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## **Welcome to the North Campus Outreach Practical Nursing Program**

We are privileged to have you here. It is our desire that your educational experience be rewarding and enjoyable; we want our students to be successful.

This handbook has been prepared for you as a tool in helping you to achieve your goal to become a Practical Nurse; *please read* it and let any of the staff answer questions for you. Contents of this handbook are subject to change; if changes are made, you will receive written notification.

We look forward to helping you this year at the North Campus, and hope that this will be just the beginning of a fulfilling career in nursing.

*Natalie O. DeLeonardis, R.N., M.S.N.*

Coordinator, North Campus Outreach Practical Nursing Program

*Pennsylvania College of Technology does not discriminate in admission by race, color, religion, national origin, sex, handicap, age, sexual orientation, political affiliation, status as a disabled or Vietnam era veteran, or any characteristic against which discrimination is prohibited by applicable law, and operates on a nondiscriminatory basis throughout the institution.*

## Directory

### **Pennsylvania College of Technology, North Campus**

12880 Route 6  
Wellsboro, PA 16901

**Phone:** (570) 724-7703

**Fax:** (570) 724-5890

- Brenda Abplanalp, RN, MEd  
*Director, North Campus Outreach Services*
- Natalie DeLeonardis, RN, MSN extension: 3750  
*Coordinator, North Campus Outreach Practical Nursing Program*
- Debra Day, RN, BSN  
*Instructor – Classroom and Clinical*
- Loretta Frost  
*Secretary to North Campus Outreach Programs*
- Kenny Knaus  
*Building Maintenance*
- George Ann Foreman, RN, MSN
- Margaret Frock, RN, BSN
- Anna Long, RN, BSN
- Krista Straniere, RN, BSN

### **North Campus Emergencies**

If an emergency situation occurs at the North Campus which requires the evacuation of the building, all students and staff must report to the upper parking lot.

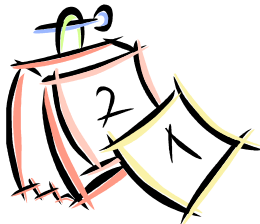
This handbook does not constitute a contract between the program and the student. The student will acknowledge that he/she understands the contents of the handbook by providing signatures on the last pages of the handbook, which will be filed in the student's educational record.

The program reserves the right at its discretion to change or amend a program policy at any time. If a policy is changed or amended, the policy will be reviewed orally and in writing with current students, and will include the effective date. Students will be asked to sign and date the new policy, which will be filed in the student's educational record.

## 2012 Student Calendar

January 2	Classes begin at 8 AM
January 20	Make-up day
February 24	Make-up day
March 23	Make-up day
April 6	College Closed GOOD FRIDAY
April 13	Make-up day
April 19	End of Level I
April 23 – April 29	VACATION
April 30	Level II begins
May 28	College Closed MEMORIAL DAY
July 4	College Closed JULY 4 HOLIDAY
August 3	Make-up day
August 16	End of Level II
August 17 - 26	VACATION
August 27	Level III begins
September 3	College Closed LABOR DAY
November 22-23	College Closed THANKSGIVING
December 2	Make-up day
December 13	End of Level III GRADUATION

Scheduled make-up days will be used for days that the North Campus is closed due to inclement weather. These days can also be used per instructor discretion.



### Weather Disruptions

The Practical Nursing program has the responsibility of offering and delivering a quality educational program. As long as the College designates it will remain open, the College will continue to offer classroom and clinical experiences and will expect the student's attendance. Absences will be documented. The College is concerned about the student's ability to meet course objectives if the student is not present for scheduled class or clinical experiences. The College is committed to offer a quality education despite the hardships that weather causes. The College strongly encourages the student to anticipate the weather. A student must plan ahead and make alternate arrangements to ensure safety, which is of utmost importance to the College.

In the event it is necessary to cancel or delay classes as a result of weather or other unforeseen circumstance, the Director and Coordinator of the North Campus Outreach Practical Nursing Program will activate the phone chain. **North Campus, as part of WDCE, does not follow college closings. Closings are by phone-chain only.** Always be safe and make sound decisions about traveling in poor weather conditions.

If the student cannot attend a class or clinical experience, the College must be informed promptly (724-7703). Students need to inform the College of current phone number and address in the event of an emergency or class cancellation.

## **COURSE DESCRIPTIONS**

**LEVEL I:** (16 weeks)

### **HSC 500 Structure and Function of the Human Body**

96 class hours

An introduction to human anatomy and physiology as it relates to the body in health and disease. The relationship between the structure and function in each body system is emphasized. Students explore the interrelationships among all body systems for the maintenance of homeostasis.

### **HSC 501 Fundamentals of Practical Nursing**

144 class hours / 256 clinical hours

An orientation to the Practical Nursing Program including objectives and requirements, responsibilities of the student nurse, communication skills, basic nursing knowledge, legal and ethical aspects for nursing and skills common to all areas of nursing practice. The course emphasizes the basic needs of clients of all ages including: physical hygiene, comfort, rest, nutrition, safety, developmental needs, and concepts of asepsis and sepsis. The process of developing, implementing, and evaluating care plans is introduced. The study of drug preparation and administration is initiated as well as math for pharmacology. Clinical instruction takes place in the nursing lab and the long-term care facility.

### **HSC 501 Course and Clinical Objectives**

Upon completion of this course, the student should be able to:

1. Identify principles, explain rationale, and select appropriate equipment and administer safe effective nursing care to clients with long term nursing needs.
2. Use effective communication skills with clients, their families, and members of the health care team.
3. Practice safely, legally and ethically according to the standards set by the Practical Nurse Code of Ethics.
4. Apply introductory concepts of the nursing process to resident care.
5. Incorporate critical thinking in meeting the needs of residents with simple nursing problems.

**LEVEL II:** (16 weeks)

**HSC 502 Nursing Care of Adult and Child I**

240 class hours / 256 clinical hours

The study of nursing care of adults and children continues the basic medical-surgical concepts studied in Level I. The course begins with an introduction to the disease process as it affects the individual through the life span. Concepts of family centered maternity nursing and pediatrics are studied. A systematic approach to diseases and disorders follows including reproductive, muscular-skeletal, endocrine, and respiratory systems. Mental health and illness concepts complete the course. Clinical instruction takes place in the hospital and acute care setting and students are expected to function progressively as a contributing member of the health care team, developing and implementing client-centered nursing care plans.

Upon completion of HSC 502, the student should be able to:

1. Utilize, under supervision, scientific knowledge, mathematical skills, and technical skills necessary to plan and provide safe and comprehensive client-centered nursing care in all settings where nursing takes place.
2. Use effective communication skills with clients, their families, and members of the health care team.
3. Participate in the data collection, planning, implementation, and evaluation of nursing care in settings where nursing takes place.
4. Incorporate critical thinking in meeting the needs of clients with simple to moderately complex nursing problems.
5. Function as a member of the health-care team within the discipline of nursing.

**LEVEL III:** (16 weeks)

**HSC 503 Nursing Care of the Adult and Child II**

128 class hours / 384 clinical hours

A continuation of Level II which includes advanced principles of medical-surgical nursing as related to the disease process. Systems studied include cardiovascular, urinary, nervous, sensory, and skin. Issues and trends in nursing, nursing organizations, job-seeking skills, and the role of the LPN in society complete the course content. Clinical assignments in the hospital setting become progressively more difficult and client-centered care plans are required.

Upon completion of HSC 503, the student should be able to:

1. Utilize, under supervision, scientific knowledge, mathematical skills, and technical skills necessary to plan and provide safe and comprehensive client-centered nursing care.
2. Use effective communication skills with clients, their families, and members of the health care team.
3. Participate in the planning, implementation, and evaluation of nursing care in settings where nursing takes place.

4. Incorporate critical thinking in meeting the problems of clients with complex nursing needs.
5. Function as a member of the health-care team within the discipline of nursing

**TOTAL: 608 class hours**

**896 clinical hours**

**1504 TOTAL HOURS**

### **BOOKLIST**

<b>Author</b>	<b>Title</b>
Mosby	Medical Nursing & Allied Health Dictionary
deWit	Fundamental Concepts & Skills for Nursing Current Edition
deWit	Study Guide for Fundamental Concepts & Skills For Nursing
Cohen & Taylor	Memmler's The Human Body in Health and Disease, Current Edition & Study Guide
Leifer	Introduction to Maternity and Pediatric Nursing, Current Edition
McKinney, Rosner	Introduction to Maternity and Pediatric Nursing Study Guide (to accompany Leifer, required)
deWit	Medical-Surgical Nursing; Concepts and Practice (Study guide is optional)
Brown & Mulholland	Drug Calculations Process & Problems for Clinical Practice, Current Edition
Nursing 2012	Drug Handbook

*The above books are included in tuition and will be ordered for you.*

## **FINANCIAL AID**

Recognizing that the cost of education is often greater than the student can afford without help, the Financial Aid Office helps students obtain financial assistance in a variety of aid programs. The first step in this process is for the student to fill out a FAFSA form which can be obtained by going on the College's website at [www.pct.edu/finaid](http://www.pct.edu/finaid). It is imperative this be done first in order to determine if the student qualifies for grants, loans or scholarships. Filling out the online FAFSA will help to determine the student's eligibility for a federal grant (Pell).

Most students receive a combination of types and sources of financial aid. Some of these include: Stafford Loan, alternative loans, Penn College Annual Fund Scholarship, Work Force Investment Act Funds, and VA Benefits. Additional information can be obtained at <http://www.pct.edu/finaid/resources.htm>. Other sources include: [www.futuresinsursing.org](http://www.futuresinsursing.org).

## **TUITION RESPONSIBILITY**

Students are responsible for any tuition and costs not covered by third-party funding or financial aid. This anticipated balance must be paid prior to the start of class. Students are also responsible for payment of any balance that results from withdrawal from the program or changes in financial aid. In the event of an overpayment by the student, the College will refund the overpayment.

## **REFUND POLICY**

When a student decides to withdraw from the Practical Nursing program, 100 percent of tuition is refunded if the student makes the request in WRITING and postmarks the letter prior to the first scheduled class; 60 percent will be refunded if the request is made in WRITING and the student postmarks the letter prior to the end of the second week of class. No refunds will be issued after the beginning of the third week of class. If the student has paid by credit card, a credit will be issued to that account. Please allow two to four weeks for refund processing. (Note that this is a special course and does not follow the standard noncredit refund policy or refund dates.)

## **TRANSCRIPTS**

Official transcripts can be requested at the completion of the program from Sue Manzitti at (800)367-9222 ext. 7680 (WDCE in Williamsport).

## STUDENT SERVICES

The nursing faculty and the College work together to assist the students in becoming active, responsible, and successful learners. Many support services can be accessed through the college website. The following table identifies the websites for contact information regarding frequently used services. Please check the college websites for other support services available.

