date |
| Parent PLUS Loan | Loan Disbursement Date |
| each term | 7 days after the term start date |

The funds will be credited (no longer listed as pending) to the student’s account on the day the funds are withdrawn from the Grant Administration and Payments System (G5). The student will receive notification from the Department of Education electronically that funds will be sent to CSON. The student will also receive an email that is triggered through Campus Café notifying the student that their student loans have been disbursed. The Student Accounts and Registration Coordinator will notify the Allegheny Health Network (AHN) accounting department when and the amount to be withdrawn from G5.

The federal PELL grant will be disbursed to the students account on the 7th calendar day after the first date of the term. All federal PELL grant disbursements will be credited (no longer listed as pending) to

the student's account on the day the funds are withdrawn from the Grant Administration and Payments System (G5).

PA State Grant will be scheduled to be credited to the student's account the first date of the semester. The Director of Financial Aid will certify the semester's disbursement roster to initiate the funds to be disbursed to Citizens School of Nursing. Once the PA State Grant funds are received via EFT (Electronic Funds Transfer) the Student Accounts and Registration Coordinator will credit the funds to the student's account. The student will see the grant amounts credited to their account in the student portal's financial history.

Funds from outside sources i.e., private student loans, veteran benefits, scholarships will be addressed on a case-by-case basis. Documentation from the outside source will need to be provided to the Director of Financial Aid describing the fund, the dollar amount of the source, and the estimated disbursement of the funds. These funds will be posted as pending on the student's account card if the required documentation is in the student's financial aid file. The funds will be credited to the students account after they are received by CSON via EFT, check, etc.

Tuition / Fees

CSON 1st academic year consists of two 18-week semesters and one 6-week summer semester. The 2nd academic year consists of two 18-week semesters. Tuition and fees are charged at the beginning of each semester. All fees are non-refundable. The ATI Course Support and Testing fee cannot be prorated if a student begins the program in the middle of an academic year.

A student who drops a course or completely withdrawals from CSON is subject to the following institutional refund policy:

| Citizens School of Nursing | |
|-----------------------------------|-----------------|
| Withdrawal/Drop Date | Tuition Charges |
| Calendar Day(s) 1 - 7 | 0% |
| Calendar Day(s) 8+ | 100% |

All fees are non-refundable.

The School of Nursing's Director may grant a first year first term student a refund for their first ATI fee charge if they return their unused ATI books. The final decision of an ATI Fee refund is determined by the School of Nursing's Director.

Students can refer to Penn State - New Kensington and Westmoreland County Community College's web page for the tuition, fee, and refund policy of all college courses.

Tuition Payments

Active Students

Tuition and fees are due, or a payment agreement must be submitted by the first day of the semester. Students can view their current tuition, fees, etc. via the student portal on Campus Café electronically. All financial aid will be listed on the student's statement page as pending to assist the student in determining their academic balance.

CSON is the primary biller. All tuition and fees for the college affiliate are collected by Student Accounts at CSON. CSON pays the college affiliate on the students' behalf.

Payment options:

Semester payment plan – pay the balance for each semester on the first day of each semester.

Monthly payment plan – the semester balance is divided evenly over 4 months (2 months for summer semester). All monthly payments are due on the 15th of every month. The monthly payment plan is an estimate. Adjustments can occur due to changes in financial aid eligibility, origination fees and/or changes in enrollment during the academic year, etc. Any interruption in the student's enrollment may cause the student to owe CSON a balance.

Students who sign up for a payment plan will sign a paper payment plan and then be able to submit their payment electronically via the student portal. Payment must be received by the Student Accounts via check, money order, or credit card via student portal on Campus Café each month either before or by the due date. Failure to submit a monthly payment will result in the student dismissal from the program.

Students who have not paid tuition in full or made payments according to the payment agreement may be withdrawn from all nursing and college courses on the 21st calendar day from the first day of the semester.

All semester balances must be paid in full. Students cannot progress from semester to semester and/or to their 2nd academic year if there are any prior year balances.

All balances must be paid in full prior to graduation. Failure to be paid in full at graduation will result in Diploma and State Board Educational Verification being held by the school until final payment is made. Graduates with a balance will not be able to receive an official transcript until all balances are paid in full.

Re-Entry Students

The student account balance for a re-entry student must be paid before they can return. Payment for any balance must be paid before the beginning of the new term.

A withdrawn CSON student planning to return to CSON must have all prior balances paid in full before the student can return. Payment for any balance must be paid before the beginning of the new term. CSON can use current academic year funds to satisfy prior-year charges for tuition and/or fees of a total not to exceed \$200.

Withdrawn, Dismissed or Terminated Students

Withdrawn students will be notified of their balance once the Return to Title IV calculation is processed. Any withdrawn student with a balance will need to contact the Student Accounts to set up payment arrangements. The student may either pay the entire balance in full or make a monthly payment until the balance is paid off. The Student Account Associate will mail 3 notifications to any student with a balance. A fourth notification will be sent to the student via certified mail. A minimum payment of \$50.00 must be made and if there is no payment and/or payments less than \$50.00 on the account after the 4th notification Student Accounts will submit the students' balance to a collection agency. CSON currently submits all past due balances to Delta Management Associates, P.O. Box 9191, Chelsea, MA 02150, Toll-free Phone: (800) 688-6337.

Refunds/Credit Balances

A credit balance is created when the total funds credited to a student's account exceeds the total educational charges on the student's account. This credit balance will be processed by Student Accounts within 14 days after the credit balance occurred. Student Accounts will submit a check request to AHN accounts payable department. Once the paper check is received Student Accounts will notify the student that the check is available for pick up. If a student is no longer enrolled at Citizens School of Nursing the refund check will be mailed to the student's permanent address on file. If the refund check is not cashed, the Citizens School of Nursing will cancel the check and return the stipend funds back to the Department of Education no later than 240 days after the date the school has issued the check. Students who wish to carry their credit balance due to federal aid can submit a credit authorization form to the Student Accounts Office.

Withdrawal/Return of Financial Aid

A student can withdraw from the program at any time. Citizens' School of Nursing is required by Accreditation Commission of Education in Nursing (ACEN) to take attendance, so all withdrawals are considered official.

Any student who wishes to withdraw from Citizens School of Nursing must meet with the Citizens School of Nursing Director and/or Assistant Director. The Director and/or Assistant Director will update the student portal as soon as they complete the meeting with the student. Documentation entails:

Director and/or Assistant Director

- Update the student's degree row to reflect the student's official withdrawal status and withdrawal date.
 - o The institution must take attendance and use the student's last date of attendance as their withdrawal date. (The last date of attendance is later of CSON or college affiliations last date of attendance).
 - o The last date of attendance is confirmed via attendance records kept by the faculty.

Student Accounts and Registrar Coordinator

- Receives an automatic email, once the degree row is updated in the student portal by the Director or Assistant Director, and will update the following:
 - o Withdraws the student from any future terms, finalize all dates in the degree row, update the student's status history, and update final grade for the student.
 - These updates are completed within 24 hours of receiving the withdrawal notification triggered by the Director and/or Assistant Director.
 - o Adds a Withdrawal Processed tracker to the students account in the student portal once all academic data is updated.
 - The Withdrawal Processed tracker will send an automatic notification to the Director of Financial Aid to begin updating the student's financial aid.

Director of Financial Aid

Receives notification that a student has withdrawn once a withdrawal processed tracker is added to the student's account.

- On the date of the withdrawal notification the Director of Financial Aid will:
 - o Administer the U.S. Department of Education's Federal Return of Title IV (R2T4) calculation
 - The institution utilizes the R2T4 form provided by Common Origination Disbursement (COD) to determine earned and unearned aid for all withdrawn students.

- The nursing program is a lock-step program and utilizes the payment period to determine the Period of Calculation for the R2T4 calculation.
- The COD R2T4 form calculates the percentage of Title IV aid earned based off the number of calendar days completed during that specific payment period.
- Academic profiles used in the R2T4 form are created within the COD form to ensure accuracy in records. The form records all schedule breaks and payment period lengths (These profiles are reviewed and verified by personnel other than the Director of Financial Aid to ensure accuracy).
- The institution must take attendance, and the Director of Financial Aid inputs the last date of attendance in the R2T4 form to determine earned and unearned Title IV aid.
- Below is a chart notating the refund policy for tuition and fees. All financial aid will be canceled for a student who withdrawals within the first 7 calendar days of the term.

A student who drops a course or completely withdrawals from CSON is subject to the following institutional refund policy:

| Citizens School of Nursing | |
|----------------------------|-----------------|
| Withdrawal/Drop Date | Tuition Charges |
| Calendar Day(s) 1 - 7 | 0% |
| Calendar Day(s) 8+ | 100% |

- Process any necessary award adjustments via EdConnect on the same day as the R2T4 calculation.
 - The institution will return all unearned funds during the payment period in the following order up, to the net amount disbursed from each source:
 - Unsubsidized Direct Loans (other than Direct PLUS Loans)
 - Subsidized Direct Loans
 - Direct PLUS Loans (parent or graduate)
 - Federal Pell Grants for which a return of Title IV funds is required
 - Iraq and Afghanistan Service Grant, for which a return of Title IV funds is required
 - FSEOG for which a return of Title IV funds is required
 - TEACH Grants for which a return of Title IV funds is required
- Send notification to the Intermediate Accountant to process any necessary federal aid refunds via G5.

- Intermediate Accountant will process a refund via G5 for any institutional unearned aid as soon as possible but no later than 45 days after the last date of attendance.
- Notify the student of any unearned grant funds, determined after completing the R2T4 form, which need to be returned by the student (*Student does not have to repay a grant overpayment of \$50.00 or less per grant program*).
 - The Director of Financial Aid will notify the student of any unearned grant funds within 30 days of determination that a student needs to return grant funds.
 - The institution will notify the student of the following:
 - The student owes an overpayment of Title IV funds.
 - The student's eligibility for additional Title IV funds will end if the student fails to take positive action by the 45th day of notification.
 - That there are three positive actions the student can take to extend his or her eligibility for Title IV funds beyond those 45 days:
 - The student may repay the overpayment in full to the school.
 - The student may sign a repayment agreement with the school. **Two years is the maximum time a school may allow for repayment.**
 - The student may sign a repayment agreement with the Department of Education.
 - The Director of Financial Aid will track any student who needs to return any federal grant funds and will do the following if the student fails to repay the unearned aid:
 - Refer the student for collection to the Default Resolution Group
 - Report the overpayment immediately to NSLDS after the 45-day period has elapsed.
- Notify the student of the potential for a Post-Withdrawal Disbursement(s)
 - Loans
 - A letter will be mailed to the student notifying them of any potential post withdrawal disbursements within 30-days of the student withdrawal date.
 - Letter will notate that the student must notify the institution within 14 days of the date on the letter if they want the institution to process any Direct Loan post-withdrawal disbursement(s).
 - Any accepted Direct Loan funds will be disbursed within 180 days of the student's withdrawal date.
 - Grants
 - The institution will disburse any federal grant funds the student has earned within 45 days of their withdrawal date.
- Cancel all future disbursements of any type of financial aid
- Update the student's state grant account and refund funds per the guidelines of the state grant agency
- Notify NSLDS of the student's new enrollment status
- Send Exit Counseling notification to any student who may have borrowed a federal student loan

- Exit Counseling notification will be mailed to the student and attached to the Exit Counseling tracker within the student portal.

Student Account Associate

- Within 24 hours after the withdrawal notification, the Student Accounts Associate will:
 - Update student account card to reflect any adjustments needed for all forms of aid
 - Request a refund check for any credit balances.
 - Refund checks are processed via Allegheny Health Network's (AHN) accounts payable department.
 - A direct request is sent to AHN's AP department to ensure the refund check is received within the 14 days of the credit posted on the student's account.
 - Mail the most up to date student account to the student to inform them of the adjustments and of any balance that may have occurred due to the student's withdrawal.

For further or detailed clarification, the following guidelines should be referenced:

- A. US Department of Education Student Financial Aid Handbook
 - a. <https://fsapartners.ed.gov/knowledge-center/fsa-handbook>
- B. Code of Federal Regulations Title 34
 - a. <https://www.ecfr.gov/current/title-34>

Enrollment Confirmation for Financial aid Purposes

CSON will report a student's enrollment status through the National Student Loan Data System (NSLDS). Per the Department of Education guidelines, the Director of Financial Aid will submit updated enrollment information every other month on NSLDS. When a student withdrawal from a class or the program the Director of Financial Aid will update NSLDS to reflect the most up to date information.

