

# Hannah E. Mullins School of Practical Nursing



## Catalog Student Handbook Graduating Classes of Aug. 2024 FT and Aug. 2025 PT

## HANNAH E. MULLINS SCHOOL OF PRACTICAL NURSING

230 North Lincoln Avenue, Suite #3, Salem, OH 44460

Office: 330-332-8940

Fax: 330-332-8941

Email: [info@hemspn.edu](mailto:info@hemspn.edu)

[www.hemspn.edu](http://www.hemspn.edu)

### ACCREDITED BY:

Accreditation Commission for Education in  
Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, Georgia 30326

P. 404-975-5000

F. 404-975-5020

[www.acenursing.org](http://www.acenursing.org)

### APPROVED BY:

Ohio Board of Nursing (OBN)

17 South High Street, Suite 660

Columbus, OH 43215

P. 614-466-3947

F. 614-466-0388

[www.nursing.ohio.gov](http://www.nursing.ohio.gov)

Ohio Dept. of Higher Education

25 S. Front Street

Columbus, OH 43215

P. 614-466-6000

[www.ohiohighered.org](http://www.ohiohighered.org)

### DIRECTOR

Christina M. Devlin MSN, RN, FCN

### ASSOCIATE DIRECTOR

Darla K. Shar MSN, RN

### PART-TIME PROGRAM COORDINATOR

Jamie Pytash MSN, RN

### CLINICAL/LAB COORDINATOR

Kerstie Kenney BSN, RN

### FACULTY

Bonnie Newton MSN, RN

Cheryl Webber BSN, RN

### FINANCIAL AID ADMINISTRATOR/

### ADMINISTRATIVE ASSISTANT

Debra Baker

### ADMINISTRATIVE ASSISTANT/TITLE IX COORDINATOR

DeAnn Russell

### ADVISORY COMMITTEE

Sara Houchins

Bryan Latchaw

Kim McBride

Amanda Rivera

Barb Stamp

Jen Walker

Bruce Williams

Dawn Gerz

## AN EQUAL OPPORTUNITY SCHOOL

HEMSPN is an equal opportunity school; this means all qualified applicants are accepted without regard to race, color, gender, age, religion, national origin, or disability which does not interfere with attainment of course/clinical student learning outcomes and student learning outcomes, membership or non-membership in any lawful organization or marital status. HEMSPN operates under the auspices of Salem City Schools.

**TABLE OF CONTENTS****Table of Contents**

Forward	5
History of the Hannah E. Mullins School of Practical Nursing	5
Program Description and Program Philosophy	6
Mission Statement	7
Program Conceptual Framework	7
End of Program Student Learning Outcomes (EPSLO)	8
Equipment / Facilities Description	14
Program Curriculum	8
Curriculum Summary	8
Program Curriculum Plan –Full Time	9
Program Schedule	11
Vacations and Holidays	11
Course Descriptions - Full Time and Part Time	11
Program Curriculum Plan - Part time	10
<b>HEMSPN Policies and Procedures</b>	15
Absence Related to Pregnancy, Extended Illness or Injury	19
Academic Honesty	15
Advanced Standing	41
Appointments Personal	17
ATI Integration and testing policy	32
Attendance and Make-up Work	18
Audio or Video Recording	20
Auxiliary Aids and Services for Students with Disabilities	21
Billing and Payment Schedule	25
Computerized Quizzing and Testing	32
Confidentiality of Student Records	41
Copying Services	20
Copyright Policy	43
Counseling	20
Criminal Background Check	20
Disabilities	21
Dismissal	15
Dress Code for the Classroom and Clinical Simulation Laboratory	22
Dress Code for the Clinical Setting	23
Dress Codes	22
Drug Free Policy	24
Drug Screening – Mandatory	24
Email Communication Policy	19
Essential Functions – Required	22
Evaluation of Clinical	33
Evaluation of Clinical Simulation Lab	33
Financial Aid	28
Grades and Satisfactory Progress	31
Grading Scale for Theory Courses	31
Graduation/Progression to Senior Level	33
Grievance	34
Grievance Procedure	34
Health Care Agencies	40
Health Insurance, Physical and Mental Health Care	34
Health Records	35
Immunizations	35
Learning Enhancement/Student Retention Policy	31
Leave of Absence (Institutional and Financial Aid)	16
Licensure	36
Lockers	36
Lost, Stolen, or Damaged Personal Items	36
Medical Marijuana	24
Misrepresentation Policy	42
Non-discrimination and anti-harassment	40
Non-discrimination and anti-harassment policies and procedure	40
Parking – Student	36

