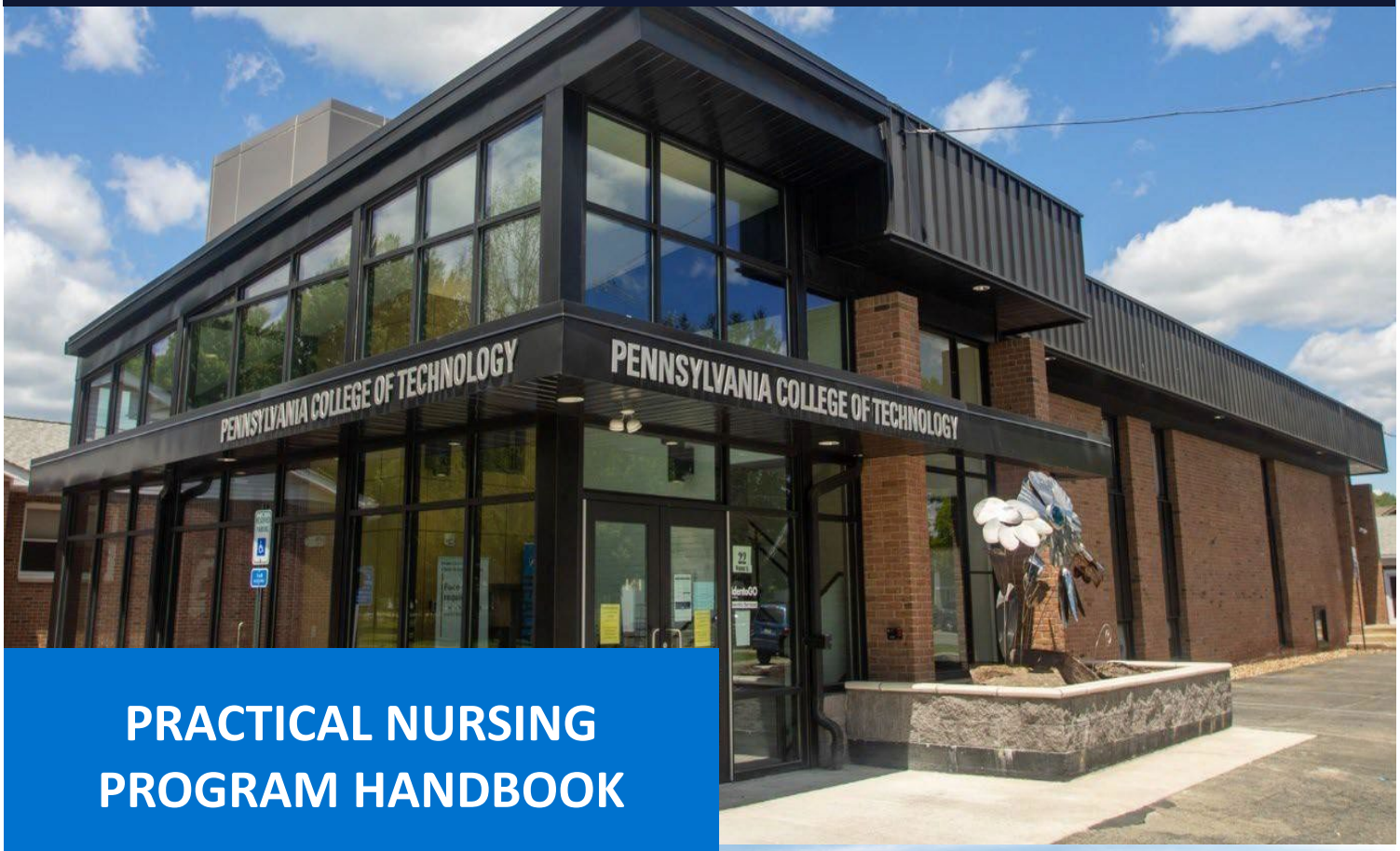
Pennsylvania College of Technology
A Penn State Affiliate

Workforce Development



PRACTICAL NURSING PROGRAM HANDBOOK

2026-2027



Table of Contents

Disclaimer 5
Welcome to the Practical Nursing Program 6
Practical Nursing Program Staff 7
Program Locations 7
Program Hours 7
Additional Program Information 8
Student Program Completion Statistics 8
Graduate NCLEX-PN First Attempt Statistics 9
Mission & Goals 9
College Mission, Values, and Strategic Plan 9
Nursing Program Philosophy 9
Program Goals / Outcomes 10
Student Learning Outcomes 11
Practical Nursing Program Accreditations 11
Middle States Accreditation 11
Pennsylvania State Board of Nursing Approval 11
Course Descriptions 12
Level I (16 Weeks) 12
Level II (16 Weeks) 13
Level III (16 Weeks) 14
Certification and Licensure Training Disclaimer 15
General Policies and Nursing Protocols 15
Academic Dishonesty, Cheating, and Plagiarism (P/PR 4.45) 16
Academic Fairness / Appeal Process (P/PR 4.23) 16
Academic Policies for Nursing 17
Early Alert System 17
Evaluations 18
Academic Grievances, Complaints, and Concerns 19
Resolution Process 19
Admission Policies 19
Admission Health Requirements 20
Attendance Requirements 21
Absence Allowance 21

Excessive Absences 21
Tardiness 22
Makeup Hours 22
Appointments and Student Schedule 22
Bereavement Leave 22
Other Absences 23
Calendar 23
Clinical 23
Dress Code Policy 24
Dress Code Requirements 25
Clinical Assignments 26
Clinical Performance 26
Clinical Call-Off Procedure 27
Medical Issues During Clinical 27
General Clinical Policies 27
Confidentiality and HIPAA 28
Safety Protocols for Clinical 29
Bloodborne Exposure 29
General Safety Measures 30
Radiation Safety 30
Infection Prevention 30
Clinical Partner Health Requirements 31
Criminal Acts (Felony or Misdemeanor) 31
Conduct and Student Expectations 32
Deficiencies 35
Drug and Alcohol Policy and Screening 36
Email Communication & Student Contact Information 38
Electronic Device Policy 39
P.L.A.T.O. 39
Classroom Use of Electronic Devices 40
Clinical Use of Electronic Devices 40
Electronic Device Policy Violations 41
Emergency Contact Information 41
Emergency Procedures 42

FERPA and Student Records (P/PR4.04) 42
NCLEX Preparation – PassPoint 42
Nondiscrimination 43
Title IX Coordinator 43
Office for Civil Rights 43
Disability and Access Resources 43
Online Exam Monitoring 44
Parking 44
Personal Property 44
Program Input and Student Feedback 45
Readmission Policy 46
Requests for Letters of Recommendation 47
Resource Materials Use 47
Signature Policy 48
Student Employment 48
Student Services 48
Transcripts 49
Tuition and Financial Responsibility 49
Visitors 51
Withdrawal Policy 51
Weather Disruptions 52
Acknowledgements 53
Tuition Liability & Responsibility Acknowledgment 53
Health Liability Release 54
Student Information Release 54
Academic Progress Authorization 55
Drug and Alcohol Testing Consent 55
Electronics Agreement 55
Photographs 56
Attendance Agreement 56
Student Agreement 57

Disclaimer

Pennsylvania College of Technology is committed to providing an educational environment that ensures equal access and opportunity for all students. The College prohibits discrimination and harassment on the basis of race, color, religion, national origin, sex, gender identity or expression, disability, age, sexual orientation, political affiliation, protected veteran status, genetic information, or any other characteristic protected by applicable federal, state, or local law.

This Student Handbook is intended to provide students with information regarding the policies, procedures, and expectations of the Practical Nursing Program. It is provided for informational purposes only and **does not constitute a contract** between Pennsylvania College of Technology, the Practical Nursing Program, and any student.

Students are responsible for reading, understanding, and complying with all policies contained in this handbook. Acknowledgment of receipt and understanding of the handbook will be completed and signed by the student.

The Practical Nursing Program reserves the right to revise, amend, interpret, or discontinue any policy, procedure, or program requirement at its discretion and at any time. When changes occur, students will be notified both verbally and in writing. Revised policies will include an effective date, and students may be required to acknowledge receipt and understanding of the updated policy by signing and dating the revision.

Welcome to the Practical Nursing Program

Dear Practical Nursing Student,

Congratulations on your acceptance into the Pennsylvania College of Technology Practical Nursing Program! On behalf of our staff, it is my pleasure to welcome you as you begin your journey toward becoming a practical nurse.

Nursing is one of the most rewarding and respected professions, offering the opportunity to make a meaningful difference in the lives of patients, families, and communities. It is a profession founded on compassion, integrity, critical thinking, professionalism, and a commitment to lifelong learning.

Although nursing school is incredibly rewarding, it is also challenging. Success in this program requires dedication, perseverance, accountability, and a strong work ethic. Your commitment to attending class, preparing for clinical experiences, studying consistently, and embracing every opportunity to learn will be essential to your success.

This Student Handbook is designed to serve as your guide throughout the Practical Nursing Program. It outlines the policies, procedures, expectations, and requirements that govern the program and provides important information to help you succeed academically, professionally, and clinically. Please read this handbook carefully and refer to it throughout your enrollment.

The staff of the Practical Nursing Program are committed to supporting you throughout your educational journey. We believe in your potential and are honored to be part of your professional development. We encourage you to approach each day with curiosity, professionalism, resilience, and a willingness to learn.

We are excited to partner with you as you pursue your goal of becoming a practical nurse. We wish you every success and look forward to celebrating your accomplishments throughout the program and at graduation.

Sincerely,



Director, Practical Nursing Program
Pennsylvania College of Technology

Practical Nursing Program Staff

The Practical Nursing Program is supported by a dedicated team committed to student success and excellence in nursing education.

Alison Diehl
Vice President for Workforce Development

Chelsey Horner, BSN, RN
Director, Practical Nursing Program

Kimberly Kreamer, ADN, RN
Practical Nursing Training Specialist

Hannah Winder, RN

Practical Nursing Training Specialist

Lisa Fries
Program Coordinator

Program Locations

The Pennsylvania College of Technology Practical Nursing Program is offered at the following locations:

Penn College at Wellsboro
22 Walnut Street
Wellsboro, PA 16901
(570) 327-4775
wdhealthsciences@pct.edu

Penn College Main Campus (Williamsport)
One College Avenue
Williamsport, PA 17701
(570) 327-4775
wdhealthsciences@pct.edu

Program Hours

Instructional Component	Hours
Classroom Instruction	640
Clinical Instruction	896
Total Program Hours	**1,536**

Additional Program Information

Throughout the Practical Nursing Program, physical contact between instructors and students or among students may occur for instructional purposes and to facilitate safe clinical skill development.

Students may be asked to role-play as patients in the classroom or nursing laboratory to enhance learning experiences.