A student may also submit an in-school deferment form to report their enrollment to prior lenders. The student will need to submit a completed in-school deferment form to the Student Account Associate. The Director of Financial Aid will certify the student's enrollment and email it to all the student's prior lenders listed on NSLDS.

Tax Documentation

Citizens School of Nursing must provide Form 1098-T, Tuition Statement, for each student enrolled unless:

1. The student is a nonresident alien (unless requested by the student).

2. The student's qualified tuition and related expenses are entirely waived, or entirely paid with scholarships or grants; or
3. The student's qualified tuition and related expenses are entirely covered by a normal billing arrangement between the school and the student's employer or a government agency such as the Department of Veterans Affairs or the Department of Defense.

Citizens School of Nursing uses an outside agency, ECSI, to distribute their 1098-Ts. The Student Accounts and Registration Coordinator will submit the required information to ECSI to meet the allotted deadlines. The student can choose to have a paper form sent to their permanent address or electronically.

Family Educational Rights and Privacy Act (FERPA)

Citizens School of Nursing protects the privacy of its students and their families in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Students are entitled to see applications, grade transcripts, notice of financial aid awards and terms, and university reports and statistics. Since financial aid applications include confidential information from both parents and students, the Office of Student Financial Aid is committed under FERPA regulations to protecting the privacy of all parties. While financial aid counselors are permitted to discuss financial aid awards with students, they are not permitted to disclose specific parental financial information unless authorized to do so in writing by the parent. In cases of divorce or separation, financial information about the custodial parent cannot be shared with the noncustodial parent and vice versa.

Constitution Day

Citizens School of Nursing observes September 17th annually as Constitution Day. The Director of Financial Aid will send electronic communication regarding the United States Constitution to students on Constitution Day. The information provided in the email will include information about Constitution Day and specific historical information regarding the United States Constitution.

Voter Registration

The Director of Financial Aid will send an electronic message to each student with an Internet address where the voter registration form can be downloaded 60 days before each election date. Voter registration forms will also be available to the students at the front desk. The Director of Financial Aid will request voter registration forms from the state 120 days (about 4 months) prior to the state's deadline.

Name/Contact Information Change

When a student changes his or her name the student must complete a ‘Change of Name/Address’ form and provide a copy of the new legal government document(s) (Social Security Card or U.S Passport). The updated information will be corrected in the student portal and given to the Financial Aid Office. If the student is utilizing Title IV funds, the student must also prove that all Title IV documents have been updated.

Electronic Consent

Consent to participate in electronic transactions is required for all financial information provided or made available to student loan borrowers and for all notices and authorizations to FSA recipients required under 34 CFR Information security requirements 15 USC 6801(b), 6805(b)(2) Federal Trade Commission regulations 16 CFR 313.3(n) and 314.1–5. CSON utilizes electronic communication with all applicants and enrolled students. Electronic communications can be sent via the Campus Café Student Portal, D2L, email, etc. Applicants consent to electronic communications when they click ‘submit’ on their application to the School of Nursing. Once the student is enrolled in the program, the student verifies their consent to electronic communications each time they log into the student portal via Campus Café. The following verbiage is provided to the student as soon as they log into the student portal. By clicking ‘submit’ the student is confirming their consent to receive communication by electronic means. Students wishing to opt out of electronic communication can complete the Opt-Out of Electronic Communication form to the Financial Aid Office.

Electronic Consent within Campus Café

The Campus Café Portal provides access to information, resources, and tools that you will use throughout your academic career as an AHN Schools of Nursing student. The decision whether to do business electronically with AHN Schools of Nursing is yours.

By clicking submit below you are providing your voluntary consent, you are opting to conduct electronic transactions or agreements with the Schools of Nursing that may occur at any time during your academic career, including actions related to admissions, financial aid, student accounts, including the 1098T statement, and registration. Some of these transactions and agreements may involve financial obligations.

When you agree to conduct business electronically with AHN Schools of Nursing, you acknowledge that you have read and consent to the following:

- You will conduct business electronically with the Schools of Nursing using a computer with a supported operating system and internet browser and sufficient electronic storage capacity.
- You will only access Campus Café Portal as yourself, using your personal ID and password. Use of the Campus Café Portal by anyone other than the account holder is prohibited.
- The School of Nursing reserves the right to provide records in paper format at any time. However, AHN Schools of Nursing is not required to provide you with records in paper format.
- You may withdraw your consent to electronically conduct business at any time. However, if you withdraw your consent, any transactions or agreements between you and AHN Schools of Nursing during the period after your consent to do business electronically, and before your withdrawal of consent, will be valid and binding on all parties.

If you do not agree with any of the items in AHN Schools of Nursing’s Voluntary Consent for Electronic Transactions, you should exit The Campus Café Portal by closing the browser window. By exiting the system, you are choosing to opt out of electronic transactions, and you will not have access to use Campus Café Portal to conduct business electronically with AHN School of Nursing. To proceed with or obtain more information about conducting business offline, you must contact the Financial Aid Office.

Department of Veteran Affairs

Section 1018 of Public Law 116-315, *Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020*, adds new requirements for educational institutions participating in the educational assistance programs of the Department of Veterans Affairs (VA). The requirements are in addition to those embodied in the Principles of Excellence and institutions of higher education must satisfy to maintain approval for GI Bill® participation.

Policy Purpose

This policy is to ensure that Citizens School of Nursing meets the Department of Veteran Affairs guidelines enacted by *Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020*. The policy addresses each requirement listed in Section 1018 of Public Law 116-315. These requirements include:

Section 1

1. Schools must provide a covered individual (a student using benefits under chapter 30, 31, 32, 33, or 35 of title 38, U.S.C., or chapter 1606 of title 10, U.S.C.) with a personalized shopping sheet that contains:
 - a. Estimated total cost of the course that includes tuition, fees, books, supplies and any other additional costs.
 - b. Estimated cost of living expenses.
 - c. Amount of costs above that are covered by VA Education Benefits.
 - d. Other types of Federal financial aid, not administered by VA offered by the institution, that the individual may be qualified to receive.
 - e. Estimated amount of student loan debt the individual would have upon graduation.
 - f. Information regarding graduation rates.
 - g. Information regarding job-placement rates for graduates, if available.
 - h. Information regarding the acceptance of transfer credits including military credits.
 - i. Any additional requirements including training, experience, or examinations that are required to obtain a license, certification or approval for which the course of education prepares the individual.
 - j. Other information to facilitate comparison by the individual about aid packages offered by different educational institutions.
2. Personalized shopping sheets must be provided within 15 days after tuition and fees are determined for the academic year if there is a change.
3. Schools must maintain policies that:
 - a. Inform an enrolled covered individual of the availability of federal financial aid, not administered by VA that is offered by the institution.
 - b. Alert the individual of the potential eligibility for other federal financial aid before packaging or arranging student loans or alternative financing.
 - c. Prohibit automatic renewal of a covered individual in a course and/or programs.
 - d. Ensure each covered individual approves of the enrollment in a course.
 - e. Allow enrolled members of the Armed Forces, including reserve components and National Guard to be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces.
 - f. Accommodate short absences for such services in the Armed Forces.
4. Schools must provide covered individuals with the requirements for graduation and a graduation timeline.
5. Accredited educational institutions agree to obtain approval of the respective accrediting agency for each new course or program.
6. Schools must designate an employee of the educational institution to serve as a point of contact for covered individuals and family members seeking assistance with:
 - a. Academic Counseling.
 - b. Financial Counseling.
 - c. Disability Counseling.
 - d. Other information regarding completing a course of education at the education institution.

Section 2

1. State Approving Agency will take action when the education institution does any of the following:
 - a. Carries out deceptive or persistent recruiting techniques including on military institutions.
 - b. Misrepresents payment of incentive compensation.
 - c. During a 1-month period make three or more unsolicited contacts to a covered individual via phone, email and/or in person.
 - d. Engages in same day recruitment and registration.
 - e. Provides a commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities, or in making decisions regarding the award of student financial assistance. (Please note schools are already subject to this requirement under 38 U.S.C. § 3696(d)(1)).

Shopping Sheet:

The Financial Aid Office will provide a veteran eligible to receive GI Bills funds their personalized shopping sheet 15 days after they submit their matriculation agreement and/or once the financial aid office is made aware of their GI Bill eligibility, whichever is sooner. The shopping sheet details all requirements listed in Section 1 under policy purpose. The individualized shopping sheet will be mailed to the student with a letter explaining what the shopping sheet contains. A copy of the shopping sheet will also be saved to the student's file in the student portal. The Financial Aid Office will also update the shopping sheet if any financial aid adjustments may occur. The revised copy will be mailed and saved electronically.

Each student is provided with a student handbook at the beginning of each academic year. The student must read and sign an attestation stating that they understand what was addressed in the student handbook. A copy of the signed attestation is kept in the student's clinical requirement folder and saved in their student portal. Each of these policies listed below are included in the student handbook.

Financial Aid Eligibility – Citizens School of Nursing has 2 separate policies clarifying financial aid eligibility and procedures used to providing financial assistance to prospective and enrolled students. The following policies are Federal Financial Aid Eligibility – POL-4434947 and Financial Aid POL-4434943. Each student will also be guided through the financial aid process. The policy notating these steps is Disbursement POL-4429357.

Automatic Renewal in a course and/or programs - Citizens School of Nursing is a lock step diploma program. Students cannot be automatically registered for a course if the student does not meet academic progress. This is address in our Satisfactory Academic Progression (SAP) and Student Graduation Requirements POL-4424448 policy. Students who wish to return after their first dismissal may do so but have to complete the re-enrollment process.

Suspend enrollment/short absences for Armed Forces – veterans who may have to suspend enrollment or have an absence due to being called to duty are provided guidance on a case-by-case basis by the Assistant

Director. This is addressed in our Attendance policy POL-4429377 and Satisfactory Academic Progression (SAP) and Student Graduation Requirements POL-4424448 policy.

Graduation:

The student handbook addresses the requirements to maintain satisfactory progress and graduation requirements. These requirements are also listed in Satisfactory Academic Progression (SAP) and Student Graduation Requirements POL-4424448 and on page 16 of the student handbook. Each student is provided with a student handbook at the beginning of each academic year. The student must read and sign an attestation stating that they understand what was addressed in the student handbook. A copy of the signed attestation is kept in the student's clinical requirement folder and saved in the student portal.

A veteran can refer back to their student handbook or review policy POL-4424448 for any questions in regard to graduation requirements.

Accreditation:

The Citizens School of Nursing is accredited by Accreditation Commission of Education in Nursing (ACEN). ACEN is Citizens School of Nursing's Title IV gate keeper for all federal aid processed for Citizens School of Nursing students. The Citizens School of Nursing must renew their accreditation with ACEN every 8 years to maintain their accreditation and Title IV eligibility. ACEN has regulations set in place to maintain accreditation. ACEN regulations can be found on their site at <https://www.acenursing.org/accreditation-manual-policies/>. These regulations address section 2 of the policy purpose and the requirements for notification of any substantial changes.

Citizens School of Nursing has the following staff designate to serve as a point of contact for students seeking guidance in the following departments:

- a. Academic Counseling – Carolyn Smith-Hickman, Assistant Director
- b. Financial Counseling. – Sarah Loomis, Director of Financial Aid
- c. Disability Counseling – Carolyn Smith-Hickman, Assistant Director
- d. Other information regarding completing a course of education at the education institution. – Carolyn Smith-Hickman, Assistant Director

Gramm Leach Bliley Cybersecurity Policy for Student Information

The Gramm-Leach-Bliley Act (GLBA) enacted in 1999 (Pub. L. No. 106-102) provides a framework for regulating the privacy and data security practices of a broad range of financial institutions. This act requires financial institutions, including institutions of higher education, to provide customers with information regarding the institutions' privacy practices security safeguards.

Policy Purpose

To ensure that Citizens School of Nursing meets the federal guidelines enacted by the Federal Trade Commission and the U.S. Department of Education. The policy addresses three information safeguards required in the federal regulation 16 C.F.R. Part 314. These requirements include:

1. Develop, implement, and maintain a written information security program.
 - a. Design and implement an information safeguards program.
 - b. Select appropriate service providers capable of maintaining appropriate safeguards.
2. Designate the employee(s) responsible for coordinating the information security program.
3. Identify and assess risks to customer information.
 - a. Periodically evaluate and update your school's security program.