Past Due Account Program	25
Payment Procedures for Financial Aid Recipients	28
Personal Communication Devices (PCD's)	19
Plagiarism	15
Policy Changes	15
Policy Prohibiting Sex Discrimination, Sexual Harassment, Stalking and Retaliation (Title IX, Jeanne Clery, and VAWA)	40
Pregnancy	35
Preparedness	23
Profanity/Vulgarity	40
Professionalism	36
Progression	33
Punctuality	23
Readmission	17
Record Retention	41
Reference Materials – HEMSPN and KSU	40
Refund Policies	26
Reporting of Grades	31
Reporting Off from Clinical	24
Return to Title IV Policy	27
Satisfactory Academic Progress (SAP) Policy	29
Smoking Policy	24
Student Governance	33
Textbook Purchase Policy	24
Transcripts	41
Transfer Credit/Advance standing for Military	41
Tuition and School Fees	25
Unethical Conduct/Unacceptable Behavior/Attitude	39
Unofficial Withdrawal from the Program	17
Veterans Benefits	26
Weather Inclement	42
Withdrawal from the Program	16
Appendix A - HEMSPN Drug Free Policy	44
Appendix B - Drug Free Schools Communities Act Amendment	47
Appendix C - HEMSPN Crime Awareness Report / Campus Security Policy	48
Appendix D - OBN Designated Legal Offenses That Disqualify	48
Appendix E - NALPN Nursing Practice Standards for the Licensed/Vocational Nurse	49
Appendix F - NAPNES Standards of Practice for Licensed/Vocational Nurses	52
Appendix G - Formal Grievance Form	55
Appendix H - Student Agreement Regarding Policies, Mandatory Drug Screening, and Criminal History	56
Appendix I - Informed Consent Waiver	57
Appendix J - Consent to Be Photographed	58
Appendix K – Policy/Procedures Under FERPA	58
Appendix L - Consent to Release Student Educational Records	58
Appendix M - The Jeanne Clery Act Annual Safety & Security Report	58
Appendix N – Federal Financial Aid / Consumer Handbook	59
Appendix O – HEMSPN Enrollment Agreement	59
Appendix P - Theory and Clinical Syllabi / Toolkit	59
Appendix Q - Student Consumer Information Disclosure	60
Appendix R - HEMSPN Personal Identifiable Information Disclosure	74
Appendix S - Academic Integrity Statement	75
Appendix T – Infectious Disease Policy	75

## **FORWARD**

The Director, faculty, and staff welcome you to the Hannah E. Mullins School of Practical Nursing (HEMSPN) and to the career of nursing. We wish you success in your endeavor to reach your goal as you work toward a meaningful career in nursing.

This Student Handbook describes various aspects, policies, and procedures associated with HEMSPN. The Director and faculty reserve the right to change, revise, and update any portion of the program, policies, or procedures described in this Student Handbook. You are required to read and follow this handbook.

## **HISTORY OF THE HANNAH E. MULLINS SCHOOL OF PRACTICAL NURSING**

HEMSPN was founded in 1957 when Salem City Hospital (now Salem Regional Medical Center) closed the diploma school for registered nurses and established a practical nursing school. The spacious Charles S. Bonsall residence, purchased in 1918 by Mr. Mullins for the diploma school, easily accommodated the newly established Hannah E. Mullins School of Practical Nursing. The name "Hannah E. Mullins" was chosen in memory of Mr. Mullins' mother. Mrs. Marie G. Durand was the first director of the school and remained the administrator until her retirement in 1975.

The Charles S. Bonsall home accommodated the necessary facilities including classrooms, a clinical simulation lab, library, offices, and a dormitory. Student clinical experiences occurred at the Salem Community Hospital as well as a pediatric clinical at Akron Children's Hospital. The Salem Community Hospital expansion in 1964 included a pediatric unit, allowing the clinical learning needs for the practical nursing student to be met in one convenient location.

The National League for Nursing (NLN) accredited HEMSPN in June of 1970. At that time, HEMSPN was the second practical nursing school to be NLN accredited in the State of Ohio.

In August 1978, the Bonsall residence was scheduled for demolition. From the charming, quaint surrounding of a historical home, HEMSPN moved into completely modernized, air conditioned, and convenient facility within the Salem Community Hospital. Until February 1991, a dormitory and laundry facilities also were available to the nursing student who preferred to live on the premises.

In March 1991, HEMSPN affiliated with the Salem City School District Board of Education. This move facilitated funding from the Ohio Department of Education, Office of Vocational Education. With this change, the school offices, library, computer room, conference room and student lounge were housed in the MRI Annex across from the Salem Community Hospital. One classroom and nursing skills laboratory remained in the hospital; a second classroom was provided by the Salem City School District. In addition, clinical experiences were expanded to include long-term care at Crandall Medical Center as well as the experiences offered at Salem Community Hospital and in the community.

Still operating under the auspices of the Salem Board of Education, HEMSPN experienced two additional moves. The first was August 1997, when the administrative offices, clinical simulation lab, and computer room were housed in the Salem Senior High School while the classrooms were relocated at the Salem City Schools Adult Education facilities. The second and latest HEMSPN relocation in August 2006, was to the old Salem Middle School building now known as the Kent State City Center. HEMSPN offices, classrooms, and clinical simulation labs are located on the third floor. This move provided for expansion of the practical nursing program.

From 1997 to the present, the HEMSPN program continues to evolve. Part of this evolution and growth incorporates the addition of a variety of long-term care facilities and community clinic settings. The addition of these facilities provides opportunities to enhance student learning to achieve program outcomes. As of 2018, HEMSPN has added a part time program and an STNA program. The STNA Program ended spring of 2020 due to the COVID - 19 pandemic.

The Practical nursing program at Salem City Schools at the Hannah E. Mullins School of Practical Nursing located in Salem, Ohio is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326, (404) 975-5000, approval by the Ohio Board of Nursing and the Ohio Department of Higher Education. Throughout the years, HEMSPN has maintained a reputation of excellence and continues to uphold excellence in nursing and education standards.

## **THE HEMSPN PROGRAM**

### **PROGRAM DESCRIPTION**

HEMSPN offers a full-time forty-four (44) instructional week or part-time eighty-eight (88) week fourteen hundred (1400) hour, educational and experiential program. The program requires HEALTHCARE PROVIDER CPR certification as this prepares the graduate for a career in nursing. Both programs have breaks and holidays incorporated into the academic schedule.

Following completion of the program, the graduate who has met the additional State Board of Nursing requirements is eligible to take the NCLEX-PN, a national licensing exam. After successfully passing this exam, the HEMSPN graduate is able to provide care as a licensed practical nurse (LPN) or licensed vocational nurse (LVN) within the scope of nursing practice as defined by the licensing state. Employment opportunities for the LPN include hospitals, long-term care facilities, healthcare provider offices, clinics, schools, and home health care agencies, etc. The HEMSPN graduate also obtains a firm foundation in nursing which enables him/her to pursue higher nursing education, if desired.