<b>Student Service</b>	<b>Online Web Address</b>
Academic Counseling	<a href="http://www.pct.edu/academicsupport/">http://www.pct.edu/academicsupport/</a>
Career Placement	<a href="http://www.pct.edu/careerservices/">http://www.pct.edu/careerservices/</a>
Financial Aid	<a href="http://www.pct.edu/finaid/">http://www.pct.edu/finaid/</a>
Personal Counseling	<a href="http://www.pct.edu/career/counselingServices/academicPersonal.htm">http://www.pct.edu/career/counselingServices/academicPersonal.htm</a>
Disability Services – Handbook for Parents of Students with Disabilities	<a href="http://www.pct.edu/disabilityservices/parentHandbook.htm">http://www.pct.edu/disabilityservices/parentHandbook.htm</a>
Rights & Responsibilities of Students with Disabilities	<a href="http://www.pct.edu/disabilityservices/rightsResponsibilities.htm">http://www.pct.edu/disabilityservices/rightsResponsibilities.htm</a>

The College maintains a Tutoring Center at the Main Campus; information can be obtained at <https://mypct.pct.edu/departments/AcademicSuccessCenter/default.aspx>  
Additionally, students are encouraged to view study strategies at <http://studygs.net>

## VALUE & MISSION STATEMENTS

Pennsylvania College of Technology is a special mission affiliate of The Pennsylvania State University, focused on applied technology, and is granted the benefits and responsibilities of The Pennsylvania State University as a state-related institution and an instrumentality of the Commonwealth of Pennsylvania.

### VALUES STATEMENT

These core values guide Penn College to accomplish our mission and achieve our vision:

- **Hands-on Education:** We believe the best preparation for a successful career is a learning environment emphasizing applied, real-world instruction. We provide experiential learning in small classes and labs with state of the art equipment, mentored by skilled faculty with business and industry experience.
- **Student-Centered Environment:** Our students' best interest is the priority influencing our decision making. As an open enrollment college, believing in the dignity and worth of every individual, we strive to provide a holistic experience that fosters educational, physical, personal, and social development.
- **Business and Industry Partnerships:** As an entrepreneurial institution, we develop cooperative relationships with business and industry to ensure our curriculum remains current, encourages lifelong learning, and prepares our graduates to compete successfully in the global marketplace. This provides opportunities for faculty to enhance their skills, students to acquire work-based experiences, the College to receive technology and scholarship support, and the community to benefit from a highly qualified workforce.
- **Community of Respect:** Each member of the Penn College community is entitled to and expected to contribute to a collegial and mutually supportive environment. As stewards of this campus environment, we promote collaboration and communication, cultivate an appreciation of our differences, and treat each other with respect.

### MISSION STATEMENT

Pennsylvania College of Technology offers an array of academic programs - in a student centered learning environment - at the baccalaureate, associate, and certificate levels with an emphasis on technology. The College offers nationally recognized programs and maintains its commitment to hands-on, experiential learning.

Pennsylvania College of Technology seeks to implement its philosophy by providing:

- Opportunities to develop intellectually, ethically, socially, culturally and personally.
- Quality academic programs emphasizing preparation for pre-professional, technological, and service careers.
- Accessible full- and part-time educational opportunities and services that address a wide spectrum of individual needs and abilities through varied formats, schedules and geographic locations.
- Educational programming responsive to economic and employment realities.

- Enhanced learning opportunities through cooperation with industry, business, government, other educational institutions and through international experiences.
- Comprehensive majors that integrate communications, math, science, art, technology, humanities, interpersonal skills, problem solving, critical thinking, information literacy and health and safety.
- Opportunities to develop skills needed to enter and succeed in academic majors.
- Opportunities to gain skills and knowledge, and to expand interests through lifelong learning.
- Assistance with career planning, employment preparation and advanced study.
- An environment that fosters lifelong learning, creativity, and respect for difference.

Providing excellence in instruction and appropriate educational opportunities are the College's highest priorities.

## **NURSING PROGRAM PHILOSOPHY**

The North Campus Outreach Practical Nursing Program operates within the framework of the philosophy of Pennsylvania College of Technology. While the specific convictions of the practical nursing faculty are more detailed, they are nonetheless an outgrowth of the basic tenets upheld by the College.

THE PRACTICAL NURSING FACULTY believes:

1. Nursing is an art and a progressive science dedicated to the betterment of human welfare. Its aim is to assist the individual or family in the prevention of illness, restoration to health, adaptation to long-term illness and provision for comfort when return to health is no longer possible.
2. All individuals, regardless of age, race, religion, creed, ethnic origin, marital status, sex, or handicap, have dignity and worth. Individual differences, human rights, and corresponding responsibilities must be acknowledged. All students possess talents and abilities that can be developed to their greatest potential.
3. Education is the ongoing acquisition of knowledge, which results in behavioral change and a democratic process that provides equal opportunity for all and encourages the development of individual potentialities. Faculty shares the belief that education is a lifelong process.
4. Practical nursing education is a continuous process of learning through which a student acquires knowledge, skills, attitudes, and judgment to provide safe, legal, ethical, and competent nursing care under the direction of a licensed professional nurse, licensed physician, or a licensed dentist.
5. The curriculum is the framework for the implementation of our stated philosophy. The conceptual model is based upon the concepts of Body Systems, Basic Needs, and Nursing Process as interdependent vehicles for providing direction and structure to the curriculum. The curriculum facilitates a humanistic approach to nursing and to education, providing a base of knowledge and experience necessary for entry into the practice of practical nursing.
6. The faculty is responsible for the practical nursing curriculum. It is planned, implemented, and evaluated by the faculty to provide concurrent and sequential theoretical knowledge and clinical experience necessary for progressive learning to take place within our conceptual framework.
7. There is a real need and place for the practical nurse as a member of the health care team, sharing in the care of patients within the scope of practice of the LPN.
8. The best atmosphere for learning exists when:

- a. The curriculum is based on scientific principles, planned to meet the needs of the students, and is constantly revised to keep abreast of the changing scientific developments, and educational trends and social needs. Emphasis is on applied, real world instruction with hands-on experience.
- b. Students admitted to the program are those who demonstrate academic and psychological potential for this learning.
- c. The student has the responsibility in the learning process to meet the goals and objectives of the program.
- d. The environment is conducive to learning.
- e. The instruction provides for differences in individual needs, interest and abilities, and for expression of feelings.
- f. Collaboration and communication among the Penn College community, including instructors and students, is promoted and expected.

The implementation of the program based on these beliefs is the responsibility of the Coordinator of the North Campus Outreach Practical Nursing Program, under the administration of the Board of Trustees and the administrators of Pennsylvania College of Technology.

## PROGRAM GOALS

<p>The graduate of the North Campus Outreach Practical Nursing Program will be prepared to:</p>	<ol style="list-style-type: none"><li>1. Utilize, under supervision, scientific knowledge, mathematical skills, and technical skills necessary to plan and provide safe and comprehensive client-centered nursing care in all settings where nursing takes place.</li><li>2. Perform nursing care that reflects accurate assessments of client's growth and development and that reflects the worth of each individual of all ages, religious, ethnic, cultural, or socioeconomic backgrounds.</li><li>3. Participate in the planning, implementation, and evaluation of nursing care in settings where nursing takes place.</li><li>4. Demonstrate effective verbal and written communication skills with clients, families, and other members of the health care team.</li><li>5. Incorporate critical thinking in meeting the needs of all health care recipients.</li><li>6. Perform in a safe, legal/ethical manner.</li><li>7. Utilize educational opportunities for continued personal and professional growth and recognize the role of continuing education in the delivery of competent nursing care.</li><li>8. Function as a member of the health care team within the discipline of nursing.</li></ol>
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## ADMISSION POLICIES

Individuals must meet the following requirements for consideration of acceptance into the North Campus Practical Nursing program:

1. Must be 17 years of age or older.
2. Must be a graduate of an accredited high school or Pennsylvania GED equivalent. Recommended high school subjects include three years of Science, Math every year, including Algebra, and English and Social Studies every year.
3. Satisfactory completion of the pre-entrance assessment exam. The pre-entrance exam will be waived for those applicants that meet one of the following requirements:
  - a. Have earned a minimum composite score of 1200 on the Scholastic Aptitude Test (SAT) or a minimum composite score of 16 on the American College Testing Assessment Program (ACT) taken within the past five years. The prospective student must attach transcripts and/or official scores to application.
  - b. Have already completed one semester/15 credits with a GPA of 3.0 from an institute of higher learning within the past 15 years.
  - c. Have previously earned an associate's degree, bachelor's degree, or master's degree from an institute of higher learning.
4. Must have completed an admission application with nonrefundable application fee. If the individual has already paid an admission fee to Main Campus, this fee will be waived. Those applicants with current certifications in nursing assistant, EMT, or medical office assistant must include documentation as described in the application for the PN program.
5. Evidence of good mental and physical health as determined by a medical exam and documentation of immunizations required, to be completed before the first clinical day (see Student Health Program).
6. Two letters of character reference with name, address, and contact number.
7. FBI, State Police, and Child Abuse Clearances need to be completed and clear of prohibitive offences (in compliance with clinical facilities) dated after June 1 of the year applying
8. An interview with the program coordinator.

Applications for prospective students not accepted into the program will be kept on file until August of the following year (for those who need to remediate, for those who are accepted into the program but decline for various reasons, and for those on a waiting list from the previous year). Both health records and background checks of accepted students will be kept on file for five years before being shredded.

## PROGRAM TECHNICAL STANDARDS

A candidate for a program in Pennsylvania College of Technology school of Health Sciences must have abilities and skills in six categories: observation, communication, motor, intellectual, behavioral/social, and environmental. Reasonable accommodation for persons with documented disabilities will be considered on an individual basis, but a candidate must be able to perform in an independent manner. The following skills are required, with or without accommodation for Dental Hygiene, Emergency Medical Technician, Nursing, Occupational Therapy, Physician Assistant, Radiography, and Surgical Technology.

**OBSERVATION:** Candidates must have sufficient sensory capacity to observe in the classroom, the laboratory, and the clinical setting. Sensory skills adequate to perform an examination/physical assessment and to detect subtle surface textures are required. Functional vision, hearing, and tactile sensation must be adequate to assess a patient's condition, inspect subtle color changes, auscultation and palpate, observe range of motion, and view radiographs. Sufficient auditory perception is needed to receive communication from patients and members of the health care team in routine and emergency situations, and to assess the health status of patients through monitoring and measuring devices such as stethoscopes, and signals and tones from medical equipment.

**COMMUNICATON:** Candidates must be able to communicate effectively in both academic and health care settings. Candidates must show evidence of effective written and verbal communication skills - such as are needed to interact with instructors, patients, patient families and professionals, and to communicate patients' needs in a prompt and effective manner. Sensitivity and the ability to analyze non-verbal behavior are necessary.

**MOTOR:** Candidates must have fine motor function to execute movements required to provide care to patients. The ability to participate in basic diagnostic and therapeutic maneuvers and procedures (e.g., palpation, auscultation) is required. Candidates must be able to negotiate patient care environments and must be able to move between settings, such as clinical and classroom buildings. Physical stamina sufficient to complete the rigorous course of didactic and clinical study is required. Long periods of sitting, especially standing, or moving are required in classroom, laboratory, and clinical experiences. Candidates must be able to help in lifting patients who may be comatose, paralyzed, otherwise incapacitated, from wheelchairs, beds, and examination areas.

**INTELLECTUAL:** Candidates must be able to perform measurements, calculation, read charts and graphs, analyze and synthesize reason and analyze problems. Clinical reasoning is needed to in order to make safe clinical judgments. In addition, candidates should be able to comprehend three-dimensional relationships and understand the spatial relationships of structures. Candidates must be able to read and understand scientific and medical literature.

**BEHAVIORAL AND SOCIAL:** Candidates must possess the emotional stability, maturity, and emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, and the prompt completion of all academic and patient care responsibilities. The development of mature, sensitive, and effective relationships with patients and other members of

the health care team are essential. Health Science students require flexibility, compassion, integrity, motivation, interpersonal skills, concern for others and the ability to function in the face of the uncertainties and stress inherent during clinical experience. Clinical experience requires the ability to integrate and respond to feedback about competence in a mature and collegial manner. A candidate must demonstrate integrity, compassion, and the ability to interact productively with people of all social and ethnic backgrounds and belief systems.