Policy Guidelines

Citizens School of Nursing works cohesively with Allegheny Health Network and Highmark Health Information Technology (IT) department to ensure privacy and data security for all School of Nursing students. The procedures for the risk assessment can be found in Highmark Health policies 14.05 Acceptable Use of Electronic Communication and Information and 14.07 Electronic Communication and Data Exchange.

The following individuals are responsible for coordinating the information security program with the Allegheny Health Network, Highmark Health and Citizens School of Nursing:

- Bobbi Sedor - Information Risk Consultant
- Tamara Lauterbach - Cybersecurity Risk and Controls
- Brianne McCarthy - Enterprise Risk/Governance
- Ruth Tarantine - Director
- Sarah Loomis – Director of Financial Aid

Allegheny Health Network and Highmark Health implement an annual risk assessment related to cybersecurity practices. The Enterprise Risk/Governance representative provides a copy of the risk attestation to the School of Nursing confirming the conduction of the annual assessment. The School of Nursing Director and the Director of Financial Aid maintain an electronic record of that risk assessment attestation. In the case of an identified risk in cybersecurity, the School of Nursing Director and Director of Financial Aid would work with the Enterprise Risk team to develop a plan for improvement in an effort to safeguard student information.

Citizens School of Nursing utilizes a student information system, Campus Café, to track the admissions, financial aid, academics, and registrar records. Campus Café maintains policies to ensure the security of

the student's personal data. All Campus Café Information Security policies can be found in the signed contract with Campus Café and in Campus Café Manual online at <https://campus-cafe.document360.io/docs/policy-on-information-security>.

Section V

Student and Campus Safety

Safety and Security

The School of Nursing building on the Pittsburgh Mills campus of Allegheny Valley Hospital is locked 24 hours a day, 7 days a week. Security cameras are present at points of entry to the building. Entrance into the building requires individual identification (ID) badge access. Those individuals without ID badges will be “buzzed” into the building by the Administrative Coordinator. All visitors are required to sign in at the receptionist desk.

Emergency and Crime Reporting

Should an emergency situation or crime occur in the School of Nursing building, please follow the following procedure:

In the case of a medical emergency dial 911.

Should potential or actual crime occur at the School of Nursing, notify the School of Nursing office and Allegheny County 911.

The school’s emergency response is conducted through the Enterprise Security Operations Center (ESOC), Allegheny County 911 and Frazer Township Police.

Pittsburgh Mills Mall security personnel are responsible for ensuring safe activities within the mall’s public spaces. Mall security personnel **will not** respond to issues occurring within the School of Nursing.

Unauthorized Individual on Premises

If an unauthorized person gains access to the School of Nursing building, please take the following precautions to ensure the continued safety of all individuals in the building:

- Upon seeing the individual in the building, dial 9-1-1.
- Do not attempt to apprehend or follow the individual.

Fire Safety and Procedures

Fire safety includes knowledge of fire procedures, fire drills, use of extinguishers and location of exits. Students, faculty and staff are responsible for participating in drills and educational programs provided by the school, and for taking time to locate specific exit routes.

The proper response to fire or smoke is R.A.C.E

- R-Rescue – Remove any individual from immediate danger.

- A-Alarm - Turn on the alarm by activating the nearest fire alarm system pull station
- C-Contain - Contain the smoke or fire by closing all doors to rooms and corridors
- E-Extinguish – Extinguish the fire when it is safe to do so.

Basic Fire Action Plan

1. Pull the nearest alarm box.
2. Alert office staff - give exact location of fire.
3. Close doors throughout the school building.
4. Fight the fire - use extinguishers or other means such as rugs or blankets
 - Use ABC extinguishers for paper, wood, or cloth fire.
 - Carbon dioxide or ABC extinguishers for oil, grease, gasoline, paints, or thinner fires.
 - ABC extinguishers for electrical fires. (**FIRST TURN OFF ELECTRICITY**)
5. Exit by way of the nearest exit that is not near the source of the fire.
6. Faculty and students are to exit the building and gather at the far end of the parking lot near the light pole away from the building. Use caution to avoid incoming emergency vehicles.
7. Fire drills will be conducted from time-to-time by the Director, School of Nursing or their designee. Students and faculty will participate.
8. The Director, School of Nursing, or their designee will sound the “all clear”.

ALL OCCUPANTS ARE TO EXIT THE BUILDING COMPLETELY DURING A DRILL OR ACTUAL FIRE UNLESS OTHERWISE DIRECTED. DO NOT CONGREGATE IN THE HALLWAYS.

Fire Safety Pointers for Employees/Students

1. Be alert. If you smell smoke, do not wait. Pull the alarm and alert the office at once.
2. Avoid panic - Walk – Do not run. **Never shout fire.**
3. Never block exits.
4. Be accurate when reporting a fire; speak slowly and clearly, act calm and confident.
5. Know the exact location of fire doors, fire alarms, fire extinguishers, fire exits and stairways.
6. Actively participate in fire drills. Learn what to do and how.
7. Prevent fire by good housekeeping. Watch for and report fire hazards.

Sexual Harassment Policy and Procedure

(Refer to AHN Harassment and Unwelcome Conduct; Policy Web: POL-6420033)

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature including: (1) when submission to such conduct is made either explicitly or implicitly, a term or condition of the individual's acceptance or tenure in the program; (2) when submission to or rejection of such conduct by a student is used as a basis for evaluation decision affecting the individual; or (3) when such conduct is sufficiently severe, persistent or pervasive and has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile or offensive learning or working environment. Sexual harassment involves students being harassed by School or Hospital employees or by other students of either sex. Any individual who believes that they are being subjected to any form of sexual harassment should initiate an immediate complaint by following the procedures outlined below.

Other prohibited harassment includes unwelcome conduct that has the purpose or effect of unreasonably interfering with and individual's school performance or creating an intimidating, hostile, or offensive learning environment.

Faculty and school administration staff is required to be alert to any situations involving sexual harassment and to follow required administrative channels for the investigation or reporting of situations involving possible sexual harassment.

Any student or employee who is found, after thorough investigation, to have engaged in any form of sexual harassment will be subject to disciplinary measures in accordance with the policies of Student Conduct and Discipline/Dismissal as stated in the Student Handbook.

1. Harassment based on race, creed, color, ancestry, national origin, religion, gender, sexual orientation, age, disability, genetic information or any other category protected by law is prohibited.
2. Harassment includes for example, threats, bullying, intimidation, inappropriate offensive language, bringing offensive items/materials to the school or clinical area, rude comments of a sexual nature, disparaging comments and gossip intended to make another person uncomfortable or to diminish the standing of another person.
3. Any individual who believes that they are being subjected to any form of sexual harassment should immediately contact the Title IX Coordinator. *(See Appendix B - Title IX Policy)*

Dating, Domestic Violence and Stalking

It is the intent of the School of Nursing to assist the student in obtaining immediate care and professional services in the event of sexual assault including dating and domestic violence and stalking regardless of whether or not the incidents occur on or off School or Hospital premises.

1. At the beginning of each academic year, students are provided with a safety seminar, which includes issues related to personal safety, stalking, assault, and domestic/dating violence.
2. Even though no students live on campus, students should be aware that if they become the victims of dating or domestic violence or stalking, they are encouraged to discuss this with the School administration. The School will work with the student to seek treatment and professional services and to decide if and how the abuse will be reported.
3. With the student's permission, the Director, School of Nursing, will contact Enterprise Security Operations Center (ESOC) and the local police. If there is any possibility the individual who committed the assault or the stalking is on or near the school premises, the School of Nursing will contact 911 immediately. The student will have the option of deciding whether or not to report the incident to authorities.
4. If a student has a PFA – Protection From Abuse Order against another person, the student is encouraged to present a picture of that person along with a copy of the order to the Director, School of Nursing, so that they can better assist the student.
5. The School of Nursing will counsel the student on available supportive community resources, i.e., Hope Center, Family Services of Western Pa (mental health counselling) and Pittsburgh Action Against Rape.
6. Should the individual accused also be enrolled or employed by the school or the hospital please refer Appendix B - Title IX Policy.

Campus Weapons Policy

Policy Statement

Citizens School of Nursing prohibits the possession of weapons on campus. Students in possession of any weapon, at any time, may be subject to dismissal and termination from the program, as well as criminal charges.

Policy Purpose

To ensure the safety and security of students, administration, faculty and staff on campus.

Policy Guidelines

1. Weapons prohibited on campus include firearms of any type, knives, pellet guns, BB guns, paintball guns, bows and arrows, explosives, or dangerous chemicals.
2. Using any object as a weapon is considered a violation of this policy.
3. Possession/use of fireworks is also prohibited on any Citizens School of Nursing property.
4. Individuals charged with possession of firearms, weapons, or fireworks can be disciplined under the CSON Student Conduct Process and may be prosecuted under Pennsylvania criminal statutes.
5. Even if the criminal justice authorities choose not to prosecute, CSON can pursue disciplinary action, which could result in dismissal from the school.
6. CSON reserves the right to confiscate any weapon pending student conduct review and/or federal and state laws.
7. A valid Pennsylvania License to Carry Firearms (concealed firearms permit) **does not** supersede this policy.

Active Shooter Guidelines and Lockdown Policy

(Refer to AHN Active Shooter; Policy Web: POL-5231310)

Lockdown Plan

These guidelines are for the purpose of “Locking Down” this facility in the event of an emergency situation, whether outside this facility or with in the building. The ability to secure this facility is of primary importance in an emergency situation. We need to establish a secure perimeter and control the routing of pedestrians and vehicular traffic.

There will be a **Total Lockdown** of this facility. A **Total Lockdown** is the highest level of the facility and perimeter security. **NO ONE** will be permitted to enter/exit the building. All exit doors will be secured.

A lockdown will be announced by word of mouth. NO code words (be direct) will be utilized since the general public will be required to cooperate. This announcement will state if there is an intruder in the facility or not.

Police Notification will be made by calling 911, utilizing one of the available “Panic” buttons or by direct call telephone to the Frazer police station.

Active Shooter Guidelines

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically utilizing a firearm. Victims are randomly selected. The event is unpredictable

and evolves quickly. Law Enforcement is usually required to end an Active Shooter situation. Be aware of your environment and any possible dangers.

Take note of the two nearest exits in any area you visit. If you are in an office, stay there and secure the door.

How to Respond: Call 911 only when it safe to do so.

Provide 911 with your name, location, number of shooters, description of the shooter, types of weapons being used and number of victims. Avoid using hospital codes or jargon. Speak in plain terms.

Evacuate/Run – Have an escape route and plan in mind. Leave your personal belongings behind. Take others with you, but do not stay behind if they refuse to leave. Assist any individuals who may be physically or mentally challenged in the evacuation. **KEEP YOUR HANDS VISIBLE.**

Hide - Hide in an area out of the shooter's view. Barricade yourself in your hiding spot. Silence your cell phone ringer and/ or your pager.

Confront/Fight - There is no procedure to recommend in this situation. As a last resort, if you cannot evacuate or hide, play dead to avoid detection. If you come face to face with the shooter, attempt to quickly overpower them with force in the most violent manner possible. Throw items at him or spray with a fire extinguisher. Anything to incapacitate the active shooter.

When the Police arrive

- ✓ Remain calm, quiet and follow their orders. Avoid screaming and pointing.
- ✓ Keep your hands empty and visible at all times. Raise your hands and spread your fingers apart.
- ✓ Do not make any sudden movements or run toward the Officers.
- ✓ Do not stop to ask the Officers for help.
- ✓ **Remember: The Officers may be in uniform or plain clothes with a badge visible. They may have a pistol, rifle, or shotgun. They may or may not have a "Tactical" helmet, vest, or other apparel on.**
- ✓ The primary function of these Officers is to eliminate/stop the Active Shooter.

After the Incident

- o Once the active shooter has been apprehended or incapacitated, the situation and location remain an active crime scene.
- o Account for all individuals coordinating with the first responders.
- o Assist the law enforcement agencies with notifying the families of any individuals affected by the active shooter.
- o Do **NOT** leave the area until told to do so by the law enforcement agencies. You may be required to give a statement of the event to the police.

Violence Against Women Act (VAWA) and Title IX Statement and Procedure

Citizens School of Nursing supports initiatives to deter Violence Against Women. Violence against women includes any act associated with dating violence, domestic violence, stalking, and sexual assault.

If a student believes they have been the victim of an act of dating violence, domestic violence, stalking, or sexual assault it is recommended to follow the procedure outlined below.