### **PROGRAM PHILOSOPHY**

The philosophy of HEMSPN is based upon the following beliefs of the founders, Director and faculty:

- Individuals are unique, culturally diverse, holistic, ever evolving beings with basic human needs who continually interact with the environment and adapt to change. The individual's environment includes all external conditions along with family, community, and society that influence the development of the individual.
- Society is multi-cultural and is composed of people of all ages and ethnic groups with varied socio-economic, religious, educational, and racial backgrounds.
- Health is the highest attainable level of physical, mental, emotional, and social wellbeing. It is not the mere absence of disease or infirmity.
- Nursing is a service performed by skilled professionals. It encompasses (a) health promotion screening and teaching, (b) caring for the ill and for those with special needs, (c) rehabilitative and restorative support services, and (d) emotional and physical support for the dying. Nursing care/services extend to the individual, the family, and society. The nursing process is the framework that provides the nurse with an organized and scientific method to alleviate, minimize, or prevent actual or potential health problems.
- Today the need for nurses and nursing care is changing along with the total delivery of health care. This change necessitates varied educational preparations for nursing personnel. Consequently, the LPN, at the direction of the registered nurse, licensed physician, dentist, podiatrist or chiropractor, has a unique, distinct, integral, and essential place on the contemporary health care team and in a variety of health care settings.
- Nursing education is viewed as a continuing and continual process that integrates practical experience with formal learning. Therefore, it is felt that all nursing educational programs should be structured to provide seamless articulation in order to facilitate the professional growth, evolution, and mobility of all nurses.
- Practical nursing education is the means for individuals to acquire the knowledge, skills, and attitudes necessary for safe, effective licensed practitioners. This education also prepares the individual to be an ethical and legally responsible member of the health care team.
- The teaching-learning process is a necessary component for a nursing educational program and requires a cooperative effort between the Director, faculty, and staff. Learning is the planned integration of theory with clinical experiences. This integration progresses from simple to complex on the wellness-illness continuum. Completion of this nursing program is not an endpoint, but an integral part of the student's lifelong learning experience.

## **MISSION STATEMENT**

The mission of HEMSPN is to provide high quality nursing education so that, once licensed, graduates may enter the workplace as competent practitioners and/or pursue higher education in nursing. This mission is accomplished through evidenced based nursing theory, and community partnerships for clinical experience, and observation.

## **PROGRAM CONCEPTUAL FRAMEWORK**

The HEMSPN program was developed within a conceptual framework that implements the philosophy and student learning outcomes. The foundation for the curriculum is formed by three major concepts: (a) basic human needs drawn from the theory of Virginia Henderson, (b) wellness-illness continuum throughout the life span, and (c) the nursing process. As the student progresses through the program, the concept of the individual as a holistic being with eleven basic human needs develops. These basic needs are:

- 1) Breathe normally
- 2) Eat and drink adequately
- 3) Eliminate wastes
- 4) Move and maintain desirable posture
- 5) Sleep, rest and maintain comfort
- 6) Promote hygiene as well as dressing and undressing appropriately
- 7) Maintain body temperature within normal range
- 8) Safety
- 9) Communicate effectively and enrich spiritually
- 10) Achieve a sense of accomplishment through work and play
- 11) Learn to enhance problem solving and growth

The curriculum, designed to progress from simple to complex knowledge and skills, begins with the well individual and incorporates health promotion. It advances to complex concepts as the student learns how to care for individuals who (a) are experiencing illness, (b) have special needs, (c) need rehabilitative care, and (d) are dying. Health concepts are taught from the wellness-illness continuum throughout the phases of the life span.

In addition to the three major concepts, the following conceptual threads are correlated and integrated throughout the curriculum; this threading maintains consistency and continuity in all nursing courses and clinical experiences. The conceptual threads are identified as:

- 1) Ethical/Legal concepts
- 2) Cultural diversity
- 3) Pharmacology
- 4) Assisting with patient teaching
- 5) Community resources
- 6) Effective communication
- 7) Continued professional growth
- 8) Clinical judgment and critical reasoning
- 9) Appropriate delegation

The nursing student, with guidance from an instructor, utilizes the nursing process within the scope of practice to meet the basic human needs of the individual. Progressing from simple to complex, nursing concepts are taught in the classroom and integrated throughout clinical learning experiences and community services.

## END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLO)

Upon successful completion of this program, the HEMSPN graduate will demonstrate the following entry-level competencies of practical nursing:

- 1) Value each individual as a unique, culturally diverse, holistic being with basic human needs.
- 2) Display clinical judgment to safely meet the basic human needs of each individual.
- 3) Support the nursing process for individualization of nursing care in diverse health care settings.
- 4) Initiate nursing care within the scope of practice as defined by the nurse practice act of the licensing state.
- 5) Act as an ethical, legally responsible, and accountable member of the health care team.
- 6) Evaluate variations in health by using the wellness-illness continuum throughout the lifespan.
- 7) Practice effective communication principles in written, oral, and electronic modes of communication.
- 8) Integrate informal and formal educational opportunities for continual professional growth.
- 9) Synthesize technology in the nursing care of patients in diverse healthcare settings.
- 10) Perform evidence-based patient teaching.

## PROGRAM CURRICULUM

The HEMSPN curriculum provides for the student's mental, physical, social, and spiritual development in preparation for the implementation of quality nursing care in a safe, effective, and efficient manner. It is also designed to stimulate the student toward attainment of his/her nursing career goals. The clinical component of the program incorporates supervised experiences in medical, surgical, obstetric, pediatric, community, and geriatric nursing.