**ENVIRONMENTAL:** Health care is, at times, delivered in high stress areas, requiring management of multiple roles, tasks, and decisions. Candidates must be able to function in an environment that requires use of agents for infection control, such as latex gloves, masks, protective eye wear, and surgical gowns, as well as chemical solutions and aerosols used to kill pathogens. Note: Students will be exposed to many latex products. Prospective students must alert their program advisor or the Director regarding any physical or other restrictions regarding high risk in the health care environment, as the exposure may prevent successful completion of the course/program requirements.

Students admitted to any Health Science major will receive a copy of these standards with a request for acknowledgment and return. Students may request accommodation to one or more technical standards based on disability. Such accommodation will be provided in accordance with College rules and state and federal guidelines. See Penn College Disability Services <http://www.pct.edu/disabilityservices> for further information. Students must be able to meet the program, course, and lesson objectives.

## STUDENT NURSING POLICIES

### Student Conduct:

Upon admission to the program the student accepts unqualified commitment to conduct him/her self at all times, both on and off the campus, in a responsible and professional manner conforming to generally accepted standards of adult behavior. It is expected that students of the North Campus will show common courtesy and respect for North Campus officials, fellow students, faculty, employees, and all persons in the cooperating institutions. Students are expected to understand and accept program and all health-care facility regulations and to respect the directives of those authorized to enforce the regulations. A student conducting him/her self in a manner contrary to the best interest of the program and/or health care facilities will be subject to penalties as the circumstances justify, including suspension or dismissal. Professional conduct is expected in both the classroom and clinical.

A student may be suspended or dismissed for improper conduct, failure to comply with College regulations, academic dishonesty, HIPAA violations, habitual absences, possession of or being under the influence of alcoholic beverages or illegal drugs, or any medication that can impair judgment, or under other circumstances as determined by the faculty, program coordinator, and/or director of the North Campus.

Students whose conduct – such as academic dishonesty, plagiarism, disruption of class – violates academic integrity or the instructional process may be terminated from class(es) and be assigned “F” grades. Students who otherwise violate reasonably accepted standards of the College and community at large may be terminated from the College and can be assigned “F” grades.

As part of the larger community, Penn College respects the laws of the land and expects its members to adhere to them. While affording reasonable aid to its members in difficulties with the law, Penn College provides no immunity from the consequences of illegal acts.

As an academic community, Penn College has a special interest in the prevention of certain modes of conduct that are in contrast to its inherent efforts to facilitate responsible inquiry and educational growth. Accordingly, instances of the kinds of conduct listed in these regulations are to be regarded a violation of College regulations, to which the sanctions indicated may be applied. Although certain policies are included in this handbook, all students are expected to adhere to the policies pertaining to the student body at large as published on the Pennsylvania College of Technology website at <http://www.pct.edu/studentPolicy/> and the WDCE catalog.

## Cell Phones

Students are not to have a cell phone on their person during clinical hours. Cell phones are prohibited at all clinical sites. Clinical includes all of our clinical sites, including hospitals, long-term care, WIC, Dialysis, School Nurse, Physician Offices, and any other assigned clinical site.

It is the student's responsibility to let his/her family know that he/she will be at clinical, and that if the family needs to notify the student of an emergency, the North Campus will be able to contact the clinical instructor or the coordinator. In the event of an emergency during the evening clinical hours, family should call the hospital directly and have the instructor paged.

Signing the Student Agreement sheet at the end of this handbook serves as a verbal warning regarding cell phones; in the event a student is found to have a cell phone on his/her person at clinical, he/she will be asked to leave clinical without option for makeup. The student will receive a zero for all work missed on the day he/she was sent home.

Personal laptops, iPods, or any electronic devices are not to be brought to clinical.

## Personal Appearance and Dress Code:

The personal appearance and demeanor of Practical Nursing students at the North Campus Pennsylvania College of Technology reflect both the College and Program Standards and are indicative of the students' interest and pride in their profession.

The uniform dress code is one mutually agreed upon by the North Campus Outreach Practical Nursing Program and its clinical affiliating agencies. White sweaters or white lab coats may be worn with uniforms in the clinical area.

Any student reporting to the clinical agency must be in uniform or appropriate attire. Practical Nursing students will wear their uniforms only for practicum assignments or when officially representing the North Campus Outreach Practical Nursing Program.

## Clinical Dress Code is as follows:

- a. School uniform fitted properly, of appropriate length, and in good repair, clean and pressed. Shoes must be clean at all times.
  1. We suggest that the student purchase two uniforms.
  2. A solid white turtle neck or white crew neck may be worn under the uniform top.
  3. Pants may have knit cuffs and cargo pockets with white socks or white nylons; denim is not allowed.
  4. White Lab Coat is to be worn in the nursing lab and when in the clinical site to obtain assignments.

5. \*A North Campus Outreach Practical Nursing identifying patch (provided to student) is to be sewn on the upper LEFT sleeve of each uniform top and lab coat.
  - b. Bandage scissors, stethoscope.
  - c. Black pen. No felt tip or erasable pens will be permitted.
  - d. Watch with second hand or appropriate digital watch.
  - e. Name pin prescribed by the school to be worn as part of the official uniform.
  - f. No nail polish will be permitted; nails must be trimmed to the tip of the finger. Artificial nails are prohibited by the health agencies.
  - g. No chewing gum is permitted while at the health agency.
  - h. No jewelry other than a wedding band will be permitted. No body jewelry of any type is allowed.
  - i. No earrings other than gold or silver posts or small pearl earrings will be permitted (limited to one pair).
  - j. Hair must be neat, clean, and worn off the collar or neatly pulled back and tied at the nape of the neck.
  - k. Facial hair must be trimmed and clean, and in accordance with health-agency policy.
  - l. White hose (full length) with uniform dress (that corresponds to school uniform) may be worn.
  - m. Polishable white shoes with clean shoestrings (no clogs or shoes with open toes or backs). White socks without decoration need to be worn.
  - n. Use of perfume, strong deodorants, etcetera, may cause untoward effects in the patient; therefore, they are strongly discouraged. Faculty reserves the right to address on a case by case basis.
  - o. Tattoos must be covered.
  - p. No visible implants.

## STUDENT HEALTH PROGRAM

1. Health screening measures are required for all students who are or will enroll in the Practical Nursing Program. The requirements have been developed to maximize both student and client health safety. Students' admission and continuation in the practical nursing curriculum are conditional until health requirements are met. The applicant must show evidence of good health including: the ability to lift 50 lbs and immunity of certain communicable diseases by submitting a recent (less than 6 months old) physical from his/her personal physician. The Practical Nursing office distributes the forms for the physical examination. Specific health requirements are listed below (#8):
  - a. The physician recommends any necessary treatment for corrections. Students are urged to have any defects corrected to the best of their ability before entering the program.
2. Emergency health care can be obtained at Soldiers & Sailors Memorial Hospital and Charles Cole Memorial Hospital.
3. Students are encouraged to contact their personal physician for health care.
4. Any student who experiences a change in medical condition will be required to submit a physician's approval to return/remain in the Practical Nursing program. For example, if the student becomes pregnant or has surgery, a physician's approval is needed for the student to return/remain in the program.
5. The student's health record is retained for five years. Health records are held in strict confidence, separate from academic records, with access permitted only by Coordinator or her designee.
6. Neither the College nor the Clinical Facility is responsible in the event of injury or illness. Students are requested to carry health insurance; in the event that students for some reason are not covered by health insurance, they must sign a waiver to indicate that they are responsible for any medical costs incurred as the result of an injury or illness related to their education.
7. Students must report all injuries to the instructor immediately. Any injuries sustained during the clinical component of the Practical Nursing courses will be reported to the local emergency room. Such injuries will be acted upon according to individual health agency policy.
8. Proof of the following must be received prior to the end of the third week of class:
  - a. Varicella (as evidenced by history, immunization, or titer)
  - b. Tetanus immunization (within the last 10 years of acceptance into the program)
  - c. Polio immunization

- d. Mumps, Rubella & Rubeola Titers or MMRs – evidence of positive mumps, rubella and rubeola titers (current or past) or evidence of 2 doses of MMR immunization in lieu of mumps, rubella and rubeola titers if born during or after 1957. 1 dose of MMR immunization if born before 1957.
- e. 2-step PPD (if the student has had a 2-step PPD in the past and can provide records, including annual PPDs since the 2-step, he/she will meet this requirement)
- f. Chest x-ray only if PPD is positive
- h. \*Hepatitis B immunization series

Copies of laboratory results must be attached to the health form. Physical exams, including required lab work and immunizations, must be completed prior to the first day of class.

\*Students must have evidence of completing at least 1 of 3 immunizations required in the series in order to be admitted to class. Students are required to produce written documentation from their health care provider as having received the rest of the immunizations in the series at the time it is received.

## ATTENDANCE REGULATIONS

Regular and prompt attendance at all classes, clinical, and at scheduled conferences with instructors is mandatory. It is the responsibility of the student to contact the instructor to obtain assignments from classes that have been missed. This applies to all absences regardless of the reasons. The student is allowed to miss eight (8) hours of each level. Absences above 8 hours may require appropriate documentation at the discretion of the Coordinator or instructor. This documentation must be given to the instructor prior to the next class or clinical day. Make-up assignments/ requirements will be satisfied within one month of the absent hours. All assignment and attendance obligations must be fulfilled prior to the beginning of the next level. Exceeding 10% of the total hours in each level will result in administrative withdrawal of the student from the program. Extenuating circumstances will be taken into consideration. Other attendance requirements are stated in each course syllabus.

Rescheduling clinical experiences due to absenteeism will be attempted, but may not be possible. This could place the student at risk for not meeting course objectives.

Absence due to documented illness (physician excuse required) may result in a student being rescheduled for specific experiences if scheduling permits; otherwise, alternative accommodations may be made to allow the student to meet course objectives.

The clinical day schedule varies in time and place with each level's schedule. Any student late to the clinical area may be reassigned to the learning laboratory or an alternative clinical assignment for the day or sent home.

Doctor and dental appointments should not be made during school hours. At the discretion of the instructor, a physician's certificate may be requested for a questionable condition of illness. The faculty will maintain a cumulative health record as required by the State Board of Nursing with appropriate health information.

In the event a student is going to be absent or late, the student must call the North Campus on class days by 0800. If absent or late on clinical days, the student must call the clinical site as specifically outlined in the clinical requirements. All assignment and attendance obligations for both class and clinical **MUST** be fulfilled prior to the beginning of the next level.

### Bereavement Leave:

Bereavement leave for a death in the family (parent, parent-in-law, brother, sister, brother/sister-in-law, grandparents, grandparent-in-law, spouse, or child) will be considered on an individual basis, not to exceed five days.

### Other Excused Absences

Students may request an absent day for observances of religious holidays not included in the program's calendar, and up to four days absence for emergency surgery. Although all classroom and clinical activities and assignments must be met, the student will not have those days counted against his/her attendance. However, perfect attendance percentage points will not be added to the final grade.

## SCHOLASTIC POLICIES FOR NURSING

### The Academic Grading System:

Since nursing is an art and a progressive science dedicated to the betterment of human welfare, the Practical Nursing program at the North Campus stresses excellence in all areas.

The educational curricula of the practical nursing program is planned and implemented by the faculty and provides concurrent and sequential theoretical knowledge. It is only in this way that the high quality of nursing education can be maintained.