- Immediately contact and report the event to local law enforcement. This may be accomplished by Dialing 9-1-1.
- Should the individual require further advice regarding a situation or occurrence it is recommended that students reach out to the following resources:
 - Title IX Coordinator:
Natalia Wassel
Natalia.Wassel@ahn.org
 - Center for Victims:
No cost, confidential support services
Hope Center
Family Services of Western Pennsylvania
Pittsburgh Action Against Rape

Section IV

General Information

Emergency School Closing

In the event of a school closing, information will be provided.

In the event of an emergency, the School of Nursing will remain open unless an extreme emergency exists. This includes inclement weather. Students must make their own decisions about traveling based on their local conditions. Clinical time missed will be handled in accordance with the attendance policy.

Students who will not be attending scheduled learning experiences due to emergency conditions are to follow the report off procedure.

Faculty will send out notifications via Remind regarding school cancellation. Students are to wait for notification and are not to call the hospital.

Food Service

Allegheny Valley Hospital

The cafeteria is located on the ground floor and open at specific times Monday – Friday.

Open for hot food:

6:30a-10a

11a-1:30p

4p-6:30p

Open for drinks/snacks:

6:30a-6:30p

Forbes Hospital

The hospital cafeteria is located on the second floor. Breakfast is available daily 6:30a to 10:30a. Lunch is available 11:15a to 2p on Monday through Friday (and until 1:30p on weekends). Dinner is available from 4:30p to 6:30p. For your convenience, vending machines are available on the first floor by the patient entrance and next to the cafeteria on the second floor. The machines carry a variety of snacks and are operational at all times.

School of Nursing

Lounge

A lounge is located in the School of Nursing. Refrigerators, microwaves, soft drink machines and snack machines are available. Students are expected to leave the area clean and orderly. Anything left in the refrigerator must be labeled and dated.

Students are responsible for paying for their own meals.

Smoking Regulations

All AHN facilities, including the School of Nursing, are smoke-free areas. Any staff, students, visitors, or faculty must leave the school property to utilize all tobacco products (including electronic).

A designated smoking area is located outside the Pittsburgh Mills Mall entrance #5 or in the parking lot area. **NO SMOKING** shall be permitted on the sidewalks adjacent to the School of Nursing or the tables outside the School of Nursing entrance.

Internet and Intranet Access

Students have access to the Internet and Allegheny Health Network intranet while attending Citizens School of Nursing. Wi-Fi connection is also available through the Allegheny Health Network Guest Connection.

Students are responsible for adherence to the Allegheny Health Network information technology guidelines related to confidentiality.

Computer Lab Resources

Students and faculty will have access to the Internet and educational software.

1. A computer lab has been established for students use to access the Internet and to utilize educational software.
2. Use of the Internet by students is intended solely for activities that support the educational objectives of the program. Anyone accessing pornographic or otherwise inappropriate sites will be subject to discipline.
3. Orientation to the lab and available software is provided at the beginning of the program.
4. Students concurrently enrolled at affiliating colleges/universities are given access to the college computer labs and Internet services.

Interlibrary Loans

The resources provide materials for students and faculty to facilitate learning and research. Resource users have access to most of the published nursing literature through interlibrary loan networks. Students may search the nursing literature through CINAHL (Cumulative Index to Nursing & Allied Health Literature), available through the AHN homepage (Education and Research > Health Science Libraries > View Your Hospital's Resources > Online Resources > EBSCO Medline/CINAHL/Cochrane). Medical literature can be searched through PubMed (PubMed.gov). Many articles are available either through the AHN database package, or free off the publishers' websites. There is usually a 24-hour turnaround time on articles ordered through Interlibrary Loan. Articles and search results must be sent to an AHN email address. Questions may be sent to: aghlibrary@ahn.org.

Learning Resource Room

Students will be provided information explaining how to access the databases available through the AHN homepage.

Learning Resource Room Policies and Procedures

The educational program of the Citizens School of Nursing is supported by a learning resource room which helps to fulfill the school objectives by providing materials for use by both students and faculty.

Learning Resource Room Hours:

The Learning resource room will be open during regular school hours Monday through Friday.

Books and Journals:

Books and journals may not be removed from the Learning Resource Room. We retain books and journals for only 5 years (in accordance with ACEN recommendations), unless the books are of historical interest. Such books are marked with an "H" on the spine and kept on the relevant shelves, after the more current books.

Use of the Learning Resource Room:

Quiet discussions may be held in the learning resource room area. Otherwise, this permission will be revoked. Books are shelved according to the classes in which they are taught. Journals are shelved alphabetically. Materials used in the learning resource room are not to be returned to the shelf. Place them on the desk in the resource room.

Copyright Policy

The copyright law of the United States (Title 17 of the US Code) provides protection for copyrighted literary and artistic works. To meet consumer information guidelines from the Department of Education and to provide guidance to faculty, staff, and students, a policy has been put into place.

Only one personal copy of all copied works not originally created by faculty, staff, or students can be made. This includes:

- Chapters from books
- Articles from periodicals
- Charts, graphs, diagrams, cartoons, or photos from newspapers, books, or periodicals

If any faculty, staff, or student has permission of the creator of the work to make a copy, that permission must be in writing and presented to the Assistant Director of the school. Faculty produced handouts may be copied without written permission.

Students making classroom presentations may have photos and videos in a single-use PowerPoint for classroom presentation. Students may not make several copies of the PowerPoint presentation for student handouts. Students may **not** make copies of articles in periodicals, chapters in books, charts, graphs, or photos for another student. Failure to follow the copyright policy may result in disciplinary action.

Student Parking

Allegheny Valley Hospital

Nursing Students are permitted to park in the Main Parking Garage on Levels 1 and 2 **ONLY**. These levels are the lowest levels of the parking garage. Upper levels are to remain open for patients and visitors. Students must complete a vehicle registration form and submit to their clinical instructor.

Allegheny General Hospital, Forbes Regional Hospital, and Outside Rotations

Information for parking at Allegheny General Hospital, Forbes Regional Hospital, and other Outside Rotations will be provided at clinical orientation to those facilities.

Policy Changes

A method is in place to update students on all applicable policies changed after publication of the Student Handbook. Students will be made aware of a changed policy by an announcement on the learning management system, discussion in class with faculty, and a hard copy of any revision provided to students, if requested.

Children at school

Students are not to bring children to class or clinical for any reason.

Children in the classroom are a distraction to other learners. Children are not permitted in the school while the parent/student is participating in class or clinical activities. Sick children who are too sick to go to daycare or to attend their own schools pose a risk to our students and faculty.

It is expected that students have backup plans made for childcare when children are ill or when there are school closings and delays.

Appendix A

Alma Mater and History of the school

ALMA MATER

Loyal and true forever we shall be
With faithful service, Citizens to thee
Unconquered spirits, heads uplifted high,
Endless traditions that will never die.

Firm in our hearts forever you will be
With fond devotion we will cling to thee.
Faith, Hope and Service shall our standards be,
This pledge, dear Citizens, we give to thee.

HISTORY OF THE SCHOOL OF NURSING

Citizens School of Nursing was opened under of the original name of Citizens General Hospital School of Nursing sometime in late 1913 by Citizens General Hospital. Citizens General Hospital, originally established as Trinity Hospital, was chartered in December 1912. The School opened with two students under the direction of two "nurse executives" who were responsible for the Hospital and the School. The first formal graduation of six students was held in May 1917. In the last 103 years including the Class of 2023, 3,097 students have graduated.

In October of 1922, the Nurses Home was donated by the H. E. Kinlock family and furnished by the Hospital Auxiliary. In June 1962, the Aluminum Company of America presented their "Clubhouse" at 200 Freeport Road to the Hospital. This building became the primary dormitory of the School.

The early curriculum of the school was implemented with three formal nursing instructors, physicians, and hospital departmental supervisors. In the mid 1950's, the nursing faculty positions were expanded so that nursing instructors taught classroom theory and supervised clinical experience. The first male student was admitted in 1957 making this one of the first co-educational programs in Pennsylvania.

The School of Nursing earned its first NLN accreditation in 1960 and continues to enjoy the privilege of full accreditation.

The original 36-month curriculum has been revised often over the School's history so that the educational program could keep pace with innovations in nursing and health care. Today the program is 22 months long and consists of 1380 hours of nursing theory and practice and 24 college credits earned at Penn State University and Westmoreland County Community College.

In November 2000, Citizens General Hospital closed, and the ownership of Citizens School of Nursing was transferred to Allegheny Valley Hospital. The change of ownership of the School of Nursing was approved by the Pennsylvania State Board of Nursing and the National League for Nursing Accrediting Commission in early 2001.

The Allegheny Valley Hospital, which is part of Allegheny Health Network, fully supports the School of

Nursing. It provides hands on clinical experiences in medical-surgical, critical care, oncology, mental health and emergency nursing. The School of Nursing, as part of Allegheny Valley Hospital, will strive to provide highly competent entry-level nurses to serve the Alle-Kiski Valley and greater Pittsburgh area for many years to come.

In the spring of 2004, the school moved back to its original location at the Ambulatory Care Center (ACC) site. The school's facilities and offices were updated. In January 2019, the school moved to its current location in the Pittsburgh Mills Mall.

Appendix B

Title IX Policy

INTRODUCTION

1. Purpose of Policy

Title IX of the Education Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972⁽¹⁾ that:

- Defines the meaning of "sexual harassment" (including forms of sex-based violence) that are reflected in the definitions of Regulatory Quid Pro Quo, Regulatory Hostile Environment Sexual Harassment, Regulatory Dating Violence, Regulatory Domestic Violence, Regulatory Sexual Assault and Regulatory Stalking included as Regulatory Prohibited Conduct under this Policy
- Addresses how the Institution must respond to reports of misconduct falling within the definitions of Regulatory Prohibited Conduct under this Policy, and
- Mandates a grievance (or resolution) process the Institution must follow before issuing disciplinary sanctions against a person accused of Regulatory Prohibited Conduct under this Policy.

In addition to federal legislative requirements, Act 16 of 2019⁽²⁾ of the General Assembly of Pennsylvania requires all postsecondary institutions in the Commonwealth of Pennsylvania to adopt a clear, understandable written policy on sexual harassment and sexual violence that informs victims of their rights under federal and state law, including the crime victims bill of rights.

2. Prohibited Behaviors

The School of Nursing [hereinafter "Institution"] prohibits all Sexual Misconduct Violations, as defined in this Policy. This prohibited conduct can affect all genders, gender identities and sexual orientations. Some of these prohibited forms of conduct may also be crimes under Pennsylvania or federal law.

The Institution will promptly and equitably respond to all reports of sexual misconduct in order to eliminate the misconduct, prevent its recurrence, and redress its effects on any individual or the community.

3. Title IX, VAWA and Nondiscrimination

The Institution prohibits any form of discrimination or harassment on the basis of sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, sex-related

(1) The full text of the Final Rule and its extensive Preamble is available here: <http://bit.ly/TitleIXReg>

(2) The text of Act 16 of 2019 is available here: <https://bit.ly/3f7DAr6>

characteristics, pregnancy, marital or family status, medical condition, genetic information, veteran status, or disability in any decision regarding admissions, employment, or participation in an Institution program or activity in accordance with the letter and spirit of federal, state, and local non-discrimination and equal opportunity laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, the Americans with Disabilities Act and ADA Amendments Act, the Equal Pay Act, and the Pennsylvania Human Relations Act.

The Institution also complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, as amended by the Violence Against Women Act (VAWA). Title IX prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. VAWA imposes additional duties on universities and colleges to investigate and respond to reports of sexual assault, stalking, and dating or domestic violence, and to publish policies and procedures related to the way these reports are handled. The Institution has designated the Title IX, to coordinate the Institution's compliance with Title IX and VAWA and to respond to reports of violations. The Institution has directed Rosanna Sarantinoudis and Natalia Wassel to coordinate the Institution's compliance with the VAWA-related Clery reporting requirements.

4. Statement on Privacy and Confidentiality

The Institution is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. Every effort will be made to protect the privacy interests of all individuals involved. Privacy, confidentiality and privilege have distinct meanings under this Policy.

Privacy generally means that information related to a report of sexual misconduct will only be shared with a limited circle of individuals, including individuals who "need to know" in order to assist in the review, investigation, or resolution of the report or to deliver resources or support services. While not bound by confidentiality or privilege, these individuals will be discreet and respect the privacy of all individuals involved in the process. All participants in an investigation of sexual misconduct under this Policy, including Advisors and Witnesses, will be informed that privacy helps enhance the integrity of the investigation and protect the privacy interests of the parties, however, nothing in this Policy is intended to impose restraints on a party's ability to discuss the allegations under investigation or to gather and present evidence as part of the resolution process.