Additional information:

- College housing is not available for Practical Nursing Program students.
- Photographs displaying the Penn College logo (including embroidered logos or photo identification badges) are prohibited.
- Photographs taken during College-sponsored activities are permitted with an approved signed waiver.

Student Program Completion Statistics

The following data reflects student completion rates for the Pennsylvania College of Technology Practical Nursing Program.

Class Year	Program Completion	Students Entered	Students Graduated	Completion Rate
2016	December	20	14	70%
2017	December	16	14	87.5%
2018	March (Part-Time – Potter County Program)	16	13	81%
2018	December	14	12	85.7%
2020	January	28	22	78%
2020	August	24	18	75%
2021	September	31	24	77%
2022	September	29	18	62%
2023	March	6	5	83%
2023	September	13	11	84%
2024	March	4	4	100%
2024	September	16	13	81%

Statistics are current as of September 2024.

Graduate NCLEX-PN First Attempt Statistics

The following table reflects the first-attempt NCLEX-PN pass rates for graduates of the Pennsylvania College of Technology Practical Nursing Program.

Testing Period	Number Tested	Number Passed	First-Attempt Pass Rate
October 1, 2021 – September 30, 2022	22	17	71.43%
October 1, 2022 – September 30, 2023	25	16	64%
October 1, 2023 – September 30, 2024	15	15	100%
October 1, 2024 – September 30, 2025	30	27	90%

Mission & Goals

College Mission, Values, and Strategic Plan

Please refer to the Pennsylvania College of Technology website for the College's mission, vision statement, values, and current strategic goals.

Nursing Program Philosophy

Penn College at Wellsboro's Practical Nursing Program operates within the framework of the philosophy of Pennsylvania College of Technology. While the specific convictions of the Practical Nursing instructors are more detailed, they are nonetheless an outgrowth of the basic tenets upheld by the College.

The Wellsboro Practical Nursing Staff believes:

1. **Nursing** is an art and a progressive science dedicated to improving human welfare. It aims to assist the individual or family in the prevention of illness, restoration to health, adaptation to long-term illness, and providing comfort when returning 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. Instructors share the belief that education is a lifelong process.

4. **Practical nursing education** is a continuous learning process 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 licensed dentist.
5. **The curriculum** is the framework for implementing our stated philosophy. The conceptual model is based upon the concepts of Body Systems, Basic Needs, and the Nursing Process as interdependent vehicles for providing direction and structure to the curriculum. The curriculum facilitates a humanistic approach to nursing and education, providing a base of knowledge and experience necessary for entry into the practice of practical nursing.
6. **The instructional staff** is responsible for the practical nursing curriculum. It is planned, implemented, and evaluated by Penn College at Wellsboro administration and the instructors, with input from the Advisory Board, graduates, and employers, to provide concurrent and sequential theoretical knowledge and clinical experience necessary for progressive learning to occur within our conceptual framework.
7. **There is a real need and place for the practical nurse** as a member of the healthcare 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 changing scientific developments, educational trends, and social needs. Emphasis provides applied hands-on instruction coupled with real-world clinical experiences.
    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 outcomes of the program.
    d. The environment is conducive to learning.
    e. The instruction provides for differences in individual needs, interests, and abilities, and expression of feelings.
    f. Collaboration and communication among the Penn College community, including instructors and students, are promoted and expected.

The program's implementation based on these beliefs is the responsibility of the Director of the Penn College at Wellsboro Practical Nursing Program and the Vice President of Workforce Development, under the administration of the Board of Trustees and the administrators of Pennsylvania College of Technology.

Program Goals / Outcomes

The Pennsylvania College of Technology Practical Nursing Program has established the following outcomes to evaluate program effectiveness and student success:

- **80%** of students enrolled at the beginning of the program will graduate.
- **100%** of graduates will demonstrate satisfactory clinical competencies and successfully complete the end-of-program portfolio.
- The program's **three-year mean licensure examination pass rate** will be at or above the national mean for the same three-year period.

- **80%** of graduates actively seeking employment in nursing will obtain employment as practical nurses within six months of graduation.
- **80%** of graduate surveys returned six months after graduation will rate the nursing program as **average or above** in meeting student learning outcomes and achievement of competencies and skills.
- **80%** of employer surveys returned six months after graduation will rate graduates as **average or above** in their ability to function safely as entry-level practical nurses.

Student Learning Outcomes

Upon successful completion of the Practical Nursing Program, the graduate will be able to:

- **Use**, under supervision, scientific knowledge, mathematical skills, and technical skills necessary to plan and provide safe and comprehensive client-centered nursing care.
- **Utilize** effective communication skills with clients, their families, and members of the healthcare team.
- **Participate** in planning, implementing, and evaluating nursing care in a variety of healthcare settings.
- **Utilize** critical thinking and problem-solving skills to make decisions regarding the nursing care of individual clients and families experiencing multiple medical conditions in acute and long-term care settings.
- **Function** as a member of the healthcare team within the discipline of nursing.

Practical Nursing Program Accreditations

Middle States Accreditation

The Pennsylvania College of Technology Practical Nursing Program is accredited by the **Middle States Commission on Higher Education** under the name **Penn College Practical Nursing at Wellsboro**.

Middle States Commission on Higher Education
3624 Market Street
Philadelphia, PA 19104

Phone: 267-284-5000

The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Pennsylvania State Board of Nursing Approval

The Pennsylvania College of Technology Practical Nursing Program is approved by the **Pennsylvania State Board of Nursing**.

Pennsylvania State Board of Nursing
2325 North 7th Street
Harrisburg, PA 17110

Phone: 717-783-7142

Course Descriptions

The Practical Nursing Program consists of three levels completed over **48 weeks**, combining classroom instruction, laboratory experiences, and supervised clinical practice.

Level I (16 Weeks)

LPN 100 – Medical Terminology Survey

16 Hours

Medical terminology is the language used by all members of the health profession. This course is designed to develop the student's ability to read, understand, and write the language of medicine. Students develop the skills necessary to communicate effectively within the healthcare field.

Prerequisite: None
Co-Requisites: LPN 115, LPN 201

LPN 115 – Anatomy and Physiology I

96 Hours

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

LPN 201 – Fundamentals of Nursing Practice

144 Classroom Hours / 256 Clinical Hours

An introduction to the Practical Nursing Program, including program objectives and requirements, responsibilities of the student nurse, communication skills, basic nursing knowledge, legal and ethical aspects of 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
- Mobility
- Safety
- Developmental needs
- Concepts of asepsis and sepsis

Students learn the process of developing, implementing, and evaluating care plans. Instruction also includes drug preparation and administration, as well as math for pharmacology.

Clinical instruction takes place in the nursing laboratory and long-term care setting.

Prerequisite: None
Co-Requisites: LPN 115, LPN 100

Upon completion of this course, students should be able to:

- Identify principles, explain the rationale, select appropriate equipment, and administer safe and effective nursing care to clients with long-term nursing needs.
- Use effective communication skills with clients, families, and members of the healthcare team.
- Practice safely, legally, and ethically according to the **American Nurses Association Code of Ethics for Nurses**.
- Apply introductory concepts of the nursing process to resident care.
- Incorporate critical thinking when meeting the needs of residents with simple nursing problems.

Level II (16 Weeks)

LPN 125 – Anatomy and Physiology II

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

LPN 202 – Nursing Care of the Adult and Child I

256 Classroom Hours / 256 Clinical Hours

The study of nursing care for adults and children continues with the basic medical-surgical concepts introduced in Level I.

Course content includes:

- Disease processes across the lifespan
- Family-centered maternity nursing
- Pediatrics
- Reproductive system
- Musculoskeletal system

- Endocrine system
- Respiratory system
- Mental health and illness

Clinical instruction occurs in the hospital and acute care setting. Students function progressively as contributing members of the healthcare team while developing and implementing client-centered nursing care plans.

Prerequisites: LPN 100, LPN 115, LPN 201
Co-Requisite: LPN 125

Upon completion of this course, students should be able to:

- Utilize, under supervision, scientific knowledge, mathematical skills, and technical skills necessary to plan and provide safe and comprehensive client-centered nursing care.
- Use effective communication skills with clients, families, and members of the healthcare team.
- Participate in the data collection, planning, implementation, and evaluation of nursing care.
- Incorporate critical thinking when caring for clients with simple to moderately complex nursing problems.
- Function as a member of the healthcare team within the discipline of nursing.

Laboratory assignments in **LPN 115** and **LPN 201** reinforce theory. LPN 125 is taught concurrently with LPN 202. Reproductive, endocrine, and immune/lymphatic system structure and function are taught within **LPN 202 – Nursing Care of the Adult and Child I**.

Level III (16 Weeks)

LPN 203 – Nursing Care of the Adult and Child II

128 Classroom Hours / 384 Clinical Hours

A continuation of Level II, this course includes advanced principles of medical-surgical nursing related to disease processes.

Systems studied include:

- Cardiovascular
- Urinary
- Nervous
- Sensory
- Skin

Additional course content includes:

- Current issues and trends in nursing
- Nursing organizations
- Job-seeking skills
- The role of the Licensed Practical Nurse in society

Clinical assignments become progressively more challenging. Students develop client-centered care plans while participating in medication administration experiences and working alongside charge nurses in the long-term care setting.

Prerequisites: LPN 100, LPN 115, LPN 201, LPN 202/LPN 125
Co-Requisite: None

Upon completion of this course, students should be able to:

- Utilize, under supervision, scientific knowledge, mathematical skills, and technical skills necessary to plan and provide safe and comprehensive client-centered nursing care.
- Use effective communication skills with clients, families, and members of the healthcare team.
- Participate in the planning, implementation, and evaluation of nursing care.
- Utilize critical thinking and problem-solving skills to make decisions regarding nursing care for clients and families experiencing multiple medical conditions in acute and long-term care settings.
- Function as a member of the healthcare team within the discipline of nursing.

Certification and Licensure Training Disclaimer

Successful completion of the Practical Nursing Program does **not** guarantee successful completion of the NCLEX-PN or any certification or licensing examination.

Student success depends on many factors beyond classroom instruction, including:

- Test-taking ability
- Independent study
- Successful completion of required NCLEX preparation activities
- Mastery of nursing content

Certification and licensure examinations utilize extensive question banks; therefore, students must demonstrate a comprehensive understanding of nursing knowledge.

The goal of the Pennsylvania College of Technology Practical Nursing Program is to provide students with the educational foundation necessary to prepare for the NCLEX-PN examination.

Issuance of a **Temporary Practice Permit** or **Licensed Practical Nurse License** is determined solely by the **Pennsylvania State Board of Nursing**. Successful completion of the Practical Nursing Program does not guarantee licensure.

General Policies and Nursing Protocols

Pennsylvania College of Technology students are expected to comply with all applicable College policies, procedures, and standards of conduct throughout their enrollment in the Practical Nursing Program.