The curriculum progresses from simple to complex concepts for the theoretical courses and for the implementation of nursing care. The curriculum foundation is based upon three major concepts: (a) basic human needs, (b) wellness-illness continuum throughout the life span, and (c) the nursing process. These concepts are introduced at the beginning of the program and expanded throughout. Formal classroom instruction correlates with concurrent supervised clinical experiences in which the student progresses from providing basic nursing care to advanced complex care. The amount and variety of clinical experiences provides the HEMSPN student with opportunities to (a) apply knowledge, (b) develop clinical judgment, and (c) build upon improving his/her nursing skills.

## CURRICULUM SUMMARY

The program is divided equally into junior and senior levels of theory and clinical learning experiences. To remain in satisfactorily progress through the program, the student must earn a grade of 80% or greater for each theory course and receive satisfactory final clinical evaluations for each clinical rotation and simulation labs.

The Junior Level is composed of two equal quarters; the clinical focus for both quarters is long-term/rehabilitative care. The first quarter correlates clinical experience with two theory courses – *Adult Growth, Development and Nutrition* and *Nursing Fundamentals*. During this quarter, anatomy, physiology, and nursing related concepts are also taught. After satisfactorily meeting designated theory, simulation lab and clinical student learning outcomes, the student advances to the second quarter, which correlates *Nursing Care of the Adult 1* theory with its clinical application. During the second quarter, the student also learns the principles and nursing skills for medication administration and IV therapy in *Pharmacology*.

The Senior Level is composed of two equal quarters; the clinical focus for both quarters is providing students with advanced clinical experiences. These quarters correlate clinical experiences with the following theory courses (a) *Nursing Care of the Adult 2*, (b) *Nursing Care of the Adult 3* (c) *Maternal-Child Nursing*, and (d) *Personal and Vocational Relationships*, and a Medication Administration and IV therapy clinical components of *Pharmacology* from Junior Level.

The clinical learning experiences are provided through the cooperation and collaboration with a variety of healthcare agencies including acute care facilities, long term care facilities, community health care agencies, and local school districts.



**FULL-TIME PROGRAM CURRICULUM PLAN**

<b>Full-time First Quarter (weeks 1 - 11, Junior Level)</b>	<b>Theory Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>	<b>Observation/ orientation</b>	<b>Total Hours</b>
Anatomy & Physiology - FT002	108				108
Nursing Fundamentals – FT003	101	54			155
Adult Growth & Development with Nutrition –FT004					
• Young/Middle Adult, Family & Gerontology	29	10	20		59
• Normal Nutrition	28				28
<b>Total</b>	<b>266</b>	<b>64</b>	<b>20</b>		<b>350</b>
<b>Full-time Second Quarter (weeks 12 - 22, Junior Level)</b>					
Nursing Care of the Adult 1 – FT005	129	27	104	10	270
Pharmacology – FT006	64	16			80
<b>Total</b>	<b>193</b>	<b>43</b>	<b>104</b>	<b>10</b>	<b>350</b>
<b>Full-time Third Quarter (weeks 23 – 33, Senior Level)</b>					
Nursing Care of the Adult 2 – FT007	112	10	104	4	230
Maternal Child Nursing: Pediatric – FT008	50	7	12		69
Medication Administration – FT006C		8	40	3	51
<b>Total</b>	<b>162</b>	<b>25</b>	<b>156</b>	<b>7</b>	<b>350</b>
<b>Full-time Fourth Quarter (weeks 34 – 44, Senior Level)</b>					
Nursing Care of the Adult 3 – FT010	91	9	139		239
Maternal Child Nursing: Obstetric – FT011	50	21	0		71
Personal & Vocational Relationships – FT012	40				40
<b>Total</b>	<b>181</b>	<b>30</b>	<b>139</b>		<b>350</b>
<b>Program Total</b>	<b>802</b>	<b>162</b>	<b>419</b>	<b>17</b>	<b>1400</b>