Certain individuals are designated as having confidentiality. For reports made to employees designated with having confidentiality, the Institution will respect the reporting party's expectations of privacy to the extent permissible by law while still ensuring compliance with other reporting obligations. For example, reports involving minors are subject to mandatory reporting requirements. Individuals designated as having confidentiality are required to report the nature, date, time and general location of an incident to the Title IX coordinator. Individuals designated as having confidentiality will not share other information with the Title IX Coordinator or any other employee of the Institution without the express permission of the disclosing party.

Individuals designated as having confidentiality can provide information about the Institution and off-campus resources, support services and other options. As noted above, because of the confidential nature of these resources, disclosing information to or seeking advice from a confidential resource does not constitute a report or Formal Complaint to the Institution and will not result in a response or intervention by the Institution. A person consulting with a confidential resource may decide to make a report to the Institution

and/or law enforcement. Confidential resources include Magellan Healthcare: (800)424-5808 or <https://member.magellanhealthcare.com/>.

Communication with certain individuals may be privileged by operation of law and reports made to these individuals will not be shared with the Institution Title IX Coordinator or law enforcement except in very limited situations, such as when failure to disclose the information would result in imminent danger to the individual or to others or as otherwise required by law. Privileged resources include RAINN: <http://rainn.org/counseling> and the Center for Victims: <https://www.centerforvictims.org> 1(866)644-2882.

All Institution proceedings are conducted in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Clery Act, Title IX of the Education Amendments of 1972 (“Title IX”), Violence Against Women Act (VAWA), state and local law, and Institution policy. No information will be released from such proceedings, except as required or permitted by law and Institution policy. The Institution may share non-identifying information about reports received in aggregate form, including data about outcomes and Disciplinary Sanctions.

5. Disability Accommodations

This Policy does not alter any obligations of the Institution under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point before or during the resolution process that do not fundamentally alter the process. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the Parties, even where the Parties may be receiving accommodations in other Institution programs and activities.

6. Free Expression and Academic Freedom

The Institution is firmly committed to free expression and academic freedom and to creating and maintaining a safe, healthy, and harassment-free environment for all members of its community. Sexual misconduct, including retaliation, against members of the Institution is not protected expression nor the proper exercise of academic freedom. The Institution will consider principles of free expression and academic freedom in the investigation of reports of sexual misconduct or retaliation that involve an individual’s statements or speech.

7. Alcohol and Drug Use Amnesty for Students

The health and safety of every student at the Institution is of utmost importance. The Institution recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time sexual misconduct occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The Institution strongly encourages students to report incidents of sexual misconduct. A witness to or individual who experience sexual misconduct, acting in good faith, who discloses any incident of sexual misconduct to Institution officials or law enforcement will not be sanctioned under the Institution’s Code of Conduct in the Student Handbook for violations of alcohol and/or drug use policies occurring at or near the time of the incident(s) of sexual misconduct. The Institution may require the individual attend an approved alcohol or drug education program without assessing any charges for such

program. Amnesty does not preclude or prevent action by police or other legal authorities pursuant to relevant state or federal criminal statutes.

8. Scope of Policy

This policy applies to all on campus and off-campus conduct that is likely to have a substantial adverse effect on any member of the Institution community. There is no time limit for reporting allegations of sexual misconduct, however, the Institution strongly encourages the prompt reporting of sexual misconduct to allow the Institution to respond promptly and effectively. If the reported Respondent is not a member of the Institution community or is no longer associated with the Institution at the time of the report or at the time a resolution process is initiated, the Institution may be unable to investigate or take disciplinary action and may be required to dismiss the Formal Complaint for a lack of jurisdiction. See the Jurisdiction and Dismissals section.

Please see the Reporting Sexual Misconduct section below for more information on how and where to report misconduct, discrimination and/or harassment, or to file a Formal Complaint.

9. Burden of Proof

The burden of proof refers to who has the responsibility of showing a violation has occurred. It is always the responsibility of the Institution to satisfy the burden of proof. The Respondent does not have the burden to prove that a violation did not occur. Respondents may decide not to share their side of the story or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from the Institution and does not indicate responsibility. Additionally, Decision-Maker(s) shall not make an adverse inference against a Respondent for the Respondent's refusal to participate in an investigation or hearing, nor will Respondent's refusal to participate result in increased sanctions if the Respondent is found responsible for the violation(s).

10. Standard of Proof

Consistent with requirements set for 3/3/2023 in the Pennsylvania Code pertaining to student disciplinary due process requirements, the Institution will use the preponderance of the evidence standard in investigations of formal complaints alleging sexual misconduct violations under this Policy. This means that the individual(s) charged with making a finding must determine whether it is more likely than not that a violation of the Policy occurred.

11. Effective Date

Based on the Final Rule, this Policy will be effective immediately.

12. Impact on other Policies or Processes

As used in this Policy, sexual misconduct may also encompass criminal conduct under Pennsylvania and/or federal law. Additionally, sexual misconduct under this Policy may result in civil and/or administrative or legal consequences.

SEXUAL MISCONDUCT DEFINITIONS

1. **Dating Violence** – (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act) includes any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of Domestic Violence.

Dating Violence is categorized as Regulatory when it occurs in the United States, within an Education Program or Activity and when the Complainant is participating or seeking to participate in an Education Program or Activity at the time of the filing of the complaint. Otherwise, Dating Violence will be categorized as Non-Regulatory.

2. **Domestic Violence** – (as defined in the VAWA amendments to the Clery Act), includes any violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under Pennsylvania's domestic or family violence laws or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Pennsylvania.

Domestic Violence is categorized as Regulatory when it occurs in the United States, within an Education Program or Activity and when the Complainant is participating or seeking to participate in an Education Program or Activity at the time of the filing of the complaint. Otherwise, Domestic Violence will be categorized as Non-Regulatory.

3. **Retaliation** – Any action, directly or through others, which is aimed to deter a reasonable person from reporting sexual misconduct or participating in an investigation or hearing or action that is done in response to such activities. This includes but is not limited to intimidation, threats, coercion, or discrimination against any individual (A) for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations; or (B) because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under this Policy. A finding of retaliation under this Policy is not dependent on a finding that the underlying sexual misconduct occurred.

4. **Sexual Assault** – (As defined in the Clery Act) includes any sexual act directed against another person, without the Consent of the Complainant, including instances where the Complainant is incapable of giving Consent. Sexual Assault may be one of the following categories:
 - A. **Sexual Penetration Without Consent** - Any penetration of the mouth, sex organs, or anus of another person, however slight by an object or any part of the body, when Consent is not present. This includes performing oral sex on another person when Consent is not present.
 - B. **Sexual Contact Without Consent** - Knowingly touching or fondling a person’s genitals, breasts, buttocks, or anus, or knowingly touching a person with one’s own genitals or breasts, when Consent is not present. This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when Consent is not present, to similarly touch or fondle oneself or someone else.
 - C. **Statutory Sexual Assault** – The age of consent for sexual activity in Pennsylvania is 16. Minors under the age of 13 cannot consent to sexual activity. Minors aged 13-15 years old cannot consent to sexual activity with anyone who is 4 or more years older than they are at the time of the activity. Minors aged 16 years of age or older can legally consent to sexual activity, as long as the other person does not have authority over them as defined in Pennsylvania’s institutional sexual assault statute. (3)

Sexual Assault is categorized as Regulatory when it occurs in the United States, within an Education Program or Activity and when the Complainant is participating or seeking to participate in an Education Program or Activity at the time of the filing of the complaint. Otherwise, Sexual Assault will be categorized as Non- Regulatory.

5. **Sexual Exploitation** – Engaging in sexual behaviors directed toward or involving another person or use of another person’s sexuality for purposes of sexual gratification, financial gain, personal gain or personal advantage when Consent is not present. This includes, but is not limited to, the following actions, including when they are done via electronic means, methods or devices:
 - A. Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person’s Consent;
 - B. Indecent exposure or inducing others to expose private or intimate parts of the body when Consent is not present;
 - C. Recording or distributing information, images or recordings of any person engaged in sexual or intimate activity in a private space without that person’s Consent;
 - D. Prostituting another individual; or

(3) The text of Chapter 31 of the Pennsylvania Crimes Code is available here <https://bit.ly/305G9pu>

- E. Knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; and
 - F. Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.
6. **Regulatory Prohibited Conduct** – For purposes of this Policy, the term includes the defined violations of Regulatory Quid Pro Quo, Regulatory Hostile Environment Sexual Harassment, Regulatory Dating Violence, Regulatory Domestic Violence, Regulatory Sexual Assault and Regulatory Stalking.
 7. **Regulatory Quid Pro Quo Sexual Harassment** - An Employee conditioning the provision of aid, benefit or service of the Institution on an individual's participation in unwelcome sexual conduct.
 8. **Non-Regulatory Quid Pro Quo Sexual Harassment** - An Official, Volunteer or Student conditioning the provision of aid, benefit or service of the Institution on the individual's participation in unwelcome sexual conduct.
 9. **Regulatory Hostile Environment Sexual Harassment** - Unwelcome conduct, on the basis of sex, that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Institution's Education Program or Activity.
 10. **Non-Regulatory Hostile Environment Sexual Harassment** - Unwelcome conduct, on the basis of sex, that a reasonable person would determine is sufficiently severe, pervasive, and objectively offensive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from any educational, employment, social or residential program in offered connection with the Institution.
 11. **Stalking** – (as defined in the VAWA amendments to the Clery Act) means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - A. fear for their safety or the safety of others; or
 - B. suffer substantial emotional distress.

A course of conduct is when a person engages in two or more acts that include, but are not limited to, acts in which the person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person in a prohibited way, or interferes with a person's property.

Stalking includes the concept of cyberstalking, in which electronic media such as the Internet, social networks, blogs, cell phones, texts, email or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

Stalking is categorized as Regulatory when it occurs in the United States, within an Education Program or Activity and when the Complainant is participating or seeking to participate in an Education Program or Activity at the time of the filing of the complaint. Otherwise, Stalking will be categorized as Non-Regulatory.

Other Definitions

1. **Advisor** - An individual who may be present to provide support to a Party throughout an investigation and/or hearing.
 - A. Advisors may accompany a Party to any meeting or hearing they are required or eligible to attend, but may not speak for the Party, except for the purposes of cross-examination.
 - B. Each party is responsible for coordinating and scheduling with their choice of Advisor.
 - C. The Advisor may be an attorney or a union representative when applicable.
 - D. If a party does not have an Advisor of choice present for a hearing, the Institution will appoint an Advisor for the limited purposes of conducting cross-examination.
 - E. If a Party does not attend the hearing, the Party's Advisor may appear and conduct cross-examination on the Party's behalf.
 - F. If neither a Party nor their Advisor appear at the hearing, the Institution will provide an Advisor to appear on behalf of the non-appearing Party for the limited purposes of conducting cross-examination.
 - G. The Advisor is not prohibited from having a conflict of interest or bias in favor of or against a Party, nor is the Advisor prohibited from being a Witness in the Sexual Misconduct Resolution Process.
2. **Appeals Officer** – The individual or individuals with the authority under law or otherwise appointed by the Institution to decide appeals. The Appeals Officer will be free of conflict of interest and bias, and will not serve as the Investigator, Title IX Coordinator, Advisor to any Party or a Decision Maker in the same matter.
3. **Complainant** – An individual who has reported being or is alleged to be subjected to conduct that could constitute covered sexual misconduct as defined under this Policy.
4. **Consent** – A knowing and voluntary agreement to engage in specific sexual activity at the time of the activity communicated through clear actions and/or words that are mutually understood.

In order to be valid, Consent must be active, present and ongoing.

Consent is not present when it is the result of coercion, intimidation, force, or threat of harm.

Consent is not present when an individual is incapacitated due to alcohol, drugs, or sleep, or otherwise without capacity to provide Consent due to intellectual or other disability or other condition. Consent can be withdrawn at any time and consent to one form of sexual activity is not necessarily consent to other forms of sexual activity.

When alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. When drug use is involved, incapacitation is a state beyond being under the influence of or impaired by the use of the drug. Alcohol and other drugs impact each individual differently. Determining whether an individual is incapacitated requires an individualized determination. When determining whether a person has the capacity to provide Consent, the Institution will consider whether a sober, reasonable person in the same position knew or should have known that the other party could or could not consent to the sexual activity. When determining whether Consent has been provided, all the circumstances of the relationship between the parties will be considered.