A comprehensive list of College policies is available through the **College Portal**.

The Practical Nursing Program is administered through **Workforce Development**; therefore, certain administrative titles referenced in College policies may differ from those used within the program.

When a College policy directs a student to contact, report to, or seek action or approval from the **Dean of the department**, Practical Nursing students should instead contact the **Practical Nursing Program Director within Workforce Development**, unless otherwise specified. This designation identifies the appropriate administrative point of contact and does not alter or supersede College policy.

Students are also responsible for knowing and adhering to all **Practical Nursing Program-specific policies, procedures, and expectations** outlined in this Student Handbook.

Academic Dishonesty, Cheating, and Plagiarism (P/PR 4.45)

Students enrolled in the Practical Nursing Program are expected to complete all coursework independently and maintain the highest standards of academic integrity. Any individual who has knowledge of a violation of these expectations is expected to notify the course instructor immediately.

Academic dishonesty has the potential to compromise patient safety through lack of integrity, misrepresentation of knowledge, and unprofessional conduct.

The **Copyright and Fair Use Advisory Group (CFUAG)** provides guidance regarding copyright, fair use, and plagiarism. Students may access additional information through the Penn College Portal by searching for the **Copyright & Fair Use** icon on the homepage or by visiting the College's copyright resources.

Students are responsible for understanding proper citation practices. Ignorance of citation requirements is not an acceptable defense against a charge of plagiarism.

The Practical Nursing Program takes allegations of academic dishonesty seriously. Staff will enforce the **Penn College Academic Dishonesty Policy (P/PR 4.45)** in both classroom and clinical settings. Violations are subject to the sanctions outlined in College policy and will result in disciplinary action up to and including course failure and dismissal from the Practical Nursing Program.

Academic Fairness / Appeal Process (P/PR 4.23)

Students are evaluated solely on their academic performance and will not be evaluated based on opinions or conduct unrelated to established academic standards.

Students who believe they have been unfairly evaluated on an assignment, quiz, examination, or final course grade, or who believe an instructor has infringed upon their right to verbal expression, have the right to file a complaint in accordance with the **Academic Fairness Policy and Complaint Procedure (P/PR 4.23).**

Academic Policies for Nursing

Academic Grading System

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

The educational curriculum of the Practical Nursing Program is planned and implemented by the program administration and instructors to provide concurrent and sequential theoretical knowledge. This approach helps ensure the continued quality and integrity of nursing education.

To support academic excellence, the following grading system applies to all courses within the Practical Nursing Program:

Grade	Percentage
A	94–100%
B	86–93.9%
C	78–85.9%
F	77.9% and below

Grading Policies

- Grades **will not be rounded or curved.**
- Students must earn a final grade of **"C" (78%) or higher in all courses** in a level to progress in the program to the next level and meet graduation requirements.
- Students who receive an **"F"** in any course must successfully repeat the course before resuming progression in the program.
- A student who earns an **"F" in the same course on two separate occasions** will be dismissed from the Practical Nursing Program and **will not be eligible for readmission into that same level**. To return to the Practical Nursing Program, the student must **reapply through the established admissions process and, if accepted, restart the program at Level I.**
- Summative theory and clinical evaluations are completed at the midpoint and conclusion of each level.
- Students must achieve:
    - A minimum theory grade of **78%, and**
    - A **satisfactory** clinical laboratory/practicum evaluation.
- Failure of either the theory or clinical/laboratory component will result in failure of the level.

Early Alert System

In addition to final course grades, students receive **two formal performance reviews** during each level.

During approximately the **fourth and eighth weeks** of the level, instructors complete the **Early Alert System**. Students may receive an Early Alert if concerns exist regarding:

- Academic performance
- Study habits
- Attendance
- Clinical performance
- Professional behaviors
- Other factors affecting student success

Clinical performance is evaluated continuously throughout each clinical experience in addition to theory performance.

Students experiencing academic difficulty are required to meet with their instructor to develop an improvement plan. If appropriate, additional tutoring or academic support may be recommended. Any tutoring expenses are the responsibility of the student.

To remain eligible for financial aid, students must continue to meet the College's standards for **Satisfactory Academic Progress** while progressing toward completion of the Practical Nursing certificate.

Evaluations

Student performance is evaluated through written examinations, classroom participation, laboratory activities, clinical performance, and demonstration of required competencies and skills.

Students must maintain:

- A minimum **78% course average** in all courses; **and**
- A **satisfactory** clinical performance evaluation

to remain in good academic standing and continue in the Practical Nursing Program.

Performance expectations are outlined in each course syllabus, the Practical Nursing Student Handbook, and other program materials provided at the beginning of the program. Grades are posted in **P.L.A.T.O.**, where students may monitor their academic progress throughout the program.

Student performance is reviewed on an ongoing basis. If, in the judgment of the instructor, a performance concern or potential concern exists, the instructor will notify the Program Director. The instructor will first work with the student to address the concern. If the issue cannot be resolved at that level or is more significant in nature, the Program Director will become involved in assisting with the intervention process.

Student evaluations are based on established competency standards and are intended to provide opportunities for guidance, feedback, and improvement whenever necessary. Evaluation conferences are conducted by the nursing instructor and/or Program Director. Students are also expected to participate in the evaluation process through self-assessment.

Academic Grievances, Complaints, and Concerns

Students who have concerns regarding a course, instructor, or the Practical Nursing Program are expected to follow the appropriate chain of communication to promote timely and effective resolution.

Resolution Process

Students should address concerns using the following process:

1. Discuss the concern directly with the staff member involved.
2. If the concern relates to a clinical experience, discuss the matter with the assigned clinical instructor first.
3. If the concern is not satisfactorily resolved, the student may elevate the concern to:
    a. The Program Director
    b. The Vice President of Workforce Development

Students with concerns regarding **academic fairness** must follow the College's **Academic Fairness Policy and Procedure**.

Students are expected to present concerns on their own behalf rather than speaking for other students or an entire cohort.

Note: This expectation applies only to academic grievances and concerns. It does **not** apply to situations involving bullying, discrimination, harassment, or concerns for the safety or well-being of another individual. Students should refer to the College's **Nondiscrimination Policy** and other applicable policies for guidance in those situations.

Admission Policies

Individuals must meet the following requirements for consideration of acceptance into the Pennsylvania College of Technology Practical Nursing Program:

- Be **17 years of age or older.**
- Be a graduate of an accredited high school or possess a Pennsylvania GED equivalent with a minimum **"C" average (2.0 GPA)** or higher. Recommended high school coursework includes three years of science, mathematics (including Algebra), English, and social studies. An official high school transcript must be submitted at the time of application.
- Submit a completed **Pennsylvania College of Technology Practical Nursing Program application.**
- Meet one of the following admission testing requirements:
    - A combined **SAT score of 930 or higher** if taken within one year of application; **or**
    - Successful completion of the **Test of Essential Academic Skills (TEAS)** within one year of admission, with a minimum score of **55% or higher in at least two of the four subject areas.**
- Complete **FBI, Pennsylvania State Police, and Pennsylvania Child Abuse History Clearances** that are **free of prohibitive offenses,** in accordance with clinical facility requirements, prior to the application deadline. All required clearances must remain current throughout the program.

Students who have not been residents of Pennsylvania for a minimum of two years may also be required to complete an **Area Agency on Aging Clearance**. Clearances may need to be repeated during the program to meet clinical agency requirements.

While enrolled in the program, students are required by law to notify the Program Director as soon as possible of any misdemeanor or felony arrest or conviction under **Pennsylvania Consolidated Statutes, Title 18 (Crimes Code)** or **Title 75 (Vehicle Code)**.

Clinical agencies reserve the right to deny or discontinue a student's participation in clinical education based on a new criminal arrest or conviction.

- Provide evidence of **good physical and mental health**, as determined by a required medical examination, and submit documentation of all required immunizations by the deadline established by the program.
- Maintain **reliable transportation** to all classroom, laboratory, simulation, and clinical sites.

Admission Health Requirements

Students accepted into the Practical Nursing Program are required to meet all health, certification, and legal requirements by the published due date(s).

- A complete list of health requirements and due dates will be provided to accepted students during orientation.
- All required examinations may be completed by the healthcare provider of the student's choice.
- Each student's health records will be maintained in their individual file with College Health Services for a minimum of **five (5) years** following graduation.
- Students are responsible for maintaining copies of all required health documentation for their personal records and must be able to provide those records upon request.
- All costs associated with required health screenings, certifications, immunizations, and other program requirements are the responsibility of the student.
- Students must maintain **health insurance coverage** throughout their enrollment in the Practical Nursing Program. If health insurance coverage is discontinued for any reason, the student must notify the Program Director immediately.
- If a healthcare provider places medical restrictions on a student, the student must submit documentation to the Nursing Education Office outlining the restrictions.
- Certain medical conditions, including but not limited to broken bones, post-surgical recovery, or other physical limitations, may prevent a student from participating in clinical experiences.
- Before returning to clinical, the student must provide documentation from their healthcare provider stating they may return **without restrictions**.
- Medical absences are subject to the program's **Attendance Policy**. Students should refer to the Attendance Policy for additional information.
- Some clinical agencies may require additional health screenings, immunizations, or documentation beyond the program's standard requirements. Students will be notified if additional requirements are necessary for participation at an assigned clinical site.

- Failure to complete additional clinical agency requirements, or refusal to do so, may prevent a student from participating in required clinical learning experiences and may affect successful completion of the program.
- Failure to comply with any required health, certification, or legal requirement may prohibit a student from attending classroom, laboratory, simulation, and clinical experiences.
- Compliance documentation that is not submitted by the published due date(s) will be reviewed daily. Students who remain noncompliant may be prohibited from attending clinical, laboratory, simulation, and/or classroom activities until notified by the Nursing Education Office that all requirements have been satisfied.
- Missed clinical and laboratory hours resulting from noncompliance will be counted in accordance with the program's **Attendance Policy**. Students who exceed the allowable attendance limits for a course may be administratively withdrawn from the program.
- Pennsylvania College of Technology assumes no responsibility for problems related to undisclosed medical conditions.

Attendance Requirements

The Practical Nursing Program is a **clock-hour program** approved by the Pennsylvania State Board of Nursing. Attendance is mandatory for all classroom, laboratory, simulation, and clinical learning experiences.

Professional Expectation: If you are right on time, you are late.

Students are expected to attend **100%** of all scheduled program hours.

- Absences due to illness require documentation from a healthcare provider and must be submitted within **two (2) business days** of the absence.
- All absences and tardiness must be immediately reported by email to **Lisa Fries** at lrf7@pct.edu or the student will be given a deficiency.