As part of this important process, the following grading system is used to support excellence and is applicable to all courses:

- A = 93 – 100%
- B = 85 – 92 %
- C = 75 – 84%
- F = 74% and below – student has not met minimal requirements

In all courses, students must earn a final grade of “C” in order to progress and meet graduation requirements.

Students who receive an “F” in any course must remove the “F” by repeating the course prior to resuming and progressing in the program. Any student earning an “F” in any course on two occasions will be terminated and not allowed to re-enter.

### Clinical Requirements:

Case studies and special assignments must be completed and will be graded according to the course requirements. All required assignments must be completed and submitted to the instructor as stated in the course requirements. Clinical requirements will be given to students prior to clinical rotations.

Clinical evaluations are midlevel and at the end of each level. Student progress is measured according to clinical objectives for each level of the program. Students receiving a clinical deficiency (not meeting the level objectives) will be required to meet with the clinical instructor and/or the program coordinator within 24 hours of receiving the clinical evaluation. The student and instructor or the program coordinator will review the clinical deficiency form and devise a remediation plan with a timeline, including the option of an accountability paper. If a second clinical deficiency is received during a level, the student will receive a clinical deficiency form, may be removed from clinical for one day per instructor’s discretion, and remediate as the instructor defines. If a third clinical deficiency is received during a level or the student receives four clinical

deficiencies throughout the program, the student will be dismissed from the program. Nonclinical deficiencies may also be given to students for areas of concern in the classroom; if three nonclinical deficiencies are received in a level, or four throughout the program, the student will be dismissed from the program. Any combination of three clinical or nonclinical deficiencies per level or four for the program will result in dismissal from the program.

### Code of Conduct

Behaviors that are evaluated include attendance, professionalism, initiative, documentation, knowledge, performance of skills, clinical judgment and accountability, use of the nursing process, and clinical preparation / assignments. Dismissal from the program may occur if the student does not follow acceptable professional behaviors. The following are the expected behaviors of a nursing student:

<u>Acceptable Professional Behaviors</u>	<u>Unacceptable unprofessional behaviors</u>
On time for class/clinical	Late (tardy) to class/clinical
Calling the school/clinical if going to be late or absent	No call/no show
Observing break and lunch times	Late returns from breaks and lunch
Awake, alert during class/clinical	Sleeping during class/clinical
Following dress code	Non-adherence to dress code
Professional interactions with staff, clients and/or co-students	Unprofessional interactions with staff, clients and/or co-students
Motivated to learn	Unmotivated to learn
Proper, accurate, and timely documentation	Inaccurate or false documentation
Transfers knowledge from class to clinical	Inability to transfer knowledge from class to clinical
Skills performed according to standards of practice	Skills not performed according to standards of practice
Safe, effective, and accurate practice	Unsafe practices (behavior that places a client at risk for physical or emotional harm)
Proper communication with staff, clients and/or co-students	Improper communication with staff, clients and/or co-students
Adequate clinical preparation and assignments	Inadequate clinical preparation and assignments
Appropriate classroom/clinical conversations or social networking (see Social Networking section)	Inappropriate classroom/clinical conversations or social networking
Adherence to HIPAA regulations	HIPAA violations
Cell phone usage on break times (class days)	Cell phone usage/talking and/or texting on cell phones other than at break times (during class)

No cell phone at clinical site, or if the student inadvertently brings the phone to clinical, gives it to the instructor	Cell phone in one's possession at a clinical site
Appropriate, nonthreatening conversations and social networking	Bullying of any type, including cyber bullying. Any speech or action that disrupts the harmony of the classroom, including tardiness and dominating classroom discussion, can be considered bullying. The definition of cyber bullying, from <a href="http://www.cyberbullying.us">www.cyberbullying.us</a> , can be defined as "willful and repeated harm inflicted through the use of computers, cell phones and other electronic devices."

### CELL PHONE & LAP TOP POLICIES

**ONLY** emergency phone calls should be received at North Campus. *Please remember we are not an answering service.* The office should only receive very important/emergency messages to relay to you. The office will **not** receive personal messages for students. Also, by law, we cannot divulge the location of you, your class, or your schedule to anyone. This is for your protection. We will gladly relay an emergency message to you. Please advise potential callers of this information.

**The use of cellular phones, pagers, and beepers or any electronic device is prohibited in both the classroom and clinical areas.** Lap tops may be used in the classroom for note taking purposes if approved by the instructor and if not a distraction to other students. Sound must be turned off. Computers are provided at the North Campus and the Potter County Education Council for students to use. Various clinical sites may provide student access to computers.

## SOCIAL NETWORKING

The use of social media such as Twitter, Facebook, YouTube, My Space, Allnurses.com blogs, etc. provide the opportunity for students to communicate with and receive support from their peers.

However, students need to be aware that publishing information on these sites may be public for anyone to see and could be traced back to the individual posting information. Nursing students are preparing for a profession that is rated at the top of the ethical behavior charts; ethical behavior includes protecting confidential material at all times (HIPAA). Information concerning patients/clinical rotations, staff at the North Campus or any clinical site must not be posted in any online forum or webpage. Students are legally responsible for anything that may be posted in social media forums. Misuse of any social media may result in dismissal from the program. (adopted from Perdue University student nursing handbook)

Please read the College Policy Statement concerning Social Networking at <https://mypct.pct.edu/PolicyandProcedure/Shared%20Documents/P7-22.pdf>

## SIGNATURES

By signing the Student Agreement at the back of this handbook, the student accepts these student policies. If an unacceptable, unprofessional behavior is noted by the instructor, staff at the North Campus, or staff at any of the clinical sites, the student will receive a verbal and written warning. If a second occurrence or another behavior is noted, the student will be asked to leave class/clinical for the rest of that day and suspended from the next scheduled school day. If suspended, absent time will be counted without the option of make-up time and the student will receive a zero for all missed quizzes, exams, and assignments.

Summative clinical and theory evaluations are performed at midlevel and at the end of each level. Each student must meet classroom and clinical objectives to satisfactorily complete each level. Students must achieve a satisfactory rating in the clinical lab/practicum portion of the course; students must also achieve a 75% in the theory portion of the course. Receiving a failing grade in either the clinical/lab portion or the theory portion of the level will result in failure of the program.

Three documented evidences of unsafe practices will mean withdrawal at any time from the Practical Nursing program.

If the student is asked to leave class or clinical for any reason, he/she will not be allowed to make up that time.

Academic cheating and/or plagiarism in either theory or clinical will not be tolerated in the Practical Nursing program. Either may result in failure of the course.

Student Performance Evaluation is based upon specified levels of competencies and skills and provides an opportunity for guidance and assistance when student improvement is deemed necessary. All evaluations will be discussed with the student by the nursing instructor and/or program coordinator. The student will also be expected to do self-evaluations.

Students have access to their academic records; any information released follows FERPA guidelines found at <http://www.pct.edu/studentpolicy/contents.htm>. Students must examine their records with the Coordinator or an instructor present and cannot delete any information from their academic file.

#### Other information

Students will participate in rotations at the designated clinical agencies. Rotations may include Med/Surg, OB, SDS/SPU, OR, ICU, ER/ED, Behavioral health, physicians offices, dialysis, home health, and school nurse. Students may enter information in the medical record without an instructor's co-signature unless the student is entering information on a medication administration record. **Medications will not be administered without the direct supervision and co-signature of the instructor.**

Students can reach the instructor by phone or by using a pager if provided by the clinical facility. If unable to reach the instructor, the student should call the Coordinator at the North Campus (724-7703). Reasons to call the instructor include any questions regarding the standards of nursing conduct or functions of the practical nursing student/student policies.

The College assumes no responsibility for theft. Lockers are provided for the student's use and a minimum of valuables should be carried. Students are expected to provide their own locks for lockers.

In the cooperating institutions, personal belongings will be left only in assigned areas.

Smoking is permitted at designated areas of the North Campus. The use of tobacco products inside the building is prohibited. *Laurel Health System and Charles Cole Memorial Hospital (including the health centers of both health systems) are smoke-free and tobacco-free. Students are not allowed to smoke anywhere on the grounds of either facility, including their private vehicles when parked at these facilities.*

Students will not visit in areas other than those to which they are assigned. Permission may be obtained from instructor and charge nurse in the event a relative is a patient and the student wishes to visit.

Transportation to and from hospitals and other clinical resources and sites is the responsibility of the student.

Coffee breaks will be assigned while in a health agency, limited to 15 minutes. Lunch and/or dinner break will be assigned when appropriate, limited to 30 minutes. It is the

student's responsibility to take the scheduled break and provide coverage for his/her client.

Students must abide by all the rules and regulations of the cooperating agencies.

Students may not leave the clinical site for reasons other than client care.

Students must maintain current CPR certification, PPD testing, and liability insurance throughout the program.

Throughout a student's tenure in the Practical Nursing Program for the purpose of instruction and the provision of quality clinical nursing care, physical contact between the instructor and the students or between students may occur. The students may be asked to role-play as a patient in the classroom or nursing lab to enhance learning.

The College does not maintain student housing facilities at the North Campus.

#### Appeal/Grievance Policy:

Students who believe that they have been subjected to arbitrary or discriminatory treatment by faculty or staff members are guaranteed the right of appeal. In questions of alleged improper academic evaluation, students should follow the recommended procedure in attempting to solve the problem:

- a. Contact the individual instructor directly within one week following the evaluation. Instructor will meet with student within 5 days.
- b. Appeal to the Coordinator of North Campus Practical Nursing within two weeks following the evaluation. Director of the North Campus will meet with student within 5 days, if the problem is not resolved by the coordinator, instructor, and student.
- c. Appeal in writing to the Executive Director of Workforce Economic Development within one month following the evaluation.

Students who are terminated from the program or students who have questions involving alleged infractions against them should follow the same procedure in attempting to solve the problem.

#### Counseling Services:

Students should consult with instructors regarding any problems or questions they may have related to the program of study. Instructors will share pertinent information with the Coordinator of Practical Nursing so that a plan can be formulated to assist the student. Students desiring counseling for reasons other than academic will be referred to:

Bush Campus Center	327-4765	Laurel Behavioral	723-0620
Osgood & VonHendy	724-4422	Harbor Counseling	724-5272
Tioga Counseling	662-7600	Lambs Creek Counseling	662-7788
Twin Tiers Counseling	724-6568	Barbara Hale-Seubert	662-2805

## Drug and Alcohol Testing:

Two federal laws, the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, mandate that the College notify all students of its policies, and the sanctions which will be applied for violations of these policies, relating to the possession, use and/or distribution of illicit (illegal) drugs and alcohol. This information has been developed to meet our obligations to students.

Our commitment to our students is to take responsible action to prevent possession, use and/or distribution of illicit drugs and alcohol and to help those students who need help with drug or alcohol issues overcome those problems in a healthy and constructive manner. The College is prepared to impose disciplinary sanctions, consistent with local, state, and federal law, up to and including expulsion and referral for prosecution, for violation of policy and standards of conduct.