5. **Decision Maker** - The individual or individuals appointed by the Institution to render a decision on a Formal Complaint that goes to a hearing. The Decision Maker(s) will be free of conflict of interest and bias, and will not serve as the Investigator, Title IX Coordinator, an Advisor to any Party or Appeals Officer in the same matter.
6. **Disciplinary Sanction** - The penalty imposed on an individual for violating this Policy. For Students, Disciplinary Sanctions are subject to applicable Institution policies, up to and including expulsion from the Institution. For Employees, Disciplinary Sanctions are subject to applicable collective bargaining agreement or Institution policies, up to and including separation from employment. For Officials or Volunteers, this may include the removal or the request for removal of the Official or Volunteer from their respective position.
7. **Education Program or Activity** – For purposes of this Policy, the term “Education Program or Activity” includes any activity that occurs in, on or within:
 - A. Any on-campus premises;
 - B. Any off-campus premises the Institution has substantial control over. This includes buildings or property owned or controlled by a recognized student organization or a recognized affiliated entity.
 - C. Computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of the Institution’s programs and activities over which the Institution has substantial control.
8. **Employee** - An individual who is employed by the Institution including, but not limited to, faculty members, coaches, staff, managers and student employees.
9. **Final Rule** – The Final Rule issued on May 19, 2020 by the U.S. Department of Education under Title IX of the Education Amendments of 1972
10. **Formal Complaint** - means a document, including an electronic submission, filed by a Complainant with a signature or other indication that the Complainant is the person filing the Formal Complaint, or signed by the Title IX Coordinator, alleging sexual misconduct against a Respondent and

requesting initiation of the process set forth in this Policy to investigate the allegation of sexual misconduct.

11. **Hearing Officer** – In the case of an incident at West Penn School of Nursing, the Director of the Citizens School of Nursing would serve as the Hearing Officer. In the case of an incident at Citizens School of Nursing, the Director of West Penn School of Nursing will serve as the Hearing Officer. In the event the appropriate Director is unavailable, the Assistant Director would be designated. The Hearing Officer shall be the Decision Maker.
12. **Investigator** – The Director of Financial Aid, Employee Relations Consultant, or the Title IX Coordinator or the individual designated by the Title IX Coordinator to perform an investigation under this Policy. The Investigator may not have a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general. The Investigator may not serve as a Decision Maker, Appeals Officer or Advisor to any Party in the same matter.
13. **Notice of Allegations** – The written notice the Title IX Coordinator or designee is required to provide to the Parties following receipt of a Formal Complaint. See Notice of Allegations section below.
14. **Notice of Hearing** – The written notice the Title IX Coordinator or Hearing Chair or other designee is required to provide the Parties prior to the hearing. See Notice of Hearing section below.
15. **Official** - A member of a Board of Trustees or their respective designees.
16. **Parties or Party** - A term that refers to the Complainant and the Respondent collectively or the Complainant or Respondent individually.
17. **Respondent** - Any individual who has been reported to be the perpetrator of conduct that could constitute sexual misconduct as defined under this Policy.
18. **Student** – Any person: (1) seeking admission to the Institution through the formal Institution application process; (2) admitted to the Institution; (3) eligible to register or schedule for classes; or (4) living in Institution or Institution-affiliated residence halls even though they are not enrolled at the Institution. The term “Student” shall include Employees, Volunteers and Officials where the Employee, Volunteer or Official otherwise meets the enrollment criteria set forth in this definition.
19. **Supportive Measures** - Non-disciplinary and non-punitive individualized services designed to restore or preserve access to the Institution’s Education Programs or Activities without unduly burdening the other Party. Supportive Measures will be offered, as appropriate, to the Complainant or

the Respondent, regardless of whether a Formal Complaint is filed. Supportive Measures may include, but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, restrictions on contact between the parties (no contact orders), changes in work or housing locations, leaves of absence, and increased security and monitoring of certain areas of the campus.

20. **Title IX Coordinator** – The individual designated to coordinate the Institution’s compliance with Title IX and VAWA and to respond to reports of violations. The Title IX Coordinator may not have a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general. The Title IX Coordinator may serve as the Investigator of a Formal Complaint. The Title IX Coordinator may not serve as a Decision Maker or Appeals Officer.
21. **Volunteer** - A recognized volunteer or any individual who represents or acts on behalf of the Institution or whose actions may bind the Institution, regardless of whether the individual receives monetary or other compensation. For purposes of this Policy, employees and officials of recognized affiliated entities, ROTC instructors, visiting professors and unpaid camps and conference personnel will be considered volunteers.
22. **Witness** – A person who has knowledge related to specific aspects of a case and may have reported such aspects to the institution.

Reporting Sexual misconduct

Any individual, including a third party, may make a report concerning sexual misconduct. Complainants and third-parties are encouraged to report sexual misconduct as soon as possible to allow the Institution to respond promptly and effectively.

The Title IX Coordinator (or designee) and each School of Nursing Director has authority to institute corrective measures for reports of alleged violations of this Policy. Mandated reports to the Title IX Coordinator by Officials, Volunteers and Employees shall not automatically result in corrective measures being instituted.

Individuals are encouraged to report sexual misconduct directly to the Title IX Coordinator, through the Institution’s electronic and anonymous reporting systems or by filing a Formal Complaint.

1. Reports the Title IX Coordinator

Any person may report sex discrimination, including sexual misconduct (whether or not the person reporting is the person alleged to be the person subjected to conduct that could constitute sex discrimination or sexual misconduct), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.

Contact Information for the Title IX Coordinators:

Name: Rosanna Sarantinoudis

Title: Coordinator of Student Registration and Accounts, West Penn School of Nursing Office Address: 4900 Friendship Avenue, Pittsburgh, PA 15224

Email Address: Rosanna.Sarantinoudis@AHN.org Telephone Number: 412-578-5537

Name: Natalia Wassel

Title: Student Accounts and Registration Coordinator, Citizens School of Nursing Office Address: 539 Pittsburgh Mills Circle, Tarentum, PA 15084

Email Address: Natalia.Wassel@AHN.org Telephone Number: 724-337-5090

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

The Institution's Title IX Coordinator is trained to work with individuals who report sexual misconduct and have knowledge about resources and services, both on and off campus, including the availability of Supportive Measures.

If a report of misconduct discloses a serious or immediate threat to the campus community, the Institution will issue a timely warning to the community to protect the health or safety of the community. The timely warning will not include any identifying information about the Complainant.

PLEASE NOTE: Title IX Coordinators are not a confidential source of support. While they will address matters reported with sensitivity and will keep your information as private as possible, confidentiality cannot be guaranteed. To speak with an individual designated as having confidentiality, please contact: <https://www.centerforvictims.org> and/or Magellan Healthcare at <https://www.magellanhealthcare.com> at (800)424-5808.

PLEASE ALSO NOTE: Making a report is different from filing a Formal Complaint (see the section titled Filing a Formal Complaint). A report is defined as notification of an incident of sexual misconduct to the Title IX Coordinator or designee by any person. A report may be accompanied by a request for (1) Supportive Measures; (2) no further action; (3) filing a Formal Complaint a request to initiate an informal resolution process; and/or (4) a request to initiate an informal resolution process after filing a Formal Complaint. Filing a Formal Complaint initiates the Institution's formal investigation process. (See Sexual Misconduct Resolution Process).

2. Electronic and Anonymous Reporting

You may also file a report about sexual misconduct using the appropriate links below. While anonymous reports are accepted, the Institution's ability to address misconduct reported anonymously is significantly limited.

Individuals may use this link/form/portal [Integrity & Ethics // Highmark Health](#) to electronically file a report of sexual misconduct with the enterprise Integrity & Compliance group, which may also be reached at 1(877)867- 7325.

Individuals may also file a report electronically by email to: Rosanna.Sarantinoudis@AHN.org or Natalia.Wassel@AHN.org .

3. Filing a Formal Complaint

The timeframe for the Sexual Misconduct Resolution Process under this Policy begins with the filing of a Formal Complaint and will be concluded within a reasonably prompt manner, and usually no longer than 90 days after the filing of the Formal Complaint, provided that the Process may be extended for a good reason, as set forth more fully in the Continuances and Granting Extensions section. Appeals may extend the timeframe for resolution.

To file a Formal Complaint, a Complainant must provide the Title IX Coordinator a written, signed complaint describing the facts alleged.

If a Complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine a Formal Complaint is necessary. The Hearing Officer will inform the Complainant of this decision in writing, and the Complainant need not participate in the process further but will receive all notices issued under this Sexual Misconduct Resolution Process. **PLEASE NOTE:** The Title IX Coordinator does not lose impartiality solely due to signing a Formal Complaint.

A Complainant who files a Formal Complaint may elect, at any time, to address the matter through the Informal Resolution Process (see the Informal Resolution section below).

4. Criminal Reporting Options

A Complainant may also seek to initiate a criminal complaint, independent of or parallel with any report made to the Institution.

Highmark Police: 412-888-2222 Pennsylvania State Police: 717-783-5599

PLEASE NOTE: The Institution's policy, definitions, and burden of proof may differ from Pennsylvania criminal law. Neither law enforcement's decision whether to prosecute, nor the outcome of any criminal prosecution, is determinative of whether sexual misconduct has occurred under this Policy. In cases where there is a simultaneous law enforcement investigation, there may be circumstances when the Institution may need to temporarily delay its investigation while law enforcement gathers evidence. However, the Institution will generally proceed with Formal Complaint even during the time of a pending law enforcement investigation.

The Institution may not be informed of reports made with law enforcement agencies.

5. External Reporting Options

A person may also file a complaint with the U.S. Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by calling 1-800-421-3481 (TDD: 1-800-877-8339) or emailing OCR.Philadelphia@ed.gov or visiting <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

A person may also file a complaint with the Pennsylvania Human Relations Commission by calling 717-787- 9780 for the Harrisburg Regional Office; 412-565- 5395 for the Pittsburgh Regional Office; or by visiting <https://www.phrc.pa.gov/Pages/default.aspx>.

Employees may also file a charge with the Equal Employment Opportunity Commission regarding an alleged violation of Title VII by calling 1-800-669-4000 or visiting: <https://www.eeoc.gov/employees/howtofile.cfm>. The Institution may not be informed of reports made with external agencies.

6. Truthfulness

All participants in the reporting and resolution processes have the responsibility to be truthful with the information they share at all stages of the process. A report of a violation under this Policy is not considered a bad faith report merely because the evidence does not ultimately support the allegation. Individuals are prohibited from knowingly making a false report, filing a false Formal Complaint or making misrepresentations. If an investigation results in a finding that a person has willfully filed a bad faith report, filed a false Formal Complaint or made misrepresentations as part of the reporting or resolution process, the person may be subject to appropriate Disciplinary Sanctions under the Code of Conduct in the case of Students or other relevant Institution policy and collective bargaining agreements in the case of Officials, Employees or Volunteers.

7. Multiple Party Complaints

The Title IX Coordinator may consolidate Formal Complaints involving multiple parties where the allegations of sexual misconduct arise from the same facts or circumstances; in such consolidated matters, the Sexual Misconduct Resolution Process applies to more than one Complainant and/or more than one Respondent, but each party is still an “individual” and not a group or organization. The decision of the Title IX Coordinator to consolidate Formal Complaints is not subject to appeal.

INSTITUTION REPORTING OBLIGATIONS

1. Mandated Reporting Obligations of Institution Officials, Volunteers and Employees

All Institution Officials, Volunteers and Employees (including student employees) are obligated to report incidents of sexual misconduct of which they become aware to the Title IX Coordinator/designee, unless: 1) they serve in a role that makes such reports privileged or are recognized as providing a confidential resource (see Statement on Privacy and Confidentiality); or 2) they are a faculty member and learn of the report from a student during a classroom discussion, in a writing assignment for a class, or as part of an Institution-approved research project.

PLEASE NOTE: These reporting exceptions do not apply to reports of sexual misconduct involving an individual who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred. When a report involves suspected abuse of a child (an individual under the age of 18 at the time of the incident(s) as reported), all the Institution Employees, Officials and Volunteers are required to notify the Institution police and the [ChildLine](#) run by the Pennsylvania Department of Human Services (1-800-932- 0313). All other members of the Institution community are strongly encouraged to report suspected child abuse to law enforcement or the [ChildLine](#).

Institution Employees designated as Campus Security Authorities (CSAs) under the Clery Act are required to report certain crimes for federal statistical reporting purposes.