Absence Allowance

Recognizing that emergencies and illness may occur, students are permitted a maximum of:

- **16 total hours of absence per level**

Excessive Absences

Students will be **administratively withdrawn** from the Practical Nursing Program if they exceed the following:

- **16 total hours of absence** during a level

Students who are withdrawn may apply for readmission to a future cohort, subject to program policies and space availability.

Tardiness

- Tardiness of **less than 15 minutes** will be recorded as one **(1) hour of absence.**
- More than **three (3) tardies** during a level may result in dismissal from the Practical Nursing Program.
- Students arriving **more than 15 minutes late** to lecture or clinical will not be permitted to participate and will be assigned the missed hours.

Makeup Hours

All missed hours must be completed through **Program Director-approved** makeup activities.

- Makeup opportunities are **not guaranteed** and are scheduled based on staff availability.
- Makeup assignments may occur at the College or an approved clinical site.
- All makeup work and attendance requirements must be completed **before the start of the next level**.

Scheduled Makeup Days

It is the student's responsibility to monitor accumulated makeup hours and contact the Program Director to schedule makeup time.

Failure to complete required makeup hours before the end of the level will prevent progression to the next level.

Prior to completing makeup hours, students must meet with the Program Director to discuss the circumstances surrounding the absence and develop an attendance improvement plan.

Appointments and Student Schedule

Personal appointments and academic appointments (such as skill check-offs or re-checks) should **not** be scheduled during class, laboratory, simulation, or clinical hours whenever possible.

Medical appointments should be scheduled outside of academic obligations whenever feasible.

Bereavement Leave

Bereavement leave due to the death of an immediate family member—including a parent, parent-in-law, sibling, sibling-in-law, grandparent, grandparent-in-law, spouse, significant other, child, or step-relative—will be considered on an individual basis for up to **five (5) days**.

Students remain responsible for completing all required classroom, laboratory, simulation, clinical activities, and assignments before the end of the level.

Students utilizing bereavement leave are **not eligible** to receive perfect attendance points toward their final course grade.

Other Absences

Students may request an excused absence to observe a religious holiday not included on the academic calendar with approval from the Program Director.

Approved religious observances will **not** count against the student's attendance; however, all required classroom, laboratory, simulation, clinical activities, and assignments must still be completed.

Students may also receive up to **four (4) days of absence** for emergency surgery. Requests for consideration due to unforeseen or extenuating circumstances should be accompanied by appropriate documentation (e.g., physician's note).

Additional extenuating circumstances may be reviewed on an individual basis and approved at the discretion of the Program Director.

Regardless of the reason for the absence, students remain responsible for completing all required coursework and clinical experiences before the end of the level. Students utilizing approved absences are **not eligible** to receive perfect attendance points toward their final course grade.

Calendar

The **Program Calendar** contains important dates and deadlines throughout the Practical Nursing Program, including course schedules, examination dates, makeup days, holidays, and other program-related events.

Students are responsible for regularly reviewing the Program Calendar and remaining informed of all published deadlines and scheduled activities.

The current version of the **Program Calendar** is available in **P.L.A.T.O.**

Clinical

The following policies apply to all clinical, laboratory, simulation, and observational learning experiences. Students are expected to comply with the Practical Nursing Student Handbook, course syllabi, and all policies established by Pennsylvania College of Technology and affiliated clinical agencies.

Nursing Uniform and Name Badge

Students are expected to present a professional appearance at all times while representing the Practical Nursing Program.

Students must:

- Wear the official nursing uniform only during clinical experiences, nursing laboratory activities, and when officially representing Pennsylvania College of Technology.
- Wear the approved uniform in the prescribed color and style unless an accommodation has been approved for religious or cultural reasons.
- Wear the official Penn College clinical name badge at all times while in uniform.

- Wear either **casual professional attire with a Penn College name badge** or the official nursing uniform with name badge when obtaining clinical assignments or gathering patient information at a clinical agency.

Casual Professional Dress

Casual professional attire includes:

- Dress pants or khakis
- Collared shirt, blouse, or sweater *(no low-cut tops)*
- Dress or skirt at or below the knee
- Closed-toe shoes with heels no higher than one inch

Required Clinical Supplies

Students are expected to bring all required clinical supplies, including but not limited to:

- Quality stethoscope *(stethoscope covers are not permitted)*
- Bandage scissors
- Penlight
- Blue or black ink pen
- Black marker

Additional required supplies are outlined in each course syllabus.

Tobacco, Alcohol, and Drug Use

While wearing the Penn College nursing uniform, students may **not**:

- Smoke
- Vape
- Consume alcohol
- Use chewing tobacco
- Use nicotine pouches or similar nicotine products

Violation of this policy may result in disciplinary action, including course failure, dismissal from the program, and additional College sanctions.

Dress Code Policy

Students reporting to clinical or laboratory experiences in violation of the dress code may be dismissed from the clinical area by staff.

Students dismissed from clinical due to dress code violations:

- Will have the missed hours counted as absence time.
- May be required to complete clinical makeup hours.

- May be denied access to patient information or clinical activities by the clinical agency.

Dress Code Requirements

Students participating in laboratory or clinical experiences must comply with the following requirements:

- Wear the official nursing uniform and Penn College clinical name badge unless otherwise specified in the course syllabus.
    - The official Practical Nursing Program uniform **MUST be purchased through a Penn College-approved vendor** to ensure compliance with established program uniform requirements.
- Uniforms must fit appropriately, be clean, wrinkle-free, in good repair, and have pants extending to ankle length.
- Wear clean nursing shoes, athletic shoes, or solid Croc-style shoes that are primarily white, navy blue, or black.
- Sandals, flip-flops, open-toe shoes, open-back shoes, and shoes with holes across the toe box are prohibited.
- Plain black or white turtlenecks or T-shirts may be worn beneath the scrub top. Small logos are permitted.
- The approved lab coat may be worn over the nursing uniform or casual professional attire while gathering clinical information.

Jewelry

Jewelry is limited to:

- One pair of non-dangling earrings
- One ring (or wedding set)
- One watch
- One nose stud/ring

Piercings

- Ear gauges may not exceed **10 mm**, must be neutral in color, and must be flat.
- Nose piercing (ONE stud or small ring) is permitted.
- Septum piercings must contain a clear retainer.
- All other visible facial or body piercings must contain clear retainers or plugs.

Hair

- Hair must be clean, securely fastened, and away from the face.
- Extreme hair colors are not permitted.

Facial Hair

If worn, mustaches, beards, and sideburns must be:

- Clean
- Neatly trimmed
- Consistent with clinical agency requirements

Beards may not exceed **one inch** in length, must be secured away from the uniform, and must be covered during sterile procedures.

Fingernails

- Fingernails must be clean, well maintained, and not extend beyond the fingertips.
- Artificial nails, acrylic nails, nail wraps, tips, fillers, gems, or similar enhancements are prohibited.
- Nail polish is permitted only if it is clean and free from chips or cracks.
- During operating room or sterile clinical experiences, **all nail polish is prohibited**.

Fragrances

Students may not wear strong perfumes, colognes, or aftershaves.

Tattoos

Tattoos displaying violence, drugs, alcohol, tobacco products, profanity, sexually explicit content, or other content deemed inappropriate or unprofessional **must be covered while participating in program activities**. The **Practical Nursing Program Director reserves final discretion** in determining whether a tattoo must be covered to maintain professional standards.

Clinical staff may require additional tattoo coverage at their discretion.

Clinical Assignments

Clinical assignments are determined by the Practical Nursing Administration.

Students should understand that:

- Requests for specific clinical sites or shifts cannot be accommodated.
- Inability to complete a required clinical experience at an assigned facility may prevent progression in the program.
- Students are expected to remain flexible, as clinical assignments may change with little notice.
- Assignments are made to provide the most appropriate educational experience.
- Transportation to and from clinical sites is the responsibility of the student.

Clinical Performance

Students are expected to:

- Arrive on time and prepared for every clinical experience.
- Meet all established clinical objectives.

- Demonstrate safe, professional, and competent nursing care.

Staff provide ongoing verbal and/or written feedback regarding clinical performance.

A **satisfactory summative clinical evaluation** is required to successfully complete every clinical nursing course.

Students should refer to individual course syllabi for additional performance expectations and disciplinary procedures.

Clinical Call-Off Procedure

Students who are ill should **not** report to clinical.

Students who appear visibly ill may be sent home by clinical staff and will be required to complete makeup activities.

Students who will be absent must notify **Lisa Fries (**lrf7@pct.edu**)** at least **30 minutes before** the scheduled clinical start time.

The notification must include:

- Student name
- Clinical instructor's name
- Clinical location
- Course number
- Reason for the absence

Failure to follow the call-off procedure may result in disciplinary action.

Students absent due to illness or injury must provide documentation from their healthcare provider outlining any restrictions.

Medical Issues During Clinical

If a student experiences a medical emergency during clinical:

- Call **911** if not located within a hospital.
- Students in a hospital setting will be evaluated through the Emergency Department.
- Students refusing treatment must leave the clinical site with their emergency contact and follow up with College Health Services or their healthcare provider.

Students returning after a medical issue must provide documentation from their healthcare provider clearing them to return to clinical.

General Clinical Policies

Students are required to:

- Maintain current **Basic Life Support (BLS)** certification throughout the program.

- Remain on assigned clinical units only during scheduled clinical hours or while gathering clinical assignments as directed by staff.
- Follow all policies and procedures established by the assigned clinical agency, including parking regulations.
- Maintain strict patient confidentiality and comply with all **HIPAA** requirements.

Students may **not**:

- Bring children to clinical agencies or classrooms.
- Visit patient care areas outside of their assigned clinical responsibilities.
- Represent Penn College while visiting healthcare agencies outside scheduled clinical experiences.

Breaks

Students are permitted:

- One **15-minute break** during each clinical experience.
- A lunch break during clinical days lasting eight hours or longer.

Only one student may be on break at a time, and students must notify their instructor before leaving the unit.

Students may not leave the clinical facility during scheduled clinical hours unless permitted by the instructor and the clinical site's policies.

During observation experiences, students unable to reach their instructor should use the clinical agency's communication system or contact the Program Director.

Confidentiality and HIPAA

Students are expected to maintain the confidentiality of all patient information in accordance with the **Health Insurance Portability and Accountability Act (HIPAA)** and all applicable College and clinical agency policies.

Confidential information must **never** be shared through:

- Written communications
- Photographs
- Videos
- Social media
- Blogs
- Chat rooms
- Wikis
- Online discussion forums
- Personal journals accessible to others
- Any other electronic or printed medium

This prohibition applies even if patient names or other obvious identifiers are omitted.

Students may not post information related to clinical experiences, patient care, or clinical agencies on any online platform.

Students are personally and legally responsible for all information they publish or share.

Violations of HIPAA, patient confidentiality, or professional conduct standards may result in disciplinary action up to and including dismissal from the Practical Nursing Program and Pennsylvania College of Technology.