**PART-TIME PROGRAM CURRICULUM PLAN**

<b>Part-time First Quarter A (weeks 1 - 11, Junior Level)</b>	<b>Theory Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>	<b>Observation/ orientation</b>	<b>Total Hours</b>
Anatomy & Physiology – PT002	59				59
Nursing Fundamentals – PT003	62	26			88
Adult Growth & Development with Nutrition - PT004					
• Young/Middle Adult, Family & Gerontology					
• Normal Nutrition	28				28
<b>Total</b>	<b>149</b>	<b>26</b>			<b>175</b>
<b>Part-time First Quarter B (weeks 12 - 22, Junior Level)</b>					
Anatomy & Physiology –PT002	49				49
Nursing Fundamentals – PT003	39	28			67
Adult Growth & Development – PT004		10	20		30
• Young/Middle Adult, Family, & Gerontology	29				29
<b>Total</b>	<b>117</b>	<b>38</b>	<b>20</b>		<b>175</b>
<b>Part-time Second Quarter A (weeks 23 – 33, Junior Level)</b>					
Nursing Care of the Adult 1- PT005	66	15	44	10	135
Pharmacology – PT006	32	8			40
<b>Total</b>	<b>98</b>	<b>23</b>	<b>44</b>	<b>10</b>	<b>175</b>
<b>Part-time Second Quarter B (weeks 34 – 44, Junior Level)</b>					
Nursing Care of the Adult 1 – PT005	63	12	60		135
Pharmacology - PT006	32	8			40
<b>Total</b>	<b>95</b>	<b>20</b>	<b>60</b>		<b>175</b>
<b>Part-time Third Quarter A (weeks 45 – 55, Senior Level)</b>					
Nursing Care of the Adult 2 – PT007	57	2	41	4	104
Medication Administration – PT006C		8	40	3	51
Maternal Child Nursing: Pediatric – PT008	20				20
<b>Total</b>	<b>77</b>	<b>10</b>	<b>81</b>	<b>7</b>	<b>175</b>
<b>Part-time Third Quarter B (weeks 56 – 66, Senior Level)</b>					
Nursing Care of the Adult 2 – PT007	55	8	63		126
Maternal Child Nursing: Pediatric – PT008	30	7	12		49
<b>Total</b>	<b>85</b>	<b>15</b>	<b>75</b>		<b>175</b>
<b>Part-time Fourth Quarter A (weeks 67 – 77, Senior Level)</b>					
Nursing Care of the Adult 3 –PT010	60	5	80		145
Maternal Child Nursing: Obstetric- PT011	30	0	0		30
<b>Total</b>	<b>90</b>	<b>5</b>	<b>80</b>		<b>175</b>
<b>Part-time Fourth Quarter B (weeks 78 – 88, Senior Level)</b>					
Nursing Care of the Adult 3 – PT101	31	4	59		94
Maternal Child Nursing: Obstetric – PT011	20	21			41
Personal & Vocational Relationships – PT012	40				40
<b>Total</b>	<b>91</b>	<b>25</b>	<b>59</b>		<b>175</b>
<b>Program Total</b>	<b>802</b>	<b>162</b>	<b>419</b>	<b>17</b>	<b>1400</b>

## PROGRAM SCHEDULE

The HEMSPN program is initiated with the admission of students in the full-time program twice per year – in September and March. The curriculum is divided into four equal quarters with a one to three-week break following each quarter. The part-time program enrolls every other year (depending on demand). The curriculum is divided into four equal quarters with a one to three-week break every 11 weeks. Some national and customary holidays (i.e., Memorial Day, Christmas, etc.) are incorporated into the academic schedule.

Classes and related clinical experiences are divided into two equal levels – Junior and Senior Levels; which consist of 700 clock hours for a program total of 1,400 hours.

The full-time program is designed to be Monday through Friday from the hours of 8:00 a.m. to 4:00 p.m. for theory/classroom days. Clinical hours vary depending on the clinical site; times are generally scheduled between the hours of 6:30 a.m. and 3:30 p.m. Depending on the point in the program, clinical experiences can be 2 – 3 days per week. Some clinical experiences could include afternoon and evening hours as well as Saturdays and/or Sundays. These afternoon/evening hours and/or weekend experiences are minimal.

The part-time program is designed to be three days per week with 5 – 6 hours per day for theory/classroom days. Clinical hours vary depending on the clinical site; times are generally scheduled between the hours of 6:30 a.m. and 3:30 p.m. Depending on the point in the program, clinical experiences can be 1 – 2 days per week. Some clinical experiences could include afternoon and evening hours as well as Saturdays and/or Sundays. These afternoon/evening hours and/or weekend experiences are minimal.

Lunch and periodic breaks are scheduled for days the student attends theory/clinical/simulation lab experiences. The student receives tentative schedules for class, clinical, and laboratory experiences at the beginning of each course and clinical rotation.

## VACATIONS AND HOLIDAYS

Generally, the HEMSPN student receives a one (1) week break in February and May, and November two (2) weeks in December, and three (3) weeks following the August graduation. The student also receives a day off for the following holidays:

New Year's Day  
Good Friday  
Memorial Day  
Christmas Eve and Day

Independence Day  
Labor Day  
Thanksgiving Thursday and Friday

## COURSE DESCRIPTIONS FULL-TIME AND PART-TIME

### **Anatomy and Physiology – FT002, PT002**

Theory Hours: 108

#### Course Description:

Anatomy and Physiology is a foundation course, with related terminology, that stresses the concepts of normal body structure and function. It progresses from simple to complex in the study of the organization of the body, its functions, and how a stable internal environment is maintained. This course serves as a foundation and reference for nursing procedures, baseline data, and health deviations for the succeeding nursing courses, i.e. Nursing Care of the Adult, Obstetric Nursing and Pediatric Nursing.

### **Nursing Fundamentals – FT003, PT003**

Theory Hours: 101

Lab Hours: 54

#### Course Description:

Nursing Fundamentals introduces the nursing student to the nursing profession as a whole with emphasis on the integral role of the practical nurse. Nursing history and trends in nursing and health care are discussed. Legal aspects of practice, ethical issues, the influences of diversity and effective communication are explored in relation to recognizing and meeting the basic human needs of individuals. It will also provide the student with the basic scientific

principles and nursing techniques that form the foundations for nursing care. Nursing informatics is integrated throughout this course.

Clinical Simulation Lab allows time for the student to practice and perform a graded return demonstration of each procedure. The actual initial implementation of the nursing skill occurs during the assigned clinical experiences for Adult Growth and Development with Nutrition and Nursing Care of the Adult 1.

Informatics introduces students to the use of computers for enhancement of their study of nursing as well as to develop electronic documentation skills. Students are given basic information about operation of the computer equipment. Supervised laboratory practice allows students to demonstrate proficiency, so they may independently complete required software programs and utilize the computer as a learning resource. Informatics is taught via lecture, demonstration, and hands on experience in a computer lab and/or on the students own device.