2. Institution Obligations Regarding Timely Warnings

Parties reporting Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking should be aware that under the Clery Act, the Institution must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the campus community. If a report of sexual misconduct discloses a serious or immediate threat to the campus community, the Institution will issue a timely notification to the community to protect the health or safety of the community. The timely notification will not include any identifying information about the Complainant.

JURISDICTION AND DISMISSALS

In certain circumstances where violations defined under the Final Rule as Regulatory Prohibited Conduct (Regulatory Quid Pro Quo, Regulatory Hostile Environment Sexual Harassment, Regulatory Dating Violence, Regulatory Domestic Violence, Regulatory Sexual Assault and Regulatory Stalking) do not meet jurisdictional requirements, the Institution must dismiss those allegations contained in the Formal Complaint.

In certain circumstances the Title IX Coordinator may dismiss a Formal Complaint, or any specific allegations raised in the Formal Complaint at any time during the investigation or hearing.

Any Party may appeal a dismissal determination. See the Determining Jurisdiction and Mandatory Dismissal for Certain Allegations under the Sexual Misconduct Resolution Process Section for more information.

Emergency Removal FOR STUDENTS

1. The Institution retains the authority to remove a Respondent from its Education Programs or Activities on an emergency basis. This action is also referred to as an emergency removal.
2. Before imposing an emergency removal on a student Respondent, the Institution will:
 - A. undertake an individualized safety and risk analysis; and
 - B. determine that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual misconduct justifies a removal.
3. If the Institution imposes an emergency removal on a student Respondent, the Institution will provide the Respondent with notice and an opportunity to challenge the decision immediately following the removal.
 - A. The Institution will provide written notice of the emergency removal and applicable charges.

- B. The Institution will provide an opportunity for the Respondent to appeal that decision to an appropriate Hearing Officer or designee within 10 days of the imposition of the emergency removal.
 - C. The designated Institution Hearing Officer will hear the evidence and determine whether there is sufficient evidence to support the conclusion that the Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual misconduct and that, based on that threat, removal is the appropriate course of action.
4. If the Institution learns of evidence that demonstrates that the emergency action is no longer justified after the emergency removal is imposed against a student Respondent, the Institution will take prompt action to rescind the emergency removal.

ADMINISTRATIVE LEAVE FOR EMPLOYEES

The Institution retains the authority to place Employees on administrative leave consistent with applicable requirements of relevant Institution policies and collective bargaining agreements.

INFORMAL RESOLUTION PROCESS

Informal means of resolution, such as mediation, may be used as an alternative to the formal investigation and hearing procedures. Informal resolution is a voluntary process and may be used only where a Formal Complaint has been filed. Upon written agreement of all parties, informal resolution may be initiated at any time prior to finding of responsibility in a hearing, and may be terminated at any time prior to final resolution. If the informal process is terminated, the Sexual Misconduct Resolution Process, which includes an investigation and hearing, will proceed. Once a final resolution has been reached and documented and signed by all parties, the resolution cannot be appealed.

Informal resolution options should be discussed with the Title IX Coordinator or Director of Nursing.

Informal resolution may not be utilized when a Student files a Formal Complaint against an Institution Employee, Volunteer or Official under this Policy.

Sexual Misconduct Resolution Process

1. Formal Complaint

The Sexual Misconduct Resolution Process is initiated by a Complainant providing the Title IX Coordinator a written, signed Formal Complaint describing the facts alleged. See the section titled Filing a Formal Complaint above.

2. Notice of Allegations

The Title IX Coordinator will draft and provide a written Notice of Allegations to any Party alleged to have violated this Policy. Such notice will occur as soon as practicable, but no more than 10 days, after the Institution receives a Formal Complaint of the allegations, if there are no extenuating circumstances.

The Notice of Allegations will include the following:

- A. Notice of the Institution's Sexual Misconduct Resolution Process including any Informal Resolution process and a hyperlink to a copy of the process.
- B. Notice of the allegations potentially constituting violation(s) of any Institution policy, and sufficient details known at the time the Notice of Allegations is issued, such as the identities of the parties involved in the incident, if known, including the Complainant; the conduct allegedly constituting a policy violation; and the date and location of the alleged incident, if known.
- C. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the hearing.
- D. A statement that the Parties may have an Advisor of their choice.
- E. A statement that before the conclusion of the investigation, the Parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the Institution does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a Party or other source.
- F. Individuals are prohibited from knowingly filing a false report or making misrepresentations. If, following an investigation and hearing as appropriate under applicable policy, a person is found to have willfully filed a bad faith report or made misrepresentations as part of a resolution process, the party may be subject to appropriate Disciplinary Sanctions under the Code of Conduct in the case of Students or other relevant Institution policy in the case of Officials, Employees or Volunteers.

The Parties will be notified by their Institution email accounts if they are a Student or Employee, and by other reasonable means if they are neither.

The Institution will provide sufficient time for the Parties to review the Notice of Allegations and prepare a response before any initial interview.

3. Determining Jurisdiction and Mandatory Dismissal for Certain Allegations

For alleged violations of Regulatory Prohibited Conduct (Regulatory Quid Pro Quo, Regulatory Hostile Environment Sexual Harassment, Regulatory Dating Violence, Regulatory Domestic Violence, Regulatory

Sexual Assault and Regulatory Stalking) the following elements will be determined in the reasonable determination of the Title IX Coordinator:

- A. The conduct is alleged to have occurred in the United States (4);
- B. The conduct is alleged to have occurred in the Institution's Education Program or Activity;
and
- C. The alleged conduct, if true, would constitute covered Regulatory Prohibited Conduct, as defined in this Policy.

If all of the elements are met, the Institution will investigate the allegations under the processes set forth in this Policy. If any one of these elements is not met, the Title IX Coordinator will notify the parties the specific allegation contained in the Formal Complaint does not meet the required jurisdictional requirements under the Final Rule and is being dismissed. Any Party may appeal a dismissal using the process set forth in the Appeals section below. Dismissal of any violations constituting Regulatory Prohibited Conduct will not affect the Institution's ability to proceed with an investigation of charges categorized as Non-Regulatory or other charges under this Policy or any other Institution Policy.

4. Discretionary Dismissals for All Allegations

The Title IX Coordinator may dismiss a Formal Complaint brought under this Policy, or any specific allegations raised within that Formal Complaint, at any time during the investigation or hearing, if:

- A. A Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations raised in the Formal Complaint;
- B. The Respondent is no longer enrolled in, associated with or employed by the Institution; or,
- C. If specific circumstances prevent the Institution from gathering evidence sufficient to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint.

Any Party may appeal a dismissal using the process set forth in the Appeals section below.

5. Allegations Potentially Falling Under Two Policies

If a Formal Complaint against a Respondent who is a Student contains allegations of a violation of any of the listed Sexual Misconduct Violations in this Policy, as well as any other violation in the Code of Conduct, the Sexual Misconduct Resolution Process set forth in this Policy will be applied in the investigation and adjudication of all of the allegations. If all of the alleged Sexual Misconduct Violations of this Policy are dismissed, and the remaining underlying allegations, if true, would violate another Institution policy or the Institution's Code of Conduct, the matter may be referred for further action by the Institution's Director of Nursing as appropriate.

Incidents that occur outside the United States may constitute a violation of institutional conduct policies and may be pursued in accordance with institutional policy.

If a Formal Complaint against a Respondent who is an Employee contains allegations of violations of Regulatory Prohibited Conduct (Regulatory Quid Pro Quo, Regulatory Hostile Environment Sexual Harassment, Regulatory Dating Violence, Regulatory Domestic Violence, Regulatory Sexual Assault and

Regulatory Stalking), the Sexual Misconduct Resolution Process set forth in this Policy will be applied in the investigation and adjudication of those allegations. For all other allegations, the Institution will follow applicable requirements in Institution policies and relevant collective bargaining agreements for resolution of the other allegations contained in the Formal Complaint.

If a Formal Complaint against a Respondent who is an Official or Volunteer contains any allegations under this Policy, the Institution will follow applicable requirements in Institution policies or procedures and standards for resolution of the allegations contained in the Formal Complaint.

6. Notice of Dismissal

Upon reaching a decision that any specific allegation contained in the Formal Complaint will be dismissed, the Institution will promptly send written notice of the dismissal and the reason for the dismissal, simultaneously to the parties through their institutional or other provided email account. It is the responsibility of parties to maintain and regularly check their email accounts.

7. Investigation

A. General Rules of Investigations

The Title IX Coordinator and/or an Investigator designated by the Title IX Coordinator will perform an investigation of the conduct alleged under a reasonably prompt timeframe, following issuance of the Notice of Allegations.

The Institution and not the Parties, has the burden of proof and the burden of gathering evidence, i.e., the responsibility of showing a violation of this Policy has occurred. Either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from the Institution and does not indicate responsibility.

The Institution cannot access, consider, or disclose medical records without a waiver from the party (or parent, if applicable) to whom the records belong or of whom the records include information. The Institution will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e., evidence that tends to prove and disprove the allegations). See Inspection and Review of Evidence section below.

B. Inspection and Review of Evidence

Prior to the completion of the investigation, the parties will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to issuance of the investigation report.

Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

- Evidence that is relevant, even if that evidence does not end up being relied upon by the Decision Maker(s) in making a determination regarding responsibility;
- inculpatory or exculpatory evidence (i.e., evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a Party or other source.

The Institution will send the evidence to each Party and each Party's Advisor, if any, to inspect and review (through an electronic format or a hard copy). The Institution is not under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The Parties will have 10 days to inspect and review the evidence and submit a written response by email to the Investigator. This response should include any new or additional evidence the Party would like the Investigator to consider. The Institution will provide copies of the Parties' written responses, and any new or additional evidence provided, to the other Party and their Advisor. The other Party will have 5 days to inspect, review, and respond to the new or additional evidence through a written response to the Investigator. The Institution will provide copies of the Party's supplemental written response to the other Party and their Advisor.

The Investigator will consider the parties' written responses before completing the Investigative Report. Parties may request a reasonable extension of the time to submit a written response, which may be denied in the sole discretion of the Investigator, in consultation with the Title IX Coordinator.

The Investigator has 10 days to generate a report or after the responses to additional evidence are due or, alternatively, may provide the Parties and their Advisors with written notice extending the investigation and explaining the reason for the extension.

The parties and their Advisors must sign an agreement not to disseminate the Investigative Report or photograph or otherwise copy any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Sexual Misconduct Resolution Process. Violation of the agreement may result in disciplinary action under the [Code of Conduct] or other Institution Policy, as appropriate.

Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination.

C. Investigative Report

The Investigator will create an Investigative Report that fairly summarizes relevant evidence.

The Investigative Report is not intended to catalog all evidence obtained by the Investigator, but only to provide a fair summary of that evidence.

Only relevant evidence (including both inculpatory and exculpatory – i.e., tending to prove and disprove the allegations - relevant evidence) will be referenced in the Investigative Report.

Evidence obtained in the investigation that is determined in the reasoned judgment of the Investigator not to be directly related to the allegations in the Formal Complaint will be included in the appendices to the investigative report.

D. Ongoing Notice

If, in the course of an investigation, the Institution decides to investigate allegations about either Party that are not included in the Notice of Allegations and are otherwise covered Sexual Misconduct Violations falling within this Policy or other violations of the Institution's Code of Conduct, the Institution will notify the Parties of the additional allegations by their Institution email accounts or other reasonable means.

The Parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

8. General Rules of Hearings

A. Notice of Hearing

No less than 10 days prior to the hearing, the Title IX Coordinator or Hearing Chair or other designee will send written notice of the hearing to the Parties. The Parties will be notified by their Institution email accounts or by other reasonable means. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Hearing will contain:

1. A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential Disciplinary Sanctions actions that could result.
2. The time, date, and location of the hearing.
3. Information about the option for the hearing to occur with the parties located in separate rooms using technology that enables the Decision Maker(s) and Parties to see and hear a Party or Witness answering questions. Parties should inform the Title IX Coordinator or Hearing Chair or other designee of any desire to have the hearing occur in separate rooms at least 3 days prior to the hearing to ensure appropriate technology is in place.
4. Information on how the hearing will be recorded and on access to the recording for the Parties after the hearing.
5. A list of the Decision Makers, Hearing Facilitator or Hearing Chair who will attend the hearing, along with an invitation to object to any actual or perceived conflicts of interest or bias of the Decision Maker(s) prior to the hearing.