It is prohibited for practical nursing students to possess, use, or distribute illicit drugs and alcohol at the North Campus or in any clinical setting relating to the North Campus Outreach Practical Nursing Program. (Please see Pennsylvania College of Technology's Drug-Free Schools & Communities Act policy at

<http://www.pct.edu/studentpolicy/drugfree.htm>; this applies to North Campus students as well as Main Campus students. Drug effects and alcohol effects are also listed on this website. Help is available; please see <http://www.pct.edu/studentpolicy/docs/CentersPage.pdf#zoom=75>

For the purpose of this policy, the term “drug(s)” shall mean (1) controlled substances which are illegal to possess, use, and/or distribute under Pennsylvania and/or Federal law; (2) controlled substances which are legally obtainable under Pennsylvania and/or Federal law, but which were not legally obtained; and (3) substances that are legal to possess or use but which the student misuses, abuses, or uses in a manner other than prescribed. The term “drug(s)” shall include, but are not limited to, alcohol, cocaine, marijuana, heroin, opium, amphetamines, methamphetamines, or any derivatives thereof.

In the event that a student comes to class or clinical and the faculty, coordinator, or a staff member suspects that the student is under the influence of alcohol or drugs, or who otherwise exhibits the signs, symptoms, and/or effects of drug or alcohol use, misuse, or abuse, the student will automatically go for drug/alcohol testing at the student's expense and he/she will not be allowed back in class or clinical until results are back and confirmed negative. Also, the emergency contact person that the student has listed with the college will be notified to either come or designate another individual to come and accompany the student to the closest testing facility, then home. The student must arrive at the testing facility within 15 minutes of leaving the class or clinical site. If the results of the testing are positive the student will be terminated from the North Campus Outreach Practical Nursing Program. If the student leaves the campus (North Campus or the Potter County Education Council) or clinical site without being accompanied by a designated person, or if the student drives from those areas, he/she will be terminated from not only

the North Campus Outreach Practical Nursing Program but any other programs offered at the North Campus.

The Practical Nursing Coordinator and/or the Director of the North Campus have the right to request drug or alcohol screening at the student's expense. Students entering or matriculated into the North Campus Outreach Practical Nursing Program should be aware that clinical institutions can bar students from their facilities in the event a positive drug test is documented. (By virtue of contractual agreements for Penn College students to be at clinical sites, agencies have the right to ask for drug testing and background checks.)

Students should be aware that, if convicted of a federal or state drug offense, they become ineligible for federal student aid. <http://www.pct.edu/finaid/fpdlc.htm>

Inability to gain clinical education experiences results in inability to meet program objectives and outcomes. Inability to meet objectives and outcomes will result in failure and termination from the program.

Students desiring entrance into health-care professions or occupations should be aware that presence of a criminal record can result in licensing/certification/ registration agencies refusing to issue the credential that will allow the graduate practitioner to practice.

*If the student is taking a prescribed medication that has the potential for altering judgment (e.g. pain medication), he/she should notify the Coordinator or instructor. The student should not take this type of medication prior to class/clinical without knowing the effect on his person. The student will be allowed to remain in class as long as he/she is not demonstrating disruptive behavior. Clinical may require an alternate assignment.*

#### Student Employment:

It is recommended that students who are not maintaining at least a 75% average should limit employment. Students employed in a health care agency may not be employed as practical nurses and may not wear the student uniform or nametag. Students may function as nursing assistants with responsibilities according to the institution they are working in. Employment will not interfere with attendance at campus classes or clinical.

#### Certification/Licensure Training Disclaimer:

Pennsylvania College of Technology cannot guarantee that any student will pass a certification or licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom including your test-taking skills, your willingness to study outside of class, and your satisfactory completion of appropriate practice exams for NCLEX-PN. Certification and licensure exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. The goal of the North Campus Outreach

Practical Nursing Program is to provide you with a foundation for your studies as you prepare for the exam.

Issuing a Temporary Practice Permit and License rests with the Pennsylvania State Board of Nursing. Penn College cannot guarantee that, although the student has successfully completed the North Campus Outreach Practical Nursing Program, he/she will be issued a Temporary Practice Permit and License.

***Failure of the student to comply with students policies may result in disciplinary action, including dismissal from the program.***

## **STUDENT EVALUATION**

Students of the Practical Nursing program are evaluated on their performance in written examinations and evaluations of their clinical skills.

Students must maintain a 75% average in all courses and satisfactory in clinical to continue in the program. These standards are described clearly in the policies prepared for the students and are explained to the students at the beginning of the program. Course syllabi, course requirements, and the Practical Nursing Student Handbook also define performance standards and expectations. Students are requested to keep a record of their own grades.

### **Review of Performance**

Student performance is reviewed, as previously stated, on a continuing basis. If in the opinion of the instructor, a problem or potential problem exists with student performance, the instructor informs the Coordinator of North Campus Practical Nursing. The instructor will intervene, in an attempt to resolve the issue at that level. If a more severe problem exists, or the instructor is unable to resolve the problem, the Coordinator will assist.

Two reviews of performance, in addition to final grades, will be completed during each level. The first review is called the Early Warning Card System. During the fourth week of the level, students are given warning cards, if necessary. Midterm grades are distributed the eighth week of the level. In addition to theory grades, students are continually evaluated by the instructor on a daily basis in the clinical setting.

Students who are having academic difficulties are to meet with the instructor to formulate a plan for improvement. Special tutoring services will be arranged at the student's expense, if necessary.

## STUDENT COMPLETION STATISTICS

### Completion Rates by Class

Year	Month	Number of Students Entered	Number of Students Graduated	Percentage Rate of Graduates
2007	December	25	22	88%
2008	December	17	16	86%
2009	December	28	25	89%
2010	December	23	21	91%

Statistics are as of December, 2010

## CAMPUS SECURITY

Pennsylvania college of Technology completes an annual safety and security report, which includes the North Campus, in compliance with the Clergy Act. This report is available at <http://www.edu/police.docs/safetybrochure.pdf#zoom=75>.

## **READMISSION INTO THE PRACTICAL NURSING PROGRAM**

If the student voluntarily withdraws from the program after completing Level I or Level II, he/she may re-enter the program at the appropriate level within 2 years under the following conditions:

The student may be required to demonstrate proficiency in theory and/or clinical skills as determined by the program coordinator.

Tuition will be waived, but the student must pay any costs incurred (e.g. re-entry fee, texts) as a result of changes in the program.

I have read and understand the re-entry policy and the attached tuition refund policy.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

## **READMISSION POLICY LEVEL II**

In the event a student leaves the North Campus Outreach Practical Nursing Program after successful completion of Level I, the following criteria needs to be met before re-entry at the beginning of Level II:

1. Student must have had a satisfactory grade in both clinical and theory (including Structure and Function of the Human Body) at the completion of Level I.
2. There must be an open seat in the program.
3. The student must demonstrate satisfactory proficiency in all clinical skills from Level I by performing those skills for a nursing instructor in the North Campus skills lab.
4. The student must demonstrate satisfactory knowledge of Level I theory by scoring 75% or above on a cumulative Fundamentals of Nursing (HSC 501) exam and Structure and Function of the Human Body Level I (HSC 500) exam.
5. Pass math test from Fundamentals with 100% accuracy.
6. Demonstrate remediation on an individual basis.

Other stipulations:

1. Re-entry must occur within two years of the original withdrawal.
2. The student is responsible for any costs incurred in the re-entry process, including:
  - a. uniform changes instituted by the program
  - b. updated or revisions of the required texts/books
  - c. remediation (individual)
  - d. instructor fees for skills proficiency testing, not to exceed \$250.00
  - e. current health form requirements, including PPD
  - f. current child abuse, FBI and state police clearances

### **READMISSION POLICY LEVEL III**

In the event a student leaves the North Campus Outreach Practical Nursing Program after successful completion of Level II, the following criteria needs to be met before re-entry at the beginning of Level III:

1. Student must have had a satisfactory grade in both clinical and theory (including Structure and Function of the Human Body) at the completion of Level I & II.
2. There must be an open seat in the program.
3. The student must demonstrate satisfactory proficiency in all clinical skills from Level I & II by performing those skills for a nursing instructor in the North Campus skills lab.
4. The student must demonstrate satisfactory knowledge of Level I & II theory by scoring 75% or above on cumulative Fundamentals HSC 501 exam, Structure and Function of the Human Body HSC 500 exam, and HSC 502 exam.
5. Pass Fundamentals math test with 100% accuracy.
6. Demonstrate remediation on an individual basis.

Other stipulations:

1. Re-entry must occur within two years of the original withdrawal.
2. The student is responsible for any costs incurred in the re-entry process, including:
  - a. uniform changes
  - b. updated or revisions of the required texts/books
  - c. remediation (individual)
  - d. instructor fees for skills proficiency testing, not to exceed \$250.00
  - e. current health form requirements, including PPD
  - f. current child abuse, FBI, and state police clearances

## ACADEMIC DISHONESTY & PLAGIARISM

Academic dishonesty may take many forms, including that of deliberate plagiarism. Academically dishonest acts include copying computer programs written by other students, creating fake laboratory data or other records and misrepresenting them as descriptions of actual observations, or any other form of intentional misrepresentation for the purpose of receiving a higher evaluation than is merited or to cause another student to receive a lower evaluation than is merited. Penn College condemns such behavior. Offenders will be subject to disciplinary action according to the College's Code of Conduct. (See College Policy at <http://www.pct.edu/studentPolicy/acaddishonesty.htm>)

Intentional plagiarism is academically dishonest and unethical. Even unintentional plagiarism may provoke legal action against you by the author of the work plagiarized. Too often, writers and speakers do not understand the scope of plagiarism.

Academic Dishonesty Defined:

**Cheating** - A student can be accused of academic dishonesty if he/she uses, or attempts to use, unauthorized assistance (e.g., asking someone else for an answer during a test, copying answers from another person's paper during a test, etc.), uses unauthorized study aids in examinations or other academic work (i.e., "cheat sheets" or textbooks/notes when that use has been disallowed by the faculty), or submits the work of another as his/her own.

**Plagiarism** - A student can be accused of academic dishonesty if he/she uses the ideas, data or language of another without specific or proper acknowledgment.

**Fabrication** - A student can be accused of academic dishonesty if he/she submits, or attempts to submit material that is contrived or altered (e.g., making up data for an experiment, misrepresenting data, citing nonexistent articles, contriving sources, falsifying design and/or troubleshooting data, or padding estimates with intent to defraud customers, etc.).

**Multiple submission** - A student can be accused of academic dishonesty if he/she submits, without prior permission, any work previously submitted to fulfill another academic requirement (e.g., the unauthorized submission of a pre-existing paper or project).

**Misrepresentation of academic records** - A student may be accused of academic dishonesty if he/she misrepresents, tampers with or attempts to tamper with any portion of a student's transcripts or academic record (e.g., changing one's grade, altering computer records, falsifying academic information on one's resume, etc.).

**Facilitating Academic Dishonesty** - A student may be accused of academic dishonesty if he/she knowingly helps or attempts to help another violate the principles of academic integrity (e.g., working together on a take-home exam without instructor permission, providing another student with a pre-written paper or test, unauthorized collaboration of any kind, including online testing, giving answers to lab projects with the intent to help students take practical exams, etc.).

**Unfair Advantage** - A student may be accused of academic dishonesty if he/she attempts to gain unauthorized advantage over fellow students (e.g., acquiring unauthorized access to exam materials, preventing or interfering with another student's efforts, lying about a need for an extension for an exam or paper, continuing to write even when time is up during an exam, destroying or keeping library materials for one's own use, holding equipment back so students are slowed or unable to complete labs, etc.).

**Violating known safety requirements** - A student may be accused of academic dishonesty if he/she acts so as to have unfair advantage during lab assignments and project testing, grading or jeopardizes the health or well-being of the students or others around him so as to gain unfair advantage on lab assignments or graded projects.