#### **Adult Growth and Development with Nutrition – FT004, PT004**

Clinical/Lab Hours: 30

Theory Hours: 29,

Planned Clinical Hours: 20

Planned Lab Hours: 10

##### **Course Description:**

This theoretical component of the Adult Growth and Development with Nutrition course has clinical and simulation lab components. It deals with human growth and development through the adult phase of the life cycle, the physiologic changes that occur with aging, and health promotion. Gerontology/Geriatrics is the focus of this course. It provides an overview of the trends, issues, and theories of aging. It introduces the student to the aging process and the specific syndromes and needs of the older adult. The class avatar from the National League for Nursing's ACES case is introduced in this course. It also provides students with an opportunity to examine attitudes and feelings about death and dying so that they may relate more effectively to the terminally ill person and family members in a variety of healthcare settings.

#### **Normal Nutrition – FT004, PT004**

Theory Hours: 28

##### **Course Description:**

Normal nutrition is taught in the beginning of the Junior Level. It provides the student with the knowledge of basic human nutritional needs and how they can be met for the well individual. The student is guided toward an understanding of the way the body digests, absorbs and metabolizes the nutrients. Various cultural, social and religious customs are discussed and related to meeting basic human nutritional needs. This course is the foundation for the diet therapies taught with Nursing Care of the Adult 1, 2 and 3. Nutritional changes through the life cycle are expanded in Young/Middle Adult, Gerontology/Geriatrics and Maternal-Child Health.

#### **Nursing Care of the Adult 1 –FT005, PT005**

Observation: 10

Theory Hours: 129, Clinical/Lab Hours: 131,

Planned Clinical

Hours: 104

Planned Lab Hours: 27

##### **Course Description:**

NCA of the Adult 1 (NCA 1), a theoretical course with a clinical component, explores and expands concepts related to health, illness, and the basic care of the adult patient. It utilizes the student's knowledge of (a) anatomy and physiology, (b) normal nutrition, and (c) human development through the adult phase of the life cycle as a basis for assessment and nursing care of adult patients with alterations in health. The course provides a more in-depth use of the nursing process to present and discuss pertinent nursing interventions while studying the alterations in health of selected body systems. It also encompasses the study of common diagnostic and laboratory tests, specific manifestations of alterations in health, and treatments that include relevant medications and diet therapy.

Active learning activities enable the student to adapt clinical judgement to the human responses to individual conditions and to correlate them with evidence based nursing practices. Procedures with related principles, are taught using formal classroom presentation, demonstration by the instructor, and a graded return-demonstration by the student in the clinical simulation laboratory. Speakers from community agencies are utilized to expand the student's knowledge of available resources. The student is prepared to use a nursing process format to write basic nursing plans of care for selected adult patients in the clinical setting.

### **Pharmacology - FT006, PT006**

Theory Hours: 64, Clinical/Lab Hours: 64, Observation: 3  
Planned Clinical Hours: 40  
Planned Lab Hours: 24

#### **Course Description:**

Pharmacology introduces the student to the theory and techniques for safe administration of medications, including IV therapy. It begins with a review of basic arithmetic needed to calculate medication dosages. The various forms of drugs, their actions, adverse reactions, legal control, and safe methods for medication administration are studied. Medication Administration, the clinical component, consists of supervised medication administration during the third quarter of the program. For the medication administration experience, the nursing process guides the student through safe nursing care of the patient in relation to medications.

### **Maternal-Child Nursing**

#### **Obstetric Course Description: - FT011, PT011**

Theory Hours: 50, Clinical/ Lab Hours: 21  
Planned Clinical Hours: 0  
Planned Lab Hours 21

This course is designed to introduce the student to the process of identifying the basic human needs of the evolving family utilizing the nursing process. This is attained by building on the student's past knowledge of anatomy, physiology and nutrition. Obstetric clinical experiences are selected to assist the student in meeting basic human needs of the intrapartum and postpartum woman and newborn.

#### **Pediatric Course Description: - FT008, PT008**

Theory Hours: 50, Clinical/Lab Hours 19  
Planned Clinical Hours: 12  
Planned Lab Hours: 7

This course offers the student an opportunity to study both wellness and health alterations specific to the basic human needs of children. It is designed to build upon the student's knowledge of anatomy, physiology, and nutrition. Basic principles of growth and development from infancy through adolescence are explored, as well as the nutritional needs specific to these developmental age groups. Emphasis is placed upon the prevention of illness as well as the implementation of nursing care for children experiencing common alterations in health. Using the nursing process, students learn how to facilitate meeting the basic human needs for children and their families. Previously learned nursing skills are adapted to the child. The community settings provide clinical experiences for the student.

### **Medication Administration – FT006C, PT006C**

Theory Hours: 64, Clinical/Lab Hours: 64, Observation: 3  
Planned Clinical Hours: 40  
Planned Lab Hours: 24

#### **Clinical Course Description:**

Medication Administration is the clinical component of Pharmacology. During the weeks of clinically supervised medication administration, the student will utilize the nursing process, clinical judgment skills, and culturally sensitive communication skills while safely and accurately administering a variety of medications via several routes. Students will relate the drug classifications, desired actions, adverse reactions, and individualized nursing measures for each administered medication. Students are required to complete Medication Administration computer software programs. Prior to the clinical experience, students will have a simulation lab experience and an orientation.

**Nursing Care of the Adult 2 –FT007, PT007**

Theory Hours: 112, Clinical/Lab Hours: 114, Observation: 4

Planned Clinical Hours: 104

Planned Lab Hours: 10

**Course Description:**

Nursing Care of the Adult 2 (NCA 2), a theoretical course with a clinical component, is a continuation of Nursing Care of the Adult 1. It utilizes the nursing process and critical reasoning skills to determine how to meet basic human needs of adults who are experiencing pathophysiologies of specific body systems. Included in the course are the related pharmacology therapies including IV therapy and therapeutic diets.