6. A statement that if any Party or Witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the testimony or any statements provided by the Party or Witness prior to the hearing will not be considered by the Decision Maker.
7. Notification that the parties may have the assistance of an Advisor of their choice at the hearing and will be required to have one present for any questions they may desire to ask of the other Party or Witnesses. The Party should notify the Hearing Chair or other designee in advance of the hearing if they do not have an Advisor, and the Institution will appoint one. Each party must have an Advisor present.
8. A copy of all the materials provided to the Decision Maker(s) about the matter and the opportunity to provide a written response in advance of the hearing.
9. Information regarding who to contact to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing.
10. For compelling reasons, the Hearing Chair or other designee may reschedule the hearing.

B. Hearing

The Institution will not issue a Disciplinary Sanction arising from an allegation of a violation of this Policy without holding a hearing, unless otherwise resolved through an informal resolution process or an alternate process permitted under this Policy. If the Institution determines a hearing is necessary, the Parties cannot waive the right to a hearing.

The Institution may still proceed with the hearing in the absence of a Party and may reach a determination of responsibility in their absence. The Institution will not threaten, coerce, intimidate, or discriminate against the Party in an attempt to secure the Party's participation.

If a Party does not participate in a hearing or submit to cross-examination in the hearing, the Decision Maker(s) may not rely on any "statement" by that Party. See Cross Examination section below.

The Decision Maker(s) cannot draw an inference about the determination regarding responsibility based solely on a Party's absence from the hearing or refusal to answer cross examination or other questions.

The hearing may be conducted with all Parties physically present in the same geographic location, or, at the Institution's discretion, any or all Parties, Witnesses, and other participants may appear at the hearing virtually through video conferencing technology. This technology will enable participants simultaneously to see and hear each other. At its discretion, the Institution may delay or adjourn a hearing based on technological errors.

All proceedings will be recorded through audio recording. That recording or transcript will be made available to the Parties for inspection and review upon request.

C. Continuances or Granting Extensions

The Institution may determine that multiple sessions or a continuance (i.e., a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, the Institution will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

D. Participants in the Hearing

Hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

1. The Decision Maker(s)
2. The Hearing Chair if different from the Decision Maker
3. Conduct administrator or designee or IT personnel or other Institution personnel
4. The Parties
5. Advisor of choice or provided by the Institution for each Party
6. Witnesses
7. Any individuals necessary to provide interpretation or other support services associated with reasonable accommodations to facilitate participation in the hearing.

The Decision Maker(s) /Hearing Chair will not have a conflict of interest or bias in favor of or against Complainants or Respondents generally, or in favor or against the Parties to the particular case. The Parties will have an opportunity to raise any objections regarding a Decision Maker's actual or perceived conflicts of interest or bias at the beginning of the hearing.

Parties and Witnesses cannot be compelled to participate in the hearing and have the right not to participate in the hearing free from retaliation.

E. Hearing Procedures

For all hearings conducted under this Policy, the procedure will be as follows:

1. Hearing Chair will open and establish rules and expectations for the hearing.
2. The Parties will each be given the opportunity to provide opening statements.
3. The Investigator will present a summary of the final investigation report, including items that are and are not contested. The Investigator will be subject to questioning by the Decision Maker(s) and the Parties (through their Advisors).
4. Hearing Chair will ask questions of the Parties and Witnesses.
5. Parties will be given the opportunity for cross-examination after [Decision Maker(s) conduct(s) its initial round of questioning See Cross-Examination Procedure below.
6. During the Parties' cross-examination, [Hearing Chair] will have the authority to pause cross-examination at any time for the purposes of asking Decision Maker(s) own follow up questions; and any time necessary in order to enforce order for the hearing. If an Advisor does not comply with the established rules of decorum, Decision Maker may provide that Party with a different Advisor to conduct cross- examination on behalf of that Party.
7. Should a Party or the Party's Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the Decision Maker(s).

A Party's waiver of cross-examination does not eliminate the ability of the Decision Maker(s) to use statements made by the Party.

F. Relevant evidence and questions

"Relevant" evidence and questions are those questions and evidence that tends to make an allegation of sexual misconduct more or less likely to be true. "Relevant" evidence and questions do not include the following types of evidence and questions, which are deemed "irrelevant" at all stages of any process initiated under this Policy:

1. Evidence and questions about the Complainant's sexual predisposition or prior sexual behavior unless:
 - a. They are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or
 - b. They concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove Consent.
2. Evidence and questions that constitute, or seek disclosure of, information protected under a legally-recognized privilege including attorney-client privilege; or
3. Any party's medical, psychological, and similar records unless the party has given voluntary, written consent.

G. Cross-Examination

1. Each Party's Advisor may conduct cross-examination of the other Party or Parties and Witnesses and ask follow-up questions, including those challenging credibility, directly, orally, and in real time.
2. Parties will not be permitted to personally cross-examine each other.
3. If a Party does not participate in a hearing, the Party's Advisor may attend and conduct cross-examination on behalf of the Party.
4. If neither a Party nor their Advisor appear at the hearing, the Institution will provide an Advisor to appear on behalf of the non-appearing Party and ask cross-examination questions.
5. Before any cross-examination question is answered, the Decision Maker(s) will determine if the question is relevant. Cross-examination questions that are duplicative of those already asked, including by the Decision Maker(s) may be deemed irrelevant if they have been asked and answered.
6. The Decision Maker(s) must explain to the Party proposing the question any decision to exclude a question as not relevant.
7. The Decision Maker(s) may not draw an inference about a determination of regarding responsibility based solely on a Party's or Witness's absence from the hearing or refusal to answer cross-examination or other questions.

9. Decisions

A. General Considerations for Evaluating Testimony and Evidence

1. While the opportunity for cross-examination is required in all hearings under this Policy, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Decision Maker(s).

2. Decision Maker(s) shall not draw inferences regarding a Party or Witness' credibility based on the Party or Witness' status as a Complainant, Respondent, or Witness, nor shall it base its judgments in stereotypes about how a Party or
3. Generally, credibility judgments should rest on the demeanor of the Party or Witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.
4. Credibility judgments should not rest on whether a Party or Witness' testimony is non-linear or incomplete, or if the Party or Witness is displaying stress or anxiety.
5. Where a Party or Witness' conduct or statements demonstrate that the Party or Witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the Decision Maker(s) may draw an adverse inference as to that Party or Witness' credibility.
6. Decision Maker(s) will afford the highest weight relative to other testimony to first-hand testimony by Parties and Witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e., tending to prove and disprove the allegations) evidence will be weighed in equal fashion.
7. The Final Rule requires the Institution to admit and allow testimony regarding polygraph tests ("lie detector tests") and other procedures that are outside of standard use in academic and non-academic conduct processes. While the processes and testimony about them will be allowed to testify and be crossed as required by the Final Rule, the Decision Maker(s) will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.
8. The Final Rule requires the Institution allow parties to call character witnesses to testify. While the character witnesses will be allowed to testify and be crossed as required by the Final Rule, the Decision Maker(s) will be instructed to afford very low weight to any non-factual character testimony of any Witness.

B. Timeline for Decision

If there are no extenuating circumstances, the determination regarding responsibility will be issued by the Institution within 10 days of the completion of the hearing.

C. Finality

The determination regarding responsibility becomes final either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested as set forth in the Appeals section below.

10. Disciplinary Sanctions Against Students

A. Possible Disciplinary Sanctions

The Institution may impose the following Disciplinary Sanctions upon Students, singly or in combination: expulsion, final written warning, written warning, or verbal warning, counseling, training, reimbursement of costs for counseling, medical treatment, etc.; separation of parties through alternative instruction location and/or residence.

B. Previous Disciplinary Sanctions

Previous Disciplinary Sanctions of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only considered at the sanction stage of the process.

C. Timing

The Disciplinary Sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

11. Disciplinary Sanctions Against Employees, Officials and Volunteers

A. Possible Disciplinary Sanctions

Disciplinary Sanctions imposed on an Employee for violating this Policy, subject to an applicable collective bargaining agreement or Institution policies, may include a penalty up to and including separation from employment.

Disciplinary Sanctions imposed on an Official or Volunteer may include a penalty up to removal or the request for removal of the Official or Volunteer from their respective position.

B. Timing

The Disciplinary Sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

12. Appeals by Where the Respondent is a Student

- A. Each Party may appeal the dismissal of a Formal Complaint or any included allegations or a determination of responsibility on the following grounds:
 1. A procedural irregularity under the Institution policy or procedures that affected the hearing outcome.
 2. New evidence that was not reasonably available through the exercise of reasonable diligence at the time of the hearing or dismissal of the Formal Complaint that could affect the outcome of the matter.
 3. The Title IX Coordinator, Investigator(s), or Decision Maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.
- B. Appeals must be filed in writing within 5 days of being notified of the decision and must indicate the grounds for the appeal.
- C. The submission of an appeal stays any Disciplinary Sanctions for the pendency of an appeal. Supportive Measures and remote learning opportunities remain available during the pendency of the appeal.

- D. If a party appeals, the Institution will notify the other party in writing of the appeal as soon as practicable, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.
- E. Appeals will be decided by the Institution's President or their designee, who will be free of conflict of interest and bias, and will not serve as an Investigator, Title IX Coordinator, Advisor or Decision Maker in the same matter.
- F. The appealing party must meet its burden to demonstrate the outcome was affected by a preponderance of the evidence. The role of the Institution's President or designee is not to reweigh the evidence. The President or designee will confine their review to the basis of appeal alleged and may modify the sanction.
- G. The outcome of appeal will be provided in writing simultaneously to both Parties, and include rationale for the decision.

13. Appeals Where the Respondent is an Employee

- A. Each Party may appeal the dismissal of a Formal Complaint or any included allegations or a determination of responsibility on the following grounds:
 - 1. A procedural irregularity under the Institution policy or procedures that affected the hearing outcome.
 - 2. New evidence that was not reasonably available through the exercise of reasonable diligence at the time of the hearing or dismissal of the Formal Complaint that could affect the outcome of the matter.
 - 3. The Title IX Coordinator, Investigator(s), or Decision Maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.
- B. Appeals must be filed in writing within 5 days of being notified of the decision and must indicate the grounds for the appeal.
- C. The submission of an appeal stays any Disciplinary Sanctions for the pendency of an appeal. Supportive Measures remain available during the pendency of the appeal.
- D. If a Party appeals, the Institution will notify the other Party in writing of the appeal as soon as practicable, however the time for appeal shall be offered equitably to all Parties and shall not be extended for any Party solely because the other Party filed an appeal.
- E. Appeals will be decided by the Institution President or designee, who will be free of conflict of interest and bias, and will not serve as an Investigator, Title IX Coordinator, Advisor or Decision Maker in the same matter.
- F. The appealing party must meet its burden to demonstrate the outcome was affected by a preponderance of the evidence. The role of the President or designee is not to reweigh the evidence. The President or designee will confine their review to the basis of appeal alleged.

G. The outcome of appeal will be provided in writing simultaneously to both parties, and include rationale for the decision.

Rights/Responsibilities

- A. Reports and Formal Complaints have different meanings. An individual has a right to make a report of sexual misconduct to the Institution, which may be accompanied by a request for Supportive Measures. An individual also has a right to make a Formal Complaint of sexual misconduct, which is a request to initiate the Institution's informal resolution process or a formal disciplinary process, which includes an investigation and may proceed to a hearing.
- B. Prior to the conclusion of a sexual misconduct investigation, the Complainant may request to withdraw the Formal Complaint by contacting the Title IX Coordinator/designee in writing. The Title IX Coordinator/designee will determine whether to close the case or conclude the investigation without the Complainant's continued participation.
- C. An individual also has the right to report sexual misconduct to law enforcement, separate and apart from any report or Formal Complaint made to the Institution.
- D. Victims and witnesses of sexual misconduct have the right to be assisted by the Institution in notifying law enforcement authorities of sexual misconduct or they can decline to notify such authorities.
- E. Witnesses and Parties cannot be compelled to participate in the hearing, and have the right not to participate in the hearing free from retaliation.
- F. Each Party who is charged with a violation of this Policy where jurisdiction is appropriate has a right to a hearing and for an Advisor to cross-examine Parties and Witnesses.
- G. At the time a report is made, the reporting party does not have to decide whether to file a Formal Complaint or make a report of sexual misconduct to law enforcement.
- H. An affected party has the right to request Supportive Measures from the Institution, which may include interim contact restrictions.
- I. The reporting party has the right to seek medical treatment to address physical and mental health and to preserve evidence.
- J. Parties may also have options to file civil actions in court or with administrative agencies.
- K. To file a Formal Complaint, please contact the Title IX Coordinator/designee.