**Ethical misconduct** - A student may be accused of academic dishonesty if he/she violates client confidentiality or interferes with, alters, falsifies or inappropriately accesses or discloses client and/or agency or company records or trade secrets without authorization.

If a student is unsure whether his/her action(s) constitute a violation of the Code of Conduct, then it is that student's responsibility to consult with the instructor to clarify any ambiguities.

### **College Definition of Plagiarism**

Plagiarism is the presenting of another's words, ideas or projects as one's original work. To draw upon another's work; to copy out passages (even as short as a sentence) verbatim or with small changes; to use as original another's ideas, interpretations, striking terms or phrases; to paraphrase; or to summarize without acknowledging the source these require acknowledgement (i.e., footnotes or other citations giving adequate description of the source of materials and clearly indicating all quotations either by quotation marks or by otherwise setting off the quoted passage).

The most common forms of student plagiarism, whether deliberate or not, are these:

- a. Too much of the wording of a passage is quoted without being placed within quotation marks.
- b. The research or thoughts of another are not credited.
- c. The sources used are merely listed in a bibliography section and not specifically tied to information in the text.

In writing and speaking at levels below the most formal, plagiarism can be avoided by including into the text less-than-specific references to sources. Even such an indefinite reference as "in a magazine article I read last summer" would avoid a charge of plagiarism, although it might not provide convincing support for the point being made.

In very formal presentations, such as research papers and papers read in symposia, of which the sources might be expected to be checked or reviewed by some members of the audience, specific references to sources and a standard style of documentation are expected.

However, not all information from sources external to the writer or speaker need be credited, as in the cases of facts or common knowledge, facts readily attainable from a variety of reference sources, and well-known quotations. For example, a writer need not cite the source of George Washington's birthplace or of the name of the current British Prime Minister, for such facts are easily retrieved, noncontroversial, and do not represent the research efforts of a particular person or body. Similarly, quotations that are expected to be recognized by an audience need not be credited — for example, “All the world's a stage,” and “Love your neighbor as yourself.” Quotations that are part of the current scene may require no quotation marks at all. For example, an audience during the years of the George Bush presidency is expected to recognize “Read my lips” and the phrase “kinder and gentler” when they are worked into any discourse and to know they are slogans spoken by that president.

The question of how much wording from a source may be used in a paraphrase will bother conscientious students. Certainly words and phrases that are so common and natural to the content that they cannot be avoided in a paraphrase need not be placed between quotation marks. If, for example, in a paper discussing the dangers of jogging, a student were to wish to paraphrase a passage containing the sentence, “President Carter had to drop out of a footrace in Thurmont, Maryland,” the student would not be obliged to place within quotation marks the name of the person or the place or the common verbal phrase “drop out.” However, if the passage has stated that “the President paled, sagged and sank,” the use of any of those striking verbs especially selected by the original writer would require quotation marks. In either case, this reference to a footnote in history should be credited by some means.

Just as some examples presented above fit a narrow definition of plagiarism but are really exceptions to it, so, too, forms of dishonest behavior on the part of writer or speaker exist wholly outside the definition but are similarly examples of deliberate deception. They include the citing of or quoting from nonexistent sources, the knowingly inaccurate citing of sources when research notes have been lost or omitted, the submitting of work from another course as though it were generated in the later course. These, like the offenses of plagiarism, represent varying degrees of culpability and require a flexible application of discipline according to the judgment of the instructor. However, in a case of deliberate plagiarism, the student is subject to the College's disciplinary policy. Due process is granted to the student as outlined below.

## FELONIOUS OR MISDEAMEANOR ACTS

In accordance with Section 16 of the Practical Nurse Law, Act of March 2, 1956, P.L. 1211, as amended, the Pennsylvania State Board of Nursing May refuse to issue a license to any applicant convicted of a felony or crime of moral turpitude. If you have a concern regarding a previous misdemeanor or felony conviction, please contact: Commonwealth of Pennsylvania, Bureau of Professional and Occupational Affairs, State Board of Nursing, PO Box 2649, Harrisburg, PA 17105-2649. Phone: (717) 783-7142.

### **Nurse Practice Act Section 5. Fee; Qualifications of Applications**

No application for licensure as licensed practical nurse shall be considered unless accompanied by a fee determined by the board of regulation. Every applicant for examination as licensed practical nurse shall furnish evidence satisfactory to the board that he or she is eighteen years of age or over, is a citizen of the United States or has legally declared intention to become such, is a good moral character, has completed at least twelve years of education with diploma in public, parochial, or private school, or its equivalent as evaluated by the Department of Education; and has satisfactorily completed a program in practical nursing prescribed and approved by the board in a school, hospital, or other education institution, of not less than fifteen hundred hours and within a period of not less than twelve months, or completed a program considered by the board to be equal to that required in this Commonwealth at the time such program was completed. The board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act,” or convicted of a felony related to a controlled substance in a court of law of the United States or any other state, territory, or country unless:

1. At least ten (10) years have elapsed from the date of conviction.
2. The applicant satisfactorily demonstrates to the Board that he or she has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violations; and
3. The applicant otherwise satisfies the qualifications contained in or authorized by this act.

As used in this section the term “convicted” shall include a judgment, an admission of guilt, or a plea of nolo contendere. An applicant’s statement in the application declaring the absence of a conviction shall be deemed satisfactory evidence of the absence of a conviction, unless the Board has some evidence to the contrary.

## **STUDENT SEXUAL HARASSMENT POLICY & COMPLAINT PROCEDURE**

(See College Policy at <http://www.pct.edu/studentPolicy/sexharass.htm>)

The Pennsylvania College of Technology is committed to providing its students an educational environment free of unlawful discrimination. Harassment on the basis of a person's sex is a form of discrimination prohibited by this policy.

This policy applies to and prohibits sexual harassment both by students and against students. References to students in this policy include applicants for admission, as applicable. This policy extends to all activities on College property (e.g., educational, social, residential, or cultural), College-sanctioned educational activities at other locations (e.g., clinical sites), and College-related trips, meetings and social functions.

Sexual harassment by students of other students, College employees, or other persons on College property or in any other venue to which this policy applies is strictly prohibited by the College and will not be tolerated. Students who violate this policy will be subject to appropriate disciplinary action, up to and including expulsion from the College.

Sexual harassment of Penn College students in other environments or settings associated with authorized academic or extracurricular activities, such as off-campus clinical work, athletics, or club events, is also a violation of this policy. However, the College's ability to remedy cases of sexual harassment by persons who are not students or employees of the College may be more limited.

### **Behaviors That Can Constitute Sexual Harassment**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of a sexual nature where:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience,
2. submission to or rejection of such conduct by an individual is used as a basis for employment or educational decisions affecting such individual, or
3. such conduct has the purpose or effect of substantially interfering with an individual's work or educational experience or creating an intimidating, hostile, or offensive learning environment.

Sexual harassment involves actions and behaviors which may be verbal and/or non-verbal; may involve overt actions as extreme as physical threats, sexual assault and rape, as well as subtle interactions that communicate condescension, hostility, or invisibility; and may involve individuals of the same or different gender. These behaviors may include, but are not limited to:

- physical assaults of a sexual nature and other unwanted and unnecessary physical contact
- unwelcome sexual propositions or flirtations
- direct or subtle pressure or repeated requests for dates, sexual activities, or sexual favors
- sexually explicit or offensive jokes and innuendo

- verbal abuse of a sexual nature
- graphic, suggestive, or inappropriate verbal comments about an individual's body or dress, sexual prowess, or sexual deficiencies
- inappropriate use of sexually explicit or offensive language in discussions with or to describe an individual
- insulting or obscene comments or gestures, including leers and whistles
- workplace display of sexually suggestive objects or pictures
- other unwelcome physical, verbal, or visual conduct of a sexual nature
- threats or suggestions, either explicit or implicit, that a student's refusal to submit to sexual advances in any form will adversely affect that student's status in a course, program, or activity associated with the educational experience
- favored treatment (or offers of such) to any student as a result of that person's engaging in or agreeing to engage in sexual conduct as well as seeking in any way to make the performance of a student's educational experience more difficult because of that student's sex or the refusal of that student to submit to sexual advances

All such behavior is prohibited.

### **Reporting an Incident of Sexual Harassment**

The Pennsylvania College of Technology is committed to providing its students an educational environment free of unlawful discrimination. A student who believes he or she has been the victim of sexual harassment should immediately report the matter to the Assistant Director of Counseling as specified in the [Student Sexual Harassment Complaint Procedure](#). If the complaint involves the Assistant Director of Counseling, the student should instead report the matter to the Chief Student Affairs Officer.

In addition, depending upon the circumstances, the College encourages students who believe they are being subjected to any form of sexual harassment to promptly advise the offender that his or her behavior is unwelcome and to request that it cease. However, the College recognizes that a student may not be comfortable doing this, and no student is ever required to do so. Whether or not the matter is discussed with the offender, it should be reported as outlined in this policy and, when reported, will be investigated as outlined below and in the related [complaint procedure](#).

### **Resolution of Sexual Harassment Complaints**

The College will investigate all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted and as possible.

If the complaint is made against a student, disciplinary action may involve sanctions as set forth in the Student Code of Conduct. If the complaint is made against a College employee, the Director of Human Resources: Employment & EEO will be contacted immediately so that a joint investigation can be conducted. If warranted, the employee will be subject to disciplinary action under the College's personnel policies and procedures. See section II of the [Student Sexual](#)

[Harassment Complaint Procedure](#) for more a detailed explanation of possible disciplinary actions.

The parties involved in the Complaint of sexual harassment will be informed when the investigation is completed and when corrective measures are taken. However, the victim of the harassment is normally not informed of what disciplinary action has been taken against another student or against an employee of the College who has violated this policy.

Students who file a complaint under this policy retain their right to file complaints or charges of discrimination with appropriate federal and/or state agencies or to bring a private action against the accused. However, many federal and state procedural regulations require that complaints be filed within an established number of days of the alleged violation; filing a complaint with the College does not postpone any deadlines for filing complaints with outside agencies or courts.

## **Retaliation**

Retaliation in any form against an individual for reporting sexual harassment or exercising his/her right to make a complaint under this policy or for participating in an investigation of a report of sexual harassment is a serious violation of this policy and, like sexual harassment itself, will be subject to disciplinary action, up to and including suspension or expulsion. Acts of retaliation should be reported immediately in accordance with this policy and will be promptly investigated and addressed.

## **Conclusion**

The College strives to provide a community in which students and applicants for admission can interact and learn together in an environment free from all forms of sexual harassment, exploitation, intimidation, and discrimination. Harassment is demeaning to all persons involved and subverts the mission of the College. It is unacceptable conduct and will not be tolerated.

The College will make every reasonable effort to ensure that all students are familiar with this policy and aware that any complaint of a violation of such policies will be investigated and resolved appropriately. Efforts to educate students will include, but not be limited to, notification of the existence of this policy at orientation, periodic distribution of this policy, and training programs that educate students on the topic of sexual harassment.

## **Student Sexual Harassment Complaint Procedure**

1. A student, who believes he/she has been a victim of sexual harassment, as defined in the Student Sexual Harassment Policy, should report the incident to the Assistant Director of Counseling (Coordinator of Title VI, IX and Section 504), Bush Campus Center, Room 204, who will advise the student of appropriate reporting procedures. If the complaint involves the Assistant Director of Counseling, or if the student is uncomfortable for any reason discussing such matters with said individual, or if the student is not satisfied after

bringing the matter to his or her attention, the student should report the matter promptly to the Chief Student Affairs Officer.