**Nursing Care of the Adult 3 –FT010, PT010**

Theory Hours: 91, Clinical/Lab Hours: 148

Planned Clinical Hours: 139

Planned Lab Hours: 9

**Course Description:**

Nursing Care of the Adult 3 (NCA 3), a theoretical course with a clinical component, is a continuation of Nursing Care of the Adult 2. The nursing process and critical reasoning skills are utilized to learn how to meet the basic human needs of the adult experiencing specific and more complex alterations in health. Related drugs, IV therapy, therapeutic diets, leadership and organizational skills are included in the course.

**Personal and Vocational Relationships – FT012, PT012**

Theory Hours: 40

**Course Description:**

Personal and Vocational Relationships (P&VR) is a capstone course in Quarter 4. The following areas are explored to prepare the graduate nurse for successful entry into the nursing profession: Leadership skills and delegation, LPN and RN safe nurse practice standards, application for NCLEX-PN, career opportunities, steps and procedures in securing the right position, maintaining currency in practice, continuing education, and professional organizations. Participation in a 3 day live review provided by the school is a requirement of this course.

**Equipment / Facilities Description**

The physical facilities of the nursing education unit are found on the second and third floors of the Kent State Salem Center. The suite has no elevator facilities and is not handicap accessible at the present time, except for the offices, classrooms and lab located on the 2<sup>nd</sup> floor. Parking lots at the Kent State Salem City Center are designated for faculty and student use, there is additional parking on the surrounding streets and in the city municipal lots.

**Classrooms Five (5)**

- Two (2) classrooms on the second floor equipped with blackboards, media screens, projector, instructor's desk and chair, and podium. Student capacity with double desks and chairs is 40.
- Three (3) classrooms on the third floor equipped with blackboards, media screens, faculty computer, projector and built in sound system, instructor's desk and chair, and podium. Student capacity with double desks and chairs is 40 in two rooms and 60 in the additional room.

**Clinical Simulation Labs Four (4)**

- Second floor lab equipped with two (2) patient care units, locking storage cabinet, instructor desk and chairs. Mostly used as an overflow lab as needed.
- Third floor large lab is equipped with six (6) patient care units with fully stocked linens and supplies, instructor's desk / nurses station with tables and chairs for student use.
- Third floor Obstetrics and Pediatric lab housing Noelle® Birthing simulator and her newborn, also a Noelle® Torso Birthing simulator and her newborn. The lab also has six newborn static manikins, one SimBaby® and one SimKid® both with a Sim Pad Plus and monitor. The lab also houses a pediatric exam table and a newborn radiant warmer. There are two patient care units. Lab is partitioned with the back half used for storing of simulators and other supplies.
- Third floor smaller lab with three (3) patient care units. This room houses partitioned walls to replicate a patient's room.

All the labs have access to simulated IV arms, Chester Chest, IV pumps, wheelchairs, Hoyer's, Sit-to-Stand and other equipment and supplies to accommodate each lab experience. This equipment used in each lab as needed.

**Student Lounge/Lunchroom**

- Located on the third floor with tables, chairs, built-in cabinet, island, blackboard, refrigerator, microwaves and coffee makers.

#### Library

- Third floor library houses reference material and periodicals for the students to use in the library only. Library contains tables and chairs for student use.

#### Main Office

- Third floor main office contains the offices of the Director, Associate Director, Financial Aid Administrator/Administrative Assistant and Administrative Assistant and reception area.

#### Faculty Offices

- Third floor faculty office is a shared space with each faculty member having their own desk, computer, locked file cabinet, and bookshelves.

#### Faculty Conference Rooms

- Third floor faculty conference/break room, faculty restroom and a kitchenette.

## **HEMSPN POLICIES AND PROCEDURES**

### **Policy Changes**

The Director will utilize several different modes to communicate policy changes to students. Addendums will be handed out for student signature and filed in student file. Policy change will also be communicated verbally and electronically. Policies that affect student progression or requirements for completion of the program will not be changed during the student's first enrollment.

### **Academic Honesty**

Honesty as well as personal moral and ethical integrity is foundationally essential for the implementation of safe, therapeutic nursing practice as identified and expounded by the Licensed Practical Nurses Association of Ohio (LPNAO) and the Ohio Board of Nursing (OBN). This honesty and integrity translate into the HEMSPN classroom, laboratory, and clinical setting while participating in HEMSPN learning experiences. To maintain high academic standards and to ensure each student independently meets those standards, HEMSPN does not and will not tolerate academic or nursing dishonesty, e.g. cheating, lying, plagiarism, false documentation of nursing care, etc. Academic or nursing dishonesty will be grounds for dismissal. For additional information, see "*Plagiarism*" and "*Unethical Conduct*." Students are required to sign an Academic Integrity Statement upon enrollment.

### **Plagiarism**

Plagiarism is considered academic dishonesty. Plagiarism occurs when any student turns in an assignment or scholarly paper that contains work not totally completed by that student. This includes the submission of articles, abstracts, passages, paragraphs, sentences, etc., created by others and utilized by the submitting student as his/her own work, words, or thoughts. Plagiarism is unethical, unprofessional, unacceptable behavior and is grounds for dismissal from the program.

### **Dismissal**

A student who is dismissed must meet with the HEMSPN Director to review options for readmission and to sign a student dismissal form. The student will receive a letter detailing their financial aid status and school account balance. Any agency that provided financial aid will be notified of the student's withdrawal, dismissal or change of hours.