Safety Protocols for Clinical

Clinical experiences expose students to a variety of healthcare environments. Depending on the assigned clinical setting, students may encounter hazards including, but not limited to:

- Communicable and infectious diseases
- Cuts and puncture injuries
- Radiation exposure
- Slippery floors
- Biological hazards
- Electrical hazards
- Chemical hazards
- Workplace violence and patient aggression

Students are expected to follow all College and clinical agency safety policies to promote a safe learning environment and reduce the risk of injury or illness.

Bloodborne Exposure

During clinical experiences, students may be exposed to blood or other potentially infectious body fluids.

Prior to participating in direct patient care and annually thereafter, students receive instruction regarding **Standard Precautions** and the prevention of bloodborne pathogen transmission.

Students are expected to:

- Consistently follow **Standard Precautions** during all patient care activities.
- Comply with all College and clinical agency safety policies.
- Immediately report any exposure incident to their clinical instructor.

Failure to adhere to required safety precautions may result in disciplinary action.

Following significant exposure, students are encouraged to obtain screening, counseling, and treatment in accordance with the guidelines established by the affiliated clinical agency.

Students may also consult their personal healthcare provider or resources available through the:

- Pennsylvania Department of Health (DOH)
- Centers for Disease Control and Prevention (CDC)
- National Institutes of Health (NIH)

General Safety Measures

Students are expected to practice safe patient care and exercise sound judgment at all times.

Students must:

- Inspect all equipment before use to ensure it is in safe working condition.
- Check electrical cords for damage or fraying.
- Use equipment only after receiving proper instruction.
- Ask questions whenever uncertain about equipment or procedures.
- Return equipment to its designated storage location after use.
- Keep work areas free of hazards such as broken glass and spilled liquids.
- Remain aware of potential fire hazards.
- Know the fire evacuation plan for each classroom and clinical facility.
- Locate fire alarms and fire extinguishers upon arrival at each clinical site.
- Never use elevators during a fire emergency.
- Follow all safety precautions associated with nursing procedures.
- Exercise caution when operating electrical equipment.
- Ensure hands are dry before handling electrical equipment.
- Disconnect electrical equipment by grasping the plug rather than pulling on the cord.
- Ensure adequate lighting during patient care and performance evaluations.
- Use proper body mechanics during all patient care activities.
- Request assistance when lifting or transferring patients.
- Secure equipment by engaging locks on beds, wheelchairs, stretchers, cribs, and other movable equipment.
- Return equipment to its appropriate location after use.
- Remain aware of surroundings at all times to promote personal and patient safety.

Radiation Safety

Students may be exposed to radiation during clinical experiences.

When transporting or observing a patient receiving a radiographic procedure—including in the Radiology Department, inpatient units, or the operating room—students must follow all institutional radiation safety policies to minimize exposure.

Infection Prevention

One of the most important responsibilities of every nursing student is the prevention of infection and cross-contamination.

Students are expected to:

- Perform frequent and appropriate hand hygiene.

- Consistently follow Standard Precautions.
- Utilize required personal protective equipment (PPE).
- Follow all infection prevention policies established by the clinical agency.

Clinical Partner Health Requirements

Students must comply with all health and immunization requirements established by every clinical partner affiliated with the Pennsylvania College of Technology Practical Nursing Program.

- The College does **not** grant exemptions to clinical partner health or immunization requirements.
- If a clinical agency independently offers an exemption process, students are responsible for submitting exemption requests directly to that clinical agency in accordance with its established procedures.
- Students must maintain compliance with all health and immunization requirements established by affiliated clinical agencies, regardless of their assigned clinical placement.
- If a student is not compliant and an exemption has not been submitted by the student **and approved by the clinical agency**, the student will not be permitted to progress in the Practical Nursing Program.
- Students who remain noncompliant with clinical agency requirements will be withdrawn from the Practical Nursing Program.
- The Practical Nursing Program cannot provide alternative or specialized clinical placements based on a student's inability to meet a clinical agency's health or immunization requirements.

Criminal Acts (Felony or Misdemeanor)

Affiliated clinical agencies reserve the right to deny clinical placement to any student with a criminal or abuse record.

Students who are ineligible for clinical placement due to a criminal history will **not** be permitted to participate in required clinical experiences and, therefore, will be dismissed from the Practical Nursing Program.

Licensure Requirements

Under **The Professional Nursing Law**, the Pennsylvania State Board of Nursing may deny licensure to applicants convicted of certain criminal offenses.

Students should be aware that graduation from the Practical Nursing Program does **not** guarantee eligibility for licensure.

Licensure decisions are made solely by the **Pennsylvania State Board of Nursing**.

Controlled Substance Convictions

Students whose criminal background check reveals any prohibited offense under **The Controlled Substance, Drug, Device and Cosmetic Act**, or any felony conviction relating to a controlled substance (unless at least **10 years** have elapsed since the conviction), will not be permitted to participate in required clinical experiences.

Students convicted of any **drug-related summary offense, misdemeanor, or felony** may not enter or progress in the Practical Nursing Program.

Act 53 of 2020

Effective **July 1, 2020**, **Act 53 of 2020** identifies criminal offenses that may constitute grounds for denial, suspension, or revocation of professional licensure.

Students with offenses identified under Act 53 may submit a **Preliminary Determination Application** to the Pennsylvania State Board of Nursing to determine whether their criminal history may present a barrier to licensure.

A fee may apply unless waived under established eligibility requirements.

Admission and Enrollment Requirements

Students with a criminal history involving prohibitive offenses must provide the Practical Nursing Administration with one of the following prior to admission:

- Documentation of expungement, or
- Documentation of a Preliminary Determination issued by the Pennsylvania State Board of Nursing.

If, at any time during enrollment, a student is arrested, charged with, or convicted of any criminal offense, the student must immediately notify Nursing Administration.

Students may not participate in clinical experiences until approval has been granted by the Practical Nursing Administration.

Pennsylvania State Board of Nursing

Students with questions regarding prior misdemeanor or felony convictions are encouraged to contact:

Pennsylvania State Board of Nursing
P.O. Box 2649
Harrisburg, PA 17105-2649
(717) 783-7142

Conduct and Student Expectations

Students enrolled in the Practical Nursing Program are expected to demonstrate professional, ethical, and responsible behavior at all times. This expectation applies while on campus, at clinical agencies, during College-sponsored activities, and in all online environments.

Failure to comply with these expectations may result in disciplinary action, including dismissal from the program.

Professional Behavior

Upon admission to Pennsylvania College of Technology, students accept responsibility for conducting themselves professionally, ethically, and respectfully in all settings.

Professional expectations apply:

- On campus
- At clinical agencies
- During College-sponsored activities
- In online environments
- On social media platforms

Students are expected to comply with all applicable federal, state, College, and clinical agency policies.

Expectations

Students are expected to:

- Demonstrate honesty, integrity, and professionalism.
- Treat staff, staff, fellow students, patients, families, and clinical personnel with courtesy and respect.
- Follow all Pennsylvania College of Technology policies and all clinical agency policies and procedures.
- Comply with all federal and state laws.
- Conduct themselves in accordance with the **Pennsylvania State Board of Nursing Rules and Regulations**, including Section 21.11d, which recognizes professional standards and codes of behavior developed by appropriate nursing organizations.
- Practice in a manner consistent with the **American Nurses Association (ANA) Code of Ethics for Nurses**.
- Demonstrate civility, professionalism, and respect in all interactions.

Bullying, intimidation, harassment, discrimination, or other uncivil behavior will not be tolerated.

Students are responsible for reviewing and complying with all applicable College policies, including:

- **Social Networking Policy (P7.22)**
- **Student Code of Conduct (P/PR4.43)**
- **Bullying Policy (P7.28)**
- **Older Adults Protective Services Act**

Social Media and Online Conduct

Students should exercise sound professional judgment when using social media or participating in online activities.

Students should avoid posting or sharing content that may be considered:

- Offensive
- Obscene
- Harassing

- Threatening
- Violent
- Discriminatory
- Unprofessional
- A violation of another person's privacy

Although the Practical Nursing Program respects students' rights to privacy and personal expression, students should recognize that online behavior may reflect upon themselves, the Practical Nursing Program, and Pennsylvania College of Technology.

Information shared online may be viewed by unintended audiences, including prospective employers, through internet searches, screenshots, content sharing, or other means.

Students are encouraged to represent themselves professionally in all online environments.

Classroom and Online Civility

Students are expected to communicate respectfully in both face-to-face and online learning environments.

Students should follow accepted standards of **Netiquette** and maintain professional communication at all times.

Disruptive behavior will not be tolerated, including but not limited to:

- Swearing
- Argumentative behavior
- Disrespectful communication
- Disregard for the rights or needs of others

Nursing Skills Laboratory

The Nursing Skills Laboratory is a professional learning environment designed to support the development of safe, competent nursing practices. Students are expected to maintain a professional learning environment and always adhere to the following guidelines:

- No food or beverages are permitted in the Nursing Skills Laboratory.
- Students are responsible for using equipment appropriately and returning all equipment to its designated storage location after use.
- Beds may be used only for instructor-approved learning activities.
- Students are expected to always conduct themselves professionally while in the laboratory.
- Only Practical Nursing students and authorized instructors are permitted in the Nursing Skills Laboratory during scheduled class sessions and skills practice.
- Only required nursing textbooks and instructional materials should be brought into the laboratory. All other personal belongings should be stored elsewhere.
- Students must immediately report any malfunctioning, damaged, or missing equipment to the instructor.
- Equipment may not be removed from the Nursing Skills Laboratory without prior approval from the instructor.

Disciplinary Action

Students whose behavior is inconsistent with the Practical Nursing Program, College policies, clinical agency expectations, or professional nursing standards may be subject to disciplinary action as determined by the Director.

Disciplinary action may include, but is not limited to:

- Removal from the classroom or clinical setting
- Required remediation
- Deficiency
- Administrative withdrawal from a course
- Course failure
- Dismissal from the Practical Nursing Program
- Dismissal from Pennsylvania College of Technology

Deficiencies

Student progress is evaluated throughout the Practical Nursing Program based on successful achievement of course and clinical learning outcomes.

When performance concerns are identified, students may receive either a **clinical deficiency** or **nonclinical deficiency**, depending on the nature of the concern. Deficiencies are intended to identify areas requiring improvement and provide students with an opportunity to remediate when appropriate.

Clinical Deficiencies

A **clinical deficiency** is issued when a student does not meet the expected clinical outcomes or demonstrates performance below the required level.

Students receiving a clinical deficiency will:

- Meet with the clinical instructor and/or Program Director within **24 hours** of receiving the clinical evaluation.
- Review the Clinical Deficiency Form.
- Develop a remediation plan with staff that includes established expectations and a timeline for completion.
- Be assigned an accountability paper or other remediation activity, when appropriate.