2. If the complaint of sexual harassment is made against a student, the College will investigate and take appropriate disciplinary action through the Student Code of Conduct. The disciplinary or responsive action by the College may include training, referral to counseling, community service, educational sanctions, up to and including expulsion, and community service.

If the student complaint contains allegations regarding a College employee, the Assistant Vice President for Employee Relations will be contacted immediately so a joint investigation can be conducted.

College employees will be subject to disciplinary action under the College's personnel policies and procedures.

In the case of sexual harassment by persons other than students or College employees, such as other persons on College property or in off-campus educational settings, the College will take those steps within its power to investigate and eliminate the problem.

3. The appropriate director(s) will investigate and attempt to resolve the complaints promptly and fairly, with due regard to the interests of both the complainant and the alleged offender. Every reasonable effort will be made to conduct all proceeding in the most confidential manner possible.
4. If attempts to resolve the issue informally are not successful, further investigation may be conducted by the appropriate director(s) to gather information necessary to reach a final determination of the allegations. Such investigation will be conducted with due regard to the interests of both the complainant and the alleged offender, to include notice of the complaint to the alleged offender and an opportunity to respond to the complaint.
5. If it has been determined that sexual harassment has occurred, appropriate disciplinary, remedial, and/or other action will be taken as warranted or possible depending upon, among other things, the identity of the perpetrator. If the perpetrator is a student, disciplinary and remedial action will be handled in accordance with all College policies. If the perpetrator is an employee who is not a student, disciplinary action will be taken in accordance with the College's personnel policies and procedures. If the perpetrator is neither a student nor employee of the College, the remedial action possible or appropriate will depend on the circumstances, such as prohibiting the use of College property, or if the harassment occurred at a clinical or other off-campus site, consulting with the perpetrator's employer. The complainant will be informed when corrective measures are taken.

## Pennsylvania College of Technology

### Policy Statement

**Title:** Family Educational Rights and Privacy Act (FERPA)

**Number:** P 4.04

**Approved by:** Board Action  
Presidential Action

**Approved Date:** 9/1976  
**Implementation Date:** 9/1976  
**Last Review Date:** 8/2011  
**Last Revision Date:** 8/2011

**Persons/Departments Affected:**  
All Students

**Responsible Department:**  
Registrar's Office

#### Definitions:

Educational Records: Student educational records are specifically defined as records, files, documents and other materials that contain information directly related to a student and maintained by the College or someone acting for the College. Excluded from student educational records are records kept in the sole possession of the maker (i.e., faculty, College administrators and staff) that are not accessible or revealed to any other person, except a substitute. Notes of a professor or staff member intended for his/her own use are not part of the educational record, nor are records of police services; application records of students not admitted to the College; alumni records; or records made, maintained, or used only in connection with treatment of a student, such as those records created by physicians, psychiatrists, psychologists, etc.

Records relating to an individual who is employed by an educational agency or institution not as a result of his/her status as a student are also excluded. However, employment records relating to College students who are employed as a result of their status as students are considered educational records, e.g., work study.

#### Policy:

- I. The purpose of the Family Educational Rights and Privacy Act is to afford certain rights to students concerning their educational records. The primary rights afforded are:
  - A. The right to inspect and review the educational records.
  - B. The right to seek to have the records amended.
  - C. The right to have some control over the disclosure of information from the records.
- II. The Family Educational Rights and Privacy Act apply to the educational records of students who are, or have been, in attendance at the College, including students in any non-traditional educational delivery processes, such as distance learning.

The College defines “in attendance” as the date that the student’s tuition deposit is satisfied. Therefore, a student’s educational records are protected by FERPA beginning the date that his/her tuition deposit is satisfied.

The Family Educational Rights and Privacy Act does not apply to records of applicants for admissions who are denied acceptance or, if accepted, do not attend the College.

- III. Individuals within the institution who have a legitimate “need to know” can access information electronically, as well as in paper form, while exercising the ethical responsibility to use the information for the sole benefit of the student and the institutions. Releasing this information to anyone else is in violation of student rights.
- IV. All College employees are required to confirm to whom access has been given by a student, including the level of access for each individual, before disclosing any information contained in a student’s educational record.
- V. Except as otherwise provided by law, written or electronic consent from the student is necessary before granting access or releasing records to a third party, except for directory information. In cases of subpoenas, the student will be informed by phone or registered letter that the institution has complied with a subpoena requesting information. The student’s written or electronic consent must:
  - A. Specify the records to be released.
  - B. State the purpose of the disclosure.
  - C. Identify the party or class of parties to whom disclosure may be made.
  - D. Be signed and dated by the student (written); this is captured electronically when student accesses online system (SIS).
- VI. Directory information is defined as: name, address, telephone listing, electronic mail address, photograph, major field of study, dates of attendance, grade level, enrollment status, (e.g., freshman, sophomore, junior, senior; full-time or part-time), date of graduation, participation in officially recognized activities or sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent educational institution attended.
- VII. Students who do not want their directory information released must notify the Registrar’s Office in writing. This will also prevent the Registrar’s Office from releasing their names or addresses to newspapers for purposes of public recognition (e.g., Dean’s list, graduation list, awards, etc.). Their names also would not be released to employers who may be requesting graduates’ names for job searches.
- VIII. Current and former students have the right to inspect and review their educational records within 45 days from the written request. The right of inspection and review includes:
  - A. The right to access, with an explanation and interpretation of, the record.
  - B. The right to a copy of the educational record when failure to provide a copy of the record would effectively prevent the student from inspecting and reviewing the

record. A copy may be refused, but only if, in doing so, the institution does not limit the student's right to inspect and review that record.

- IX. Students are notified in writing of every semester of the Family Educational Rights and Privacy Act.
- X. Individuals who provide proof of dependency through income tax records can gain access to a student's educational record.

**Revision History:**

Date: 8/2011      Definition of educational record added; clarification of date upon which students' records begin to be covered by FERPA; clarification of content of a student's consent to release information; update of directory information definition.

**Cross References:**

Family Educational Rights/Privacy Act Procedure, PR 4.04

**NOTICE: In regards to numeral VII, North Campus Students MUST notify the Director of North Campus Outreach Services instead of the Registrar at Main Campus.**

**PENNSYLVANIA COLLEGE OF TECHNOLOGY**  
**INFORMATION TECHNOLOGY SERVICES**  
(See College Policy at <http://www.pct.edu/its/policy.htm>)

### Scope

This policy applies to anyone who uses the College's information technology (IT) resources. The resources covered by this policy include, but are not limited to: computer hardware and software, telephone and data networks, and electronically stored data. Use of these resources includes access from off campus and on campus, as well as access from privately owned PCs and laptops.

### Rights & Responsibilities

Employees and students may use College-owned IT resources for instructional, research, or administrative purposes. Access to and use of the Penn College IT resources and the Internet shall comply with federal laws, the laws of the Commonwealth of Pennsylvania, and the rules and regulations of the College. Misuse of these resources may result in criminal charges. By using Penn College's IT resources, all users agree to the rules, regulations, and guidelines contained in this Acceptable Use Policy.

Computers and networks provide access to resources on- and off-campus, as well as the ability to communicate with other users worldwide. Such open access is a revocable privilege and requires that individual users act responsibly. This AUP is intended to supplement College Policy and does not release users from compliance with any existing policies that address ethical issues such as harassment, academic dishonesty, and plagiarism.

The College's computers and networks are shared resources, for use by all employees and students. Any activity that inhibits or interferes with the use of these resources by others is not permitted. The College will ensure reasonable use by monitoring access logs, traffic data, and network utilization.

Users are responsible for all activities to and from their network accounts. Users must take every precaution to protect logins and passwords. Under no circumstances should a user allow someone else to share a network or e-mail account.

Users should not assume or expect any right of privacy with respect to the College's IT resources. Although the College does not seek to monitor the communication of its employees or students, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, that have been corrupted or damaged, or that may threaten the integrity of the College's computer systems. In addition, files, e-mail, access logs, and any other electronic records may be subject to search under court order.

### Prohibited Use of Information Technology Resources

It is a violation of this policy to:

1. Intentionally and without authorization, access, modify, damage, destroy, copy, disclose, or take possession of all or part of any computer, computer system, network, software, data file, program, or database. This includes:
  - Gaining access by willfully exceeding the limits of authorization
  - Attempting (even if unsuccessful) to gain unauthorized access through fraudulent means
  - Gaining access by using another person's name, password, access codes, or personal identification
  - Attempting (even if unsuccessful) to gain unauthorized access by circumventing system security, uncovering security loopholes, or guessing passwords/access codes
2. Give or publish a password, identifying code, personal identification number or other confidential information about a computer, computer system, network or e-mail account, or database
3. Install any software on computer systems in the computer labs, unless authorized by a member of the lab staff or a faculty member
4. Transfer copyrighted materials to or from any system, or via the College network, without the express consent of the owner of the copyrighted material. (See section entitled "File Sharing and Copyright Infringement.")
5. Provide outside access to College-developed or commercially-obtained network resources
6. Use any College IT resource for commercial, political, or illegal purposes, or for harassment of any kind
7. Display obscene, lewd, or otherwise offensive images or text
8. Intentionally or negligently use computing resources in such a manner as to cause congestion and performance degradation of the network

#### Provisions for Private Computers Connected to the College Network

The following apply to anyone connecting a private computer to the College network via the College Housing network (ResNet), wireless LAN connection, dial-up network connection, or a regular network connection in an office.

1. The owner of the computer is responsible for the behavior of all users on the computer, and all network traffic to and from the computer, whether or not the owner knowingly generates the traffic.
2. A private computer connected to the network may not be used to provide network access for anyone who is not authorized to use the College systems. The private computer may not be used as a router or bridge between the College network and external networks, such as those of an Internet Service Provider.
3. Should the ITS staff have any reason to believe that a private computer connected to the College network is using the resources inappropriately, network traffic to and from that computer will be monitored. If justified, the system will be disconnected from the network, and action taken with the appropriate authorities.
4. Any residential student, with an authorized network account, may use the in-room RESNET connection for scholarly purposes, for official College business, and for

personal use, so long as the usage: (1) does not violate any law or this policy, (2) does not involve extraordinarily high utilization of College resources or substantially interfere with the performance of the College network, and (3) does not result in commercial gain or profit.

5. Due to the possibility of a breach in the College's computer network security, students are not permitted to connect a computer to ResNet and an external Internet Service Provider AT THE SAME TIME. Students who prefer to use an external ISP must notify ITS prior to connecting to the external ISP network.
6. Users are responsible for the security and integrity of their systems. In cases where a computer is "hacked into," it is recommended that the system be either shut down or be removed from the campus network as soon as possible to localize any potential damage and to stop the attack from spreading. If you suspect electronic intrusion or hacking of your system and would like assistance, contact ITS (ext. 7329) immediately.
7. The following types of servers should never be connected to the College network: DNS, DHCP, BOOTP, WINS, or any other server that manages network addresses.