Additional Clinical Deficiencies

If a student receives a **second clinical deficiency** during the same program level:

- A second Clinical Deficiency Form will be completed.
- The student may be removed from clinical for **one clinical day**, at the instructor's discretion.
- The student must complete all required remediation and make-up time as determined by the instructor.

Students will be dismissed from the Practical Nursing Program if they:

- Receive a **third clinical deficiency** during the same program level, or
- Receive **four clinical deficiencies** during the program.

Nonclinical Deficiencies

A **nonclinical deficiency** may be issued for concerns related to classroom performance, professional behavior, or other nonclinical expectations.

Students will be dismissed from the Practical Nursing Program if they:

- Receive **three nonclinical deficiencies** during the same program level, or
- Receive **four nonclinical deficiencies** during the program.

Combined Deficiency Policy

Clinical and nonclinical deficiencies are cumulative.

Students will be dismissed from the Practical Nursing Program upon receiving:

- Any combination of **three clinical and/or nonclinical deficiencies** during a single program level, or
- Any combination of **four clinical and/or nonclinical deficiencies** during the entire program.

Unsafe Practice

Patient safety is the highest priority of the Practical Nursing Program.

Students who receive **three documented deficiencies for unsafe practice** at any point during the program will be **immediately dismissed** from the Practical Nursing Program.

Drug and Alcohol Policy and Screening

Pursuant to the **Federal Drug-Free Schools and Communities Act Amendments of 1989**, all forms of marijuana, including medical marijuana and other THC products, are classified as prohibited controlled substances. Alcohol, illegal drugs, and prescription medications used without a valid prescription, or that impair a student's ability to safely perform academic or clinical responsibilities, are strictly prohibited.

Students enrolled in the Practical Nursing Program are subject to drug and alcohol screening at various stages of the program.

Important: A positive drug screening for marijuana metabolite (THCA) will be considered a positive drug test and will result in dismissal from the Practical Nursing Program, even if the student is lawfully authorized to use medical marijuana and possesses a valid medical marijuana identification card issued under applicable state law.

Students should review the following College policies for complete information:

- **Academic Drug & Alcohol Screening Policy (P4.58)**
- **Academic Drug & Alcohol Screening Procedure (PR4.58)**

- **Alcohol/Drug Policy: School of Nursing & Health Sciences (P4.51)**

Initial Drug Screening

As a condition of admission into the Practical Nursing Program with clinical requirements, students must successfully complete a **10-panel drug screen**.

Students have the right to refuse drug screening; however, refusal will result in **denial of admission** into the Practical Nursing Program.

Subsequent Drug and Alcohol Screening

Additional drug and alcohol screening may be required under any of the following circumstances:

- For cause
- Reasonable suspicion
- At the request of a clinical agency
- Random selection (announced or unannounced)

Testing may include:

- A **10-panel drug screen**
- A **breath alcohol analysis**

A breath alcohol concentration of **0.02 or greater** will be considered a positive result.

Drug and alcohol screenings may be conducted at the College or the assigned clinical site.

Re-Admission Following a Positive Drug and/or Alcohol Screening

A confirmed positive drug and/or alcohol screening, or refusal to complete a required screening, will result in **immediate dismissal** from the Practical Nursing Program.

Students may be considered for readmission only after satisfying all established requirements.

Readmission is not guaranteed and is contingent upon successful completion of all requirements, seat availability, and the student's ability to meet all clinical agency placement requirements.

Readmission Requirements

Students seeking readmission following a positive drug and/or alcohol screening must:

- Submit documentation verifying completion of a substance abuse evaluation and successful completion of a treatment program approved by **College Health Services**.
- Successfully complete all required drug and/or alcohol screenings as directed by the **Immunization & Clinical Compliance Specialist** and/or **College Health Services**, with all results reported as **negative**.
- Notify the Program Director in writing of their intent to return **at least 60 days** prior to the desired semester of re-entry.

- Agree to participate in periodic, unannounced drug and/or alcohol screenings throughout the remainder of their enrollment in the program. Testing may occur at the College or the assigned clinical site.

A **second positive drug and/or alcohol screening**, or refusal to participate in required screening, will result in **permanent dismissal** from the program and permanent ineligibility for readmission into the Practical Nursing Program.

Readmission Consideration

Students who successfully complete all readmission requirements will be considered for readmission based upon:

- Seat availability
- Program and accreditation requirements
- Eligibility for clinical placement

Clinical agencies independently determine whether a student is eligible to return to a clinical site following a prior positive drug or alcohol screening. Pennsylvania College of Technology cannot guarantee clinical placement, and inability to obtain a required clinical placement may prevent progression or completion of the program.

Appeal Process

Students may appeal either a positive drug and/or alcohol screening result or the resulting program dismissal.

- Appeals must be submitted **in writing** to the Program Director within **five (5) business days** of notification.
- The appeal must clearly state the basis for the request.
- The Program Director will review the appeal and provide a written decision within **ten (10) business days**.

The Program Director's decision is **final**. No additional levels of appeal are available.

Email Communication & Student Contact Information

Effective communication is essential to student success. Students are responsible for remaining informed of all College, program, and course communications.

Students are required to:

- Check their **Penn College email** daily.
- Check their **P.L.A.T.O.** courses at least once each weekday, or more frequently as required by the course syllabus.
- Adhere to staff and staff communication expectations.
- Maintain current contact information in the College system, including mailing address, telephone number, emergency contacts, and other required information.
- Notify the Nursing Education Office and course staff immediately of any changes to their telephone number or other contact information.

- Enroll in **PCT Alerts** through the College Portal to receive emergency notifications, campus closures, and weather-related announcements.

Students are responsible for remaining informed of all course, program, and College announcements, updates, and policy changes.

Electronic Device Policy

Electronic devices are valuable educational tools when used appropriately. However, their use must not interfere with learning, patient care, or professional conduct.

Students are expected to use electronic devices responsibly and in accordance with all classroom and clinical expectations.

Laptop Requirements

Students are required to bring a **laptop computer** to class to support learning activities.

iPads and other tablet devices may not be used as a substitute for a laptop computer.

Minimum Technical Requirements

Students are expected to have a laptop that meets the following recommendations:

- Windows 11 or higher *(recommended)*
- Intel Core i5 or i7 processor, or AMD Ryzen 5 or 7 *(recommended)*
- ARM-based processors are **not recommended**
- 16 GB RAM or greater *(recommended)*
- 250 GB or larger Solid-State Drive (SSD) *(recommended)*
- Built-in webcam *(required)*
- Built-in microphone *(required)*
- Wireless network capability *(required)*
- Broadband internet access when working off campus *(required)*
- Extended warranty with accidental damage protection *(recommended)*
- Portable power bank compatible with the laptop *(recommended)*

Chromebooks and other devices running Chrome OS are not permitted.

Unless otherwise specified by the program, **MacBooks and other Apple computers are not recommended** for coursework.

P.L.A.T.O.

P.L.A.T.O. (Platform for Learning and Teaching Online) is Pennsylvania College of Technology's learning management system (Brightspace).

P.L.A.T.O. is used to:

- Access course materials
- Submit assignments
- View grades
- Receive course announcements
- Communicate with instructors
- Complete online learning activities

P.L.A.T.O. is fully supported by **Firefox**, **Google Chrome**, and **Safari** web browsers.

Penn College students also have access to free downloads of **Microsoft Office** and other software through College resources.

Classroom Use of Electronic Devices

The use of **cell phones, smart watches, and other personal electronic devices** is prohibited during classroom instruction unless specifically authorized by the instructor for educational purposes.

Prohibited use includes, but is not limited to:

- Text messaging
- Telephone calls
- Email
- Internet browsing unrelated to instruction
- Social media
- Games
- Applications unrelated to course activities

Students may bring electronic devices to class; however, devices must be:

- Turned off or placed on silent mode
- Stored out of sight during instructional time

Electronic devices may be used during scheduled breaks.

Students expecting an urgent call or message may request permission from the instructor to keep their phone on vibrate. If an urgent call is received, the student must leave the classroom and move to an appropriate area, such as the nursing lab or break room, before responding.

Staff reserve the right to dismiss any student from class who is using an electronic device in violation of this policy.

Clinical Use of Electronic Devices

Students may **not** possess or use cell phones, smart watches, or other personal electronic devices during clinical experiences. Laptops may only be used in the designated breakroom during lunch.

Electronic devices are prohibited at all clinical locations, including but not limited to:

- Hospitals
- Long-term care facilities
- Physician offices
- School nurse offices
- Community agencies
- Any other assigned clinical setting

If a student inadvertently brings an electronic device to a clinical site, the student must notify the clinical instructor immediately upon arrival. The instructor will secure the device in a safe location for the duration of the clinical experience.

Students may not access or use the device during clinical hours unless specifically authorized by the instructor in the event of an emergency.

Electronic Device Policy Violations

Students found in possession of, or using, a prohibited electronic device during clinical hours will be required to leave the clinical site immediately.

The student will:

- Receive a clinical deficiency
- Receive a grade of zero for all clinical work and assignments missed that day
- Be required to make up all missed clinical hours in accordance with program policy

Emergency Contact Information

Students are responsible for informing family members and other important contacts that they may be unavailable while participating in clinical experiences.

In the event of an emergency, Workforce Development staff may contact the clinical instructor or Program Director on the student's behalf.

The Nursing Education Office should be contacted **only for urgent or emergency situations**.

To protect student privacy and safety, program staff and staff will **not** disclose a student's:

- Clinical assignment
- Class schedule
- Physical location
- Other confidential student information

to outside parties.

Emergency Procedures

If an emergency requiring evacuation occurs at any classroom, laboratory, or clinical site, students must immediately follow the directions of staff and facility personnel.

Students are required to report to the designated evacuation or assembly area identified by the College or clinical agency.

Emergency procedures and evacuation locations will be reviewed:

- During program orientation
- On the first day of class
- During orientation at each clinical facility

FERPA and Student Records (P/PR4.04)

Pennsylvania College of Technology maintains educational records to support the educational development of its students.

Educational records may be maintained by College offices, while staff and staff may also maintain records related to their educational responsibilities.

The **Family Educational Rights and Privacy Act (FERPA) of 1974** establishes the rights of students regarding access to and protection of their educational records.

Students should review:

- **College Policy P4.04 – Family Educational Rights and Privacy Act (FERPA),** available through the College Portal.
- Additional FERPA information available through the Registrar's Office.

NCLEX Preparation – PassPoint

PassPoint, an adaptive learning program available through Lippincott, is included with tuition to help students prepare for the NCLEX-PN examination.

PassPoint provides students with the opportunity to:

- Complete instructor-developed practice quizzes based on course content.
- Complete additional self-directed practice quizzes.
- Practice answering NCLEX-style examination questions.
- Progress through increasingly difficult questions based on performance.
- Learn at an individualized pace while increasing mastery.
- Build mastery based on the number of questions completed, question difficulty, and accuracy.
- Receive individualized feedback identifying personal strengths and areas for improvement.
- Allow instructors to monitor student progress and overall performance.

The Practical Nursing Program reserves the right to withhold release of a student's name to the **Pennsylvania State Board of Nursing (SBON)** until the student achieves **three consecutive PassPoint comprehensive examination scores of "8."**

Nondiscrimination

Pennsylvania College of Technology is committed to providing an educational environment that provides equal access to all students and prohibits discrimination and harassment.

Students who believe they have experienced harassment or discrimination related to their educational experience should utilize the College's **Title VI, Title IX, and Section 504** processes.

Title IX Coordinator

Tanya Berfield
Director of Student Advocacy / Title IX Coordinator
DJG, Room 1048
Email: trb16@pct.edu
Phone: **570-320-5228**

Office for Civil Rights

Director, Office for Civil Rights
U.S. Department of Education
Office for Civil Rights
Washington, D.C. 20202

Disability and Access Resources

Dawn Dickey
Director of Disability and Access Resources
Email: dar@pct.edu
Phone: **570-320-5225**
TTY: **570-321-5528**

This notification is also available in **Braille** and **audio** through the Admissions Office (Davie Jane Gilmour Center, Room 1068) and the Madigan Library.

Additional information regarding reporting sexual misconduct is available on the Penn College website.

Students should also review the following College policies:

- Sexual Misconduct/Sexual Harassment (P/PR7.30)

Harassment and/or Discrimination Based on a Protected Class (P/PR7.31)

Online Exam Monitoring

To promote academic integrity during online testing, the Division of Nursing utilizes virtual exam monitoring software.

Online examinations may require the use of:

- **LockDown Browser®**
- **Respondus Monitor®**

LockDown Browser® is a secure browser that restricts access to other applications, websites, and computer functions during an examination.

Respondus Monitor® is a remote proctoring application that utilizes a student's webcam and video analytics to monitor online examinations.

Staff may also require:

- An approved third-party remote proctoring service.
- Participation in a synchronous video platform, such as **Microsoft Teams** or **Zoom**, for examination monitoring.

Online exam monitoring requirements are determined by the course instructor and may vary by course.

Students are responsible for complying with all online testing and proctoring requirements established for each course.

Parking

Wellsboro Campus

Students attending the Wellsboro campus may park in the parking lots adjacent to the Penn College at Wellsboro building on class days.

Additional parking is available along **Central Avenue**.

When attending clinical experiences, students must park in the **designated parking areas** at the assigned clinical facility rather than at the school.

Williamsport Campus

Students attending the Williamsport campus must park only in the **designated student parking areas**.

Personal Property

Students are responsible for safeguarding their personal property while participating in classroom, laboratory, and clinical activities.

Neither the Practical Nursing Program nor affiliated clinical agencies assume responsibility for the loss, theft, or damage of personal belongings.

Personal belongings should be stored only in designated areas at clinical agencies.

Program Input and Student Feedback

Student feedback is an important part of maintaining and improving the quality of the Practical Nursing Program. Students are encouraged to provide constructive feedback regarding their educational experiences and suggestions for program improvement.

The program provides several opportunities for students to share feedback, including:

- End-of-course evaluations
- End-of-program exit surveys
- Student Representatives
- Meetings with nursing staff and administration

Student input is reviewed by staff and administration and is used to evaluate and improve the program, curriculum, learning resources, and overall student experience.

Student Representatives

Each cohort will elect student representative(s), based on cohort size, to serve as a liaison between the student body and Nursing Administration.

Student representatives may:

- Communicate student questions, concerns, and suggestions to the Program Director and nursing staff.
- Participate in mid-level meetings with program administration.
- Assist with curriculum feedback and evaluation of learning resources.
- Assist with planning community service activities, student events, and graduation activities.
- Work with the Program Director on committees or other delegated responsibilities.

Serving as a student representative is not intended to interfere with classroom or clinical responsibilities and does not replace established College or program policies and procedures.

End-of-Program Exit Survey

As students complete their final nursing course, they will be invited to complete an anonymous **End-of-Program Exit Survey**.

Survey results are reviewed by nursing staff and administration and are used to support continuous program improvement.

Student participation and honest feedback are valued and contribute to the continued success of the Practical Nursing Program.

Readmission Policy

Students seeking readmission to the Pennsylvania College of Technology Practical Nursing Program must meet the requirements outlined below. Readmission is **not guaranteed** and is contingent upon available space, satisfaction of all program requirements, and approval by the Practical Nursing Program Director.

General Readmission Requirements

To be considered for readmission, students must meet the following requirements:

- An available seat must exist in the appropriate cohort.
- Readmission must occur within **one (1) year** of the student's withdrawal or dismissal from the program. Students approved for readmission must re-enter the program at the beginning of the level from which they withdrew or were dismissed.
- Because the Practical Nursing Program utilizes a blended, integrated curriculum, students who are required to repeat a level must repeat **all courses** within that level, regardless of whether satisfactory grades were earned in individual courses. Credit for individual courses within a level will not be carried forward.
- Students are responsible for **all costs** associated with readmission, including, but not limited to:
    - Current tuition and fees
    - Required textbooks and learning resources
    - Uniform changes required by the program
    - Individual remediation, if required
    - Updated health requirements, including tuberculosis screening (PPD/TST)
    - Current Child Abuse, FBI, and Pennsylvania State Police clearances
    - Current American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers certification, when applicable
    - Clinical agency orientation requirements (e.g., UPMC online orientation)
    - ATI/Adaptive Learning System fees, when applicable
- Students must successfully demonstrate competency in the required clinical skills before returning to clinical coursework.
- Students must complete the Practical Nursing Program within **three (3) years** of their original program start date. Students who do not complete the program within this timeframe are not eligible for readmission and must reapply for admission. If accepted, they will begin the program at **Level I** under the curriculum and program requirements in effect at the time of readmission.

Medical or Tragic Life Event Readmission Consideration

Students who withdraw from or are unsuccessful in the Practical Nursing Program due to a documented medical condition or tragic life event may be considered for readmission under the following conditions:

- The student must notify the Practical Nursing Program Director or nursing administration and provide appropriate documentation before withdrawing from the program or prior to the assignment of a failing grade, whenever reasonably possible.

- Readmission is contingent upon:
    - An available seat in the appropriate level of the program.
    - Successful completion of all current admission and readmission requirements in effect at the time of re-entry.
    - Demonstration of required clinical competencies, if applicable.
- Approval for readmission under these circumstances is at the discretion of the Practical Nursing Program Director and is **not guaranteed**.
- All other program policies, including the **three-year program completion requirement**, remain in effect.

Additional Provisions

- Students readmitted to the program are subject to the curriculum, policies, procedures, and Student Handbook in effect at the time of readmission.
- The Practical Nursing Program reserves the right to require additional remediation, competency validation, or skills assessment if deemed necessary to promote safe and successful progression through the program.
- If substantial changes have been made to the curriculum since a student's withdrawal, the Practical Nursing Program reserves the right to require the student to repeat additional coursework or re-enter at an earlier level to ensure competency and successful progression within the current curriculum.
- Readmission decisions made by the Practical Nursing Program Director are final.

Requests for Letters of Recommendation

Students requesting a letter of recommendation from a staff or staff member must obtain written approval from that individual **before** submitting the recommendation request.

Prior to requesting a recommendation, students should discuss the purpose of the recommendation with the staff or staff member so they are prepared to provide an individualized and meaningful recommendation.

A student's written request for a recommendation constitutes permission for the staff or staff member to provide the recommendation to the employer, nursing program, or other organization identified or discussed by the student.

Staff and staff reserve the right to decline any request for a letter of recommendation.

Resource Materials Use

Students are responsible for the appropriate use and care of all program resource materials.

The following guidelines apply:

1. All books, articles, and periodicals located in the Penn College at Wellsboro library or otherwise owned by the Practical Nursing Program must be signed out before being removed.
2. Students who intentionally fail to sign out library materials will forfeit the privilege of borrowing future materials. Students must utilize the library sign-out sheet.

3. All borrowed materials must be returned in good condition.
4. All books, articles, and periodicals used for assignments or projects must be cited appropriately using **APA format**.
5. Books may be checked out for **three (3) weeks**.
6. Students should report any computer or printer problems to the Program Director or a nursing instructor.

Signature Policy

Students will be required to complete and sign the required **Student Agreements** during orientation.

Refusal to sign the required Student Agreements does **not** negate a student's responsibility to comply with the policies and procedures outlined in this Student Handbook.

Student Employment

The Practical Nursing Program is academically rigorous and time intensive. Many students find it difficult to maintain outside employment while enrolled in the program.

Students are encouraged to:

- Limit employment to a level that is manageable while successfully completing the program.
- Ensure employment does not interfere with attendance, classroom instruction, laboratory experiences, or clinical responsibilities.

Outside employment is **not** an acceptable excuse for failure to meet any program or curriculum requirements.

Student Services

The nursing staff and Pennsylvania College of Technology are committed to helping students become active, responsible, and successful learners.

A variety of student support services are available through the College. Students are encouraged to utilize these resources throughout the program.

Student Service	**Resource**
Tutoring Services	Penn College Tutoring Services
Career Placement	Penn College Career Services
Financial Aid	Penn College Financial Aid
Counseling Services	Penn College Counseling Services
Disability and Access Resources	Penn College Disability and Access Resources

Students are encouraged to visit the Pennsylvania College of Technology website for additional student support services and the most current contact information.

Transcripts

Official Practical Nursing Program transcripts may be requested through **Pennsylvania College of Technology Workforce Development**.

Requests may be made by:

- **Phone:** 570-327-4775
- **Email:** wdhealthsciences@pct.edu

Tuition and Financial Responsibility

Students are responsible for all tuition, fees, and educational costs not covered by financial aid or third-party funding.

Students are encouraged to complete the **Free Application for Federal Student Aid (FAFSA®)** as early as possible and no later than the **first day of class**.

Students remain financially responsible for:

- Tuition and fees not covered by financial aid or third-party funding.
- Any balance resulting from withdrawal or dismissal from the program.
- Any balance resulting from changes in financial aid eligibility.

If an overpayment occurs, Pennsylvania College of Technology will issue a refund after all financial aid disbursements have been processed.

Note: Tuition payment deadlines are established by Pennsylvania College of Technology. Students are responsible for meeting all published payment deadlines.

Tuition and Financial Aid Liability

Students who **voluntarily withdraw, are administratively or academically withdrawn, or are dismissed from the Practical Nursing Program** remain financially responsible for tuition, fees, and other charges in accordance with applicable **Pennsylvania College of Technology and Workforce Development policies and procedures.**

Withdrawal or dismissal from the program does not automatically eliminate or reduce a student's financial obligation. The amount owed will be determined based on the applicable tuition, withdrawal, and refund policies in effect at the time of withdrawal or dismissal.