### Electronic Mail

The College e-mail system is not a private secure communications medium. As such, e-mail users cannot expect privacy. By using the College e-mail system, each user acknowledges:

1. The use of electronic mail is a privilege not a right. E-mail is for college communication, research, or campus business. Transmitting certain types of communications is expressly forbidden. This includes messages containing chain letters, pyramids, urban legends, and alarming hoaxes; vulgar, obscene or sexually explicit language; threatening or offensive content; derogatory, defamatory, sexual, or other harassment; and discriminatory communication of any kind. As with other information technology resources, the use of e-mail for commercial or political purposes is strictly prohibited.
2. Under the Electronic Communications Privacy Act, tampering with e-mail, interfering with the delivery of e-mail, and using e-mail for criminal purposes may be felony offenses, requiring the disclosure of messages to law enforcement or other third parties without notification.
3. E-mail messages should be transmitted only to those individuals who have a need to receive them. Distribution lists should be constructed and used carefully. E-mail distribution lists should be kept current and updated regularly. Inappropriate mass mailing is forbidden. This includes multiple mailings to newsgroups, mailing lists, or individuals (e.g., "spamming," "flooding" or "bombing").
4. All users of the College e-mail system waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized College personnel. Accordingly, the College reserves the right to access and disclose the contents of e-mail messages on a need-to-know basis. Users should recognize that under some circumstances, as a result of investigations, subpoenas, or lawsuits, the College might be required by law to disclose the contents of e-mail communications.

## File Sharing and Copyright Infringement

Federal copyright law applies to all forms of information, including electronic communications. Members of the College community should be aware that copyright infringement includes the unauthorized copying, displaying, and/or distributing of copyrighted material. All such works, including those available electronically, should be considered protected by copyright law unless specifically stated otherwise.

Penn College complies with all provisions of the Digital Millennium Copyright Act (DMCA). Any use of the Penn College network, e-mail system, or Web site to transfer copyrighted material including, but not limited to, software, text, images, audio, and video is strictly prohibited. Therefore, the use of popular file sharing programs such as KaZaA, Morpheus, iMesh, etc. is, in most cases, a violation of College policy and federal law.

Anyone using College IT resources to commit acts of copyright infringement will be subject to the College's due process. Acts of piracy are violations of state and federal laws, and as such, may result in criminal charges. Suspected infringement of the DMCA should be reported to the College's DMCA Agent.

## Reporting Violations of IT Acceptable Use Regulations

Violations of this Acceptable Use Policy should be reported immediately to the Vice President for Information Technology. The College will make every effort to maintain confidentiality to the extent possible consistent with other obligations.

## Disciplinary Action

Violations of these regulations will result in the appropriate disciplinary action, which may include loss of computing privileges, suspension, termination, or expulsion from the College, and legal action.

## Pennsylvania Law

*It is a violation of Pennsylvania law to access, alter, or damage any computer system, network, software or database, or any part thereof, with the intent to interrupt the normal functioning of an organization. It is also unlawful to knowingly and without authorization, disclose a password to any computer system, network, or to gain unauthorized access to a computer or to interfere with the operation of a computer, network, or to alter, without authorization, any computer software. Violations of these sections of the law are punishable with up to \$15,000 fine and seven years imprisonment. Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine up to \$10,000 and imprisonment of up to five years.*

### Indemnification/Liability Statement

Pennsylvania College of Technology makes absolutely no warranties of any kind, either express or implied, for the Internet services it provides. The College will not be responsible for any damages suffered by users including, but not limited to, any loss of data resulting from delays, non-deliveries, user errors, or service interruptions.

The College is not responsible for the accuracy or quality of information obtained through its Internet services, including e-mail. Users assume responsibility for any damages suffered as a result of information obtained through these sources.

The user agrees to indemnify and hold harmless Pennsylvania College of Technology, the Board of Directors, and College employees from and against any claim, lawsuit, cause of action, damage judgment, loss, expense, or liability resulting from any claim, including reasonable attorneys' fees, arising out of or related to the use of the college's hardware, software, and network facilities. This indemnity shall include, without limitation, those claims based on trademark or service mark infringement, trade name infringement, copyright infringement, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

## **STUDENT HEALTH POLICIES**

1. Health screening measures are required for all students who are or will enroll in the Practical Nursing Program. The requirements have been developed to maximize both student and client health safety. Students' continuation in the practical nursing curriculum is conditional until health requirements are met. The applicant must show evidence of good health including: the ability to lift 50 lbs and immunity of certain communicable diseases by submitting a recent (less than 6 months old) physical from his/her personal physician. The Practical Nursing office distributes the forms for the physical examination. The physician recommends any necessary treatment for corrections. Specific health requirements are listed on page 22 and must be received by the Coordinator two weeks prior to the start of clinical.
2. Emergency health care can be obtained at Soldiers & Sailors Memorial Hospital and Charles Cole Memorial Hospital.
3. Students are encouraged to contact their personal physician for health care.
4. Any student who experiences a change in medical condition will be required to submit a physician's approval to return/remain in the Practical Nursing program. For example, if the student becomes pregnant or has surgery, a physician's approval is needed for the student to return/remain in the program.

## **RULES AND REGULATIONS FOR NURSING SKILLS LAB USE**

1. No food or drink will be allowed in the lab at any time.
2. Each student will be held responsible for using equipment properly, and for returning it to the proper storage area.
3. Beds are to be used for learning experiences only as approved by the instructor.
4. Students are to conduct themselves in a professional manner in the lab at all times. White lab coats are to be worn when practicing skills in the lab.
5. Only nursing students, instructors, and North Campus staff are permitted to be in the nursing lab during class time and skills practice time.
6. Only basic nursing texts should be brought to the lab; other texts should be stored in lockers.
7. Please report any equipment that is not working properly to the instructor.
8. No equipment is to be removed from the nursing lab **at any time** without the permission of the instructor.
9. For practice sessions, the student(s) will need to utilize the sign-in sheet located in the lab.

## **STUDENT POLICY FOR USE OF RESOURCE ROOM**

1. All books, articles, and periodicals must be clearly documented on the sign-out sheet by the student who will be borrowing the material.
2. Any student who purposely fails to sign out material taken from the Resource Room shall forfeit their right to borrow any further material.
3. All books, articles, and periodicals must be returned in good condition. Failure to return books, articles, and periodicals in the same shape shall forfeit the right to borrow further material.
4. All books, articles, and periodicals must be cited properly for references.
5. Books may be signed out for three weeks at a time. Several books are placed on a reference shelf; these are to be used at North Campus only and not signed out.
6. Articles and periodicals may be signed out for two weeks at a time.
7. Copier fees are 5 cents for each page copied and shall be paid at the time the copy is received. Please ask permission from the office prior to making any copies.

The first ten pages of an article printed from a web site are free...after ten pages the cost is 5 cents per page.

8. There will be no eating or drinking in the Resource Room.
9. Hours will be 7:30 a.m. to 4:30 p.m. Monday through Friday. Evening hours will vary and will be posted.
10. Please report any computer or printer problems to the front office.
11. Please utilize the sign-in sheet located in the resource room.

## **STUDENT REPRESENTATIVES**

Three students will be elected by the class to represent the class. The representatives shall bring problems, concerns, and suggestions to the Coordinator of Practical Nursing and nursing instructors at the mid-level meetings, as well as assist in curriculum development and evaluate learning resources (resources and media). The representatives shall also work with the coordinator to set up committees or delegate responsibilities for community service, activities, and graduation. Student representatives' duties are not intended to interfere with classroom and clinical experience, nor are the duties intended to take the place of the program's policies and procedures.

## WAIVER FOR USE OF TAPE RECORDERS IN THE CLASSROOM

I, \_\_\_\_\_ (print name), hereby acknowledge that other students may be tape-recording the presentations, questions, and discussion in lectures for the Practical Nursing Program for their personal use in studying. Additionally, if I am using a tape recorder in the classroom, I acknowledge that the presentation questions and discussions recorded are confidential and shall not be disclosed to third parties.

I hereby agree to such recording and release Pennsylvania College of Technology, its faculty, administration, and other students from any claims arising from such recordings.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## HEALTH LIABILITY RELEASE

My signature below indicates that I am personally responsible for any injuries sustained while performing duties and assignments as a student in the North Campus, either on campus or at affiliating clinical sites. Neither the College nor the clinical agency is responsible in the event of injury.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT INFORMATION RELEASE

My signature below indicates that the following forms can be released to The Green Home, Soldiers & Sailors Memorial Hospital, Broad Acres, Sweden Valley Manor, Charles Cole Memorial Hospital and/or any other agency directly associated with my clinical or learning experience.

- Health Forms
- Health Insurance Coverage
- Student Professional Liability Insurance Coverage
- Pennsylvania State Police Request for Criminal Background Check
- Pennsylvania Child Abuse History Clearance
- FBI Clearance
- Auto Insurance

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PROHIBITIVE OFFENCES

As part of the larger community, Penn College North Campus respects the laws of the land and expects its members to adhere to them. While affording reasonable aid to its members in difficulties with the law, Penn College North Campus provides no immunity from the consequences of illegal acts.

In accordance with Section 16 of the Practical Nurse Law, Act of March 2, 1956, P.L. 1211, as amended, the Pennsylvania State Board of Nursing may refuse to issue a license to any applicant convicted of a felony or crime of moral turpitude. If you have a concern regarding a previous misdemeanor or felony conviction, please contact: *Commonwealth of Pennsylvania, Bureau of Professional and Occupational Affairs, State Board of Nursing, PO Box 2649, Harrisburg, PA 17105-2649. Phone: (717) 783-7142.*

Students are required by law to notify the coordinator of the North Campus Outreach Practical Nursing Program of any misdemeanor, or felony arrest or conviction of the Pennsylvania consolidated Statutes, Title 18 Crimes Code and Title 75 Traffic Laws as soon as possible.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### RELEASE TO E-MAIL GRADES

My signature below indicates that I give permission to each instructor at the North Campus to e-mail my grades to me at the address provided.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail Address: Your Penn College e-mail address will be used to send grades.

### ACADEMIC PROGRESS DISCLAIMER

I, \_\_\_\_\_, give my permission to the Pennsylvania College of Technology, North Campus Outreach Practical Nursing Program, to release my academic progress records from my student file to any institution helping me finance my tuition for the purpose of continued funding.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### DRUG & ALCOHOL TESTING CONSENT

I, the student signing below, certify that I have been fully informed of the reason for drug and alcohol testing for the identified substances and I do freely give my consent. I also understand that the results if this test may be used by, and relied upon, by the North Campus Outreach Practical Nursing Program in providing assurances necessary to permit me, as a student, to participate in the North Campus' clinical affiliations, and for any purpose related thereto. I further understand that the cost of this testing is at my expense.

I hereby authorize these test results to be released to the Coordinator of the North Campus Outreach Practical Nursing Program.

\_\_\_\_\_  
Student's Name (Last, First, Middle initial) Print or Type

X \_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date

## CELL PHONES

Students are not to have a cell phone on their person during clinical hours. Cell phones are prohibited at all clinical sites. Clinical includes all of our clinical sites, including hospitals, long-term care, WIC, Dialysis, School Nurse, Physician Offices, and any other assigned clinical site.

It is the student's responsibility to let his/her family know that he/she will be at clinical, and that if the family needs to notify the student of an emergency, the North Campus will be able to contact the clinical instructor or the coordinator. In the event of an emergency during the evening clinical hours, family should call the hospital directly and have the instructor paged.

Signing this agreement serves as a verbal warning regarding cells phones; in the event a student is found to have a cell phone on his/her person at clinical, he/she will be asked to leave clinical without option for makeup. The student will receive a zero for all worked missed on the day he/she was sent home.

Personal laptops, IPods, or any electronic devices are not to be brought to clinical.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The releases and waivers above will be handed to you in class for signatures and will be filed in your educational record at the North Campus. **DO NOT REMOVE** the above pages; these are for you to keep.

## **STUDENT AGREEMENT**

If I do not sign this agreement, I understand that the program policies are still in effect. The policies and procedures are subject to change during my course of study and it is my responsibility to keep abreast of these changes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_