Students who receive **federal financial aid, including grants and/or student loans**, may also be subject to financial aid adjustments or repayment requirements resulting from withdrawal or dismissal. Federal financial aid eligibility and the return of federal funds are determined in accordance with applicable federal regulations and College financial aid policies. Any remaining balance after financial aid adjustments is the responsibility of the student.

Students are encouraged to contact the appropriate **Penn College Financial Aid and Student Accounts offices** for information regarding the specific financial impact of withdrawing or being dismissed from the Practical Nursing Program.

Institutional Refund Policy for Clock-Hour Certificate Programs

Students who withdraw from a long-term, clock-hour certificate program may be eligible for a tuition refund in accordance with the applicable refund schedule. Tuition is charged by level and is not automatically prorated based on the number of days or hours attended. Any tuition adjustment or refund will be calculated solely in accordance with the College's Time of Withdrawal policy.

Time of Withdrawal	**Tuition Refund**
Written withdrawal request postmarked before the first scheduled class	**100%**
Written withdrawal request postmarked before the end of the second week of class	**60%**
Beginning of the third week of class or later, or administrative withdrawal/ dismissal at any time	**No refund**

If tuition was paid by credit card, any eligible refund will be credited back to the original credit card account.

Please allow **two to four weeks** for refund processing.

Financial Aid

Recognizing that the cost of education may exceed a student's financial resources, the Financial Aid Office assists eligible students in obtaining financial assistance through a variety of federal, state, and local funding sources.

Students seeking financial aid should:

- Complete the **Financial Aid Authorization (FAA).**
- Complete the **Free Application for Federal Student Aid (FAFSA®).**

Students applying for Federal Direct Loans must also complete:

- Loan Entrance Counseling
- Master Promissory Note

Eligible students may qualify for financial assistance including:

- Federal Pell Grants
- Subsidized Direct Loans
- Unsubsidized Direct Loans
- Alternative Loans
- Workforce Innovation and Opportunity Act (WIOA) funding
- Veterans (VA) Educational Benefits

Additional information is available through the Penn College Financial Aid Office and the Clock-Hour Certificate Programs webpage.

Visitors

To promote a safe learning environment, all visitors must check in with the Nursing Education Office upon arrival. No visitors are allowed to be on campus unsupervised.

Visitors:

- Must receive approval from the Program Director before attending class or remaining in the nursing program area.
- May not interrupt classroom instruction.
- Prospective students should schedule an appointment with the Program Director rather than visiting during class sessions.

Withdrawal Policy

Students who are considering withdrawal from the Practical Nursing Program are expected to discuss their decision with the Program Director before withdrawing from the program. The purpose of this meeting is to review the student's circumstances, discuss available resources and options, explain the academic and financial implications of withdrawal, and answer any questions the student may have.

Withdrawal Procedure

Students requesting to withdraw from the program must:

- Notify the Practical Nursing Program Director of their intent to withdraw.
- Meet with the Program Director prior to withdrawal whenever possible.
- Complete and sign the official Program Withdrawal Form.
    - Signing the Program Withdrawal Form acknowledges the student's understanding of these financial obligations.
- Acknowledge their financial responsibility in accordance with Pennsylvania College of Technology tuition, refund, and financial responsibility policies.

Failure to complete the withdrawal process may result in an administrative withdrawal in accordance with College and program policies.

Transcript and Grade Policy

Students who withdraw **within two weeks of the end of a program level** will receive the grades earned at the time of withdrawal. Those grades will remain on the student's official transcript and will not be changed because of the withdrawal.

Students considering withdrawal near the end of a level are encouraged to discuss the academic implications with the Program Director before making a final decision.

Weather Disruptions

Because the Practical Nursing Program is administered through **Workforce Development**, it does not always follow Pennsylvania College of Technology campus closings or delays.

The Program Director will determine whether classes or clinical experiences will be delayed, canceled, or moved to a virtual format based on the safety of students and staff while minimizing lost instructional time.

Whenever possible, classes will be held virtually during inclement weather.

Closings and delays will be communicated through **P.L.A.T.O.**

Students are encouraged to use sound judgment when traveling during inclement weather. If travel conditions are unsafe and no delay or cancellation has been announced, students must follow the attendance policy and notify the program according to the established attendance procedures.

Acknowledgements

The following acknowledgements must be completed and signed during orientation.

Tuition Liability & Responsibility Acknowledgment

I, _____, an accepted student in the Practical Nursing Program, acknowledge and agree to the financial responsibilities associated with enrollment in the program.

I agree to pay the cost of tuition and applicable fees for the Practical Nursing Program as determined by **Pennsylvania College of Technology and Workforce Development**. I understand that I am responsible for any tuition, fees, or other charges not covered by Pell Grants, student loans, scholarships, employer assistance, or other third-party funding sources.

I understand and acknowledge the following:

- If I **voluntarily withdraw, am administratively or academically withdrawn, or am dismissed** from the Practical Nursing Program for any reason, I may remain financially responsible for tuition, fees, and other charges associated with my enrollment.
- My financial responsibility following withdrawal or dismissal will be determined in accordance with applicable **Pennsylvania College of Technology and Workforce Development tuition, withdrawal, and refund policies and procedures**.
- Withdrawal or dismissal from the Practical Nursing Program does **not automatically eliminate or reduce my financial obligation** to Pennsylvania College of Technology.
- If I receive **federal financial aid, including Pell Grants and/or student loans**, withdrawal or dismissal may result in an adjustment to my financial aid eligibility and/or the return or repayment of financial aid funds in accordance with applicable federal regulations and College policies.
- I am responsible for any **remaining balance owed to Pennsylvania College of Technology** after financial aid adjustments, refunds, returns of funds, or third-party funding adjustments have been processed.
- I understand that the College reserves the right to utilize an **outside collection agency for unpaid accounts in accordance with College Policy 5.23**.
- I am responsible for contacting the appropriate **Penn College Financial Aid and/or Student Accounts offices** with questions regarding my individual financial obligations, financial aid eligibility, repayment requirements, or account balance.

By signing below, I certify that I have **read and understand this Tuition Liability & Responsibility Acknowledgment**. I understand that withdrawal or dismissal from the Practical Nursing Program may result in continued financial responsibility and/or changes to my financial aid.

I acknowledge that it is my responsibility to understand the tuition, withdrawal, refund, and financial aid policies applicable to my enrollment and to satisfy any financial obligations resulting from my participation in the Practical Nursing Program.

Student Name (Print): _____

Student Signature: _____

Date: _____

Health Liability Release

My signature indicates that I understand I am personally responsible for any injuries sustained while performing duties or assignments as a student of the Practical Nursing Program, whether on campus or at an affiliated clinical agency.

Neither Pennsylvania College of Technology nor any affiliated clinical agency assumes responsibility for injuries sustained during these activities.

Student Signature: _____

Date: _____

Student Information Release

My signature authorizes the Practical Nursing Program to release required documentation to affiliated clinical agencies, including, but not limited to:

- WeCare at The Green Home
- The Williamsport Home
- UPMC Wellsboro
- UPMC Williamsport
- Broad Acres
- UPMC Cole
- Any other agency associated with my clinical or educational experience

Only documentation required by the clinical agency will be released and may include:

- Health forms, including immunizations, titers, and tuberculosis (TST/PPD) results
- Drug screening results
- Health insurance information
- Student professional liability insurance verification
- Pennsylvania State Police Criminal Background Check
- Pennsylvania Child Abuse History Clearance
- FBI Criminal History Clearance
- Pennsylvania Area Agency on Aging Clearance (when applicable)
- Automobile insurance verification (when applicable)

Student Signature: _____

Date: _____

Academic Progress Authorization

My signature authorizes the Practical Nursing Program to release my academic progress records to any organization or agency providing financial assistance for my education for the purpose of continued funding.

Student Signature: _____

Date: _____

Drug and Alcohol Testing Consent

I certify that I have been fully informed of the purpose of drug and alcohol testing for the identified substances and voluntarily consent to such testing.

I understand that:

- Test results may be used by the Practical Nursing Program to satisfy the requirements of affiliated clinical agencies.
- Test results may be relied upon to determine my eligibility to participate in clinical experiences.
- The cost of the required testing is my responsibility.

I further authorize the release of my drug and alcohol testing results to the Director of the Pennsylvania College of Technology Practical Nursing Program.

Student Signature: _____

Date: _____

Electronics Agreement

Students are prohibited from having electronics turned **on** in the classroom or on their person during clinical experiences.

Electronics are prohibited at **all clinical sites**, including but not limited to:

- Hospitals
- Long-term care facilities
- School nurse experiences
- Physician offices
- Any other assigned clinical location

Signing this agreement serves as a verbal warning regarding the electronics policy.

Students who violate this policy:

- Will be sent home from clinical without the opportunity to make up the missed time.

- Will receive a **zero** for all work missed that day.

Personal laptops and other electronic devices may not be used during clinical experiences unless permission is granted by the instructor for post-conference activities.

Student Signature: _____

Date: _____

Photographs

Photographs of students displaying the Penn College logo, including embroidered logos and/or photo identification badges, are prohibited.

Photographs taken during College-sponsored activities are permitted only with an approved signed photo release.

Student Signature: _____

Date: _____

Attendance Agreement

By signing below, I acknowledge that I have received, read, and understand the Practical Nursing Program Attendance Policy.

I understand that **attendance is mandatory** and that I am expected to attend 100% of scheduled program hours.

I understand that 16 hours is the maximum absence allowance per level and is not an additional bank of time that I am encouraged or entitled to use.

I understand that **all missed hours must be made up**, even when an absence is documented or otherwise approved, unless specifically stated otherwise in Program policy.

I understand that exceeding the allowable absence limit, accumulating excessive tardiness, failing to complete required makeup hours, or otherwise failing to comply with the attendance policy may result in **failure to progress, dismissal, or administrative withdrawal from the Practical Nursing Program**, as applicable.

I accept responsibility for monitoring my attendance, reporting absences and tardiness appropriately, maintaining communication with the Practical Nursing Program, and completing all required makeup activities within the established timeframe.

By signing this agreement, I agree to comply with the attendance requirements of Pennsylvania College of Technology, Workforce Development, and the Practical Nursing Program.

Student Signature: _____

Date: _____

Student Agreement

I acknowledge that I have read and agree to follow all policies and procedures contained within this Student Handbook.

I understand that these policies and procedures may change during my enrollment and that it is my responsibility to remain informed of any revisions.

I understand that failure to comply with the policies and procedures of the Pennsylvania College of Technology Practical Nursing Program may result in dismissal from the program.

Student Name: _____

Student Signature: _____

Date: _____