The student will be dismissed from the program for any or all of the following behaviors. This list is not all inclusive:

- *Academic*: Failure to achieve a final grade of 80.0% or higher for each theory course;
- *Clinical/Lab*: Failure (a) to meet clinical/lab expectations and student learning outcomes, (b) maintain current HEALTHCARE PROVIDER CPR certification, (c) maintain an up-to-date annual Mantoux test, and (d) other required immunizations that may expire.
- *Illegal Drug Use*: Failure to pass the Mandatory Drug Screen and any additional drug screens (for additional information, see "*Drug Screening - Mandatory*", "*Drug Free Policy*", and the appendix);

The student may be dismissed from the program for any or all of the following behaviors. This list is not all inclusive:

- **Recent Criminal Activity:** Recent criminal activity is defined as criminal charges or arrests filed during the time period that the individual is a HEMSPN student and after the initial fingerprint/background check. Should the HEMSPN student not notify the HEMSPN Director within 5 calendar days of a recent criminal activity **in writing**, that student is subject to dismissal from the program.
- **Ethical:** Any violation of the National Association of Practical Nurse Education and Services' (NAPNES), Standards of Practice (See Appendix) or the National Association of Licensed Practical Nurses (NALPN) *Nursing Practice Standards* (See appendix) is grounds for dismissal including permanent dismissal. In other words, any student who is found to be cheating, lying, falsifying records, abusing patients/residents, breaching confidentiality, stealing, abusing alcohol or drugs, or behaving in a disorderly manner in the school, hospital or cooperating healthcare agencies will be subject to dismissal including permanent dismissal. (See "*Unethical Conduct, Unacceptable Behavior/Attitude*".)
- **Professionalism:** Any student, who repeatedly violates the policies, procedures, rules, and regulations of the healthcare agencies or HEMSPN, will be subject to dismissal including permanent dismissal for unprofessional behavior. (See "*Professionalism*" in the Catalog/Student Handbook).
- **Violation of the Ohio Board of Nursing Standards of Practice for Practical Nursing Student, the student will be subject to dismissal including permanent dismissal.**

A student dismissed for any of the above reasons will be dismissed for the entire quarter and not given credit for any coursework, lab or clinical within that quarter.

#### **Leave of Absence – LOA (Institutional and Financial Aid)**

The student must apply by signing the letter agreement and providing the appropriate documentation in advance for a LOA unless unforeseen circumstances prevent the student from doing so (for example, if a student was injured in an accident). An approved LOA is not considered to be a withdrawal. The HEMSPN Director and faculty will approve a LOA if:

- There is reasonable expectation the student will return from the LOA.
- Student will sign LOA agreement along with providing documentation (for example, statement from doctor).
- School must approve the LOA documentation.
- The LOA does not exceed 180 calendar days in a 12-month period.
- Student must be in good academic and clinical standing. Poor academic or clinical standing is not a condition for an LOA; however conditions for an LOA may be attributing to poor academic or clinical standing.
- A LOA does not involve additional charges to the student.

Once the student returns the following will apply;

- All clinical absences will carry over from the previously completed quarter(s) unless returning in quarter 3. The student readmitted at the quarter 3 will be prorated three (3) clinical absences.
- The student will start at the beginning of the quarter and all assignments, labs, clinical etc. must be repeated per policy
- All policies apply for missed labs/tests/clinical of the returning quarter even if completed in LOA quarter
- The student will fall under the current class's (the returning quarter) Catalog/Student Handbook
- As with all students, LOA students are responsible for repurchasing needed lab supplies, textbooks and expired online resources.

If the student does not return to HEMSPN at the end of an approved LOA, the school will calculate the student's account based upon the effective date of the LOA. If the student is a Title IV loan recipient, the school will explain the effects of a LOA on the student's loan repayment terms including the effects on the student's loan grace period.

#### **Withdrawal from the Program**

The student seeking a personal or medical withdrawal from the program will:

- Make an appointment with the Director to discuss options for returning to HEMSPN;
- Sign a student withdrawal form;

The official withdrawal date will be the last day of attendance.



### Unofficial Withdrawal from the Program

If a student is absent for 10 consecutive scheduled school days and does not notify the school they intend to return, they will be withdrawn from the school. However, clinical absence policy applies to all missed clinical days. The date of withdrawal will be the first day of absence.

### Readmission

The student must complete the curriculum within 150% of the time or 66 weeks (full-time) or 132 weeks (part-time) of initial instruction, including any readmissions. The student will be readmitted into the beginning of the quarter in which they were dismissed and must repeat all the coursework, lab and clinical for the entire quarter.

In order to be considered for readmission:

- Must achieve an 80% on a comprehensive exam that includes information from the quarters/courses successfully completed.
- Must sign and send letter of agreement with readmission fee by deadline (see below)
- Must pay any outstanding balances before readmission or enrollment
- If unsuccessful or chooses not to take comprehensive exam:
  - Can restart the program after 180 days with the next cohort start
  - Must follow all enrollment criteria

A student may exit and return to the program once within the 150% time period. If a student withdraws or is dismissed again, they will have to wait a year from the time of dismissal/withdrawal to reapply to the program. They then may enroll with the next enrolling cohort. All current admission criteria apply. Placement is not guaranteed, it will be determined by seats available.

The student is financially responsible for maintaining current healthcare provider cardiopulmonary resuscitation (CPR) certification, immunizations, a two-step Mantoux tuberculosis test, and criminal background check.

The returning student will be responsible for the nonrefundable \$50.00 readmission fee. The student is responsible for tuition, lab and supply fees for any portion of the pay period not yet successfully completed. The student will abide by the current Catalog/Student Handbook for the class which they are being readmitted. This includes maintaining 90% attendance. Student will be sent a letter of agreement which must be signed and returned to the school along with the \$ 50 readmission fee by the deadline specified for readmission and class placement.

A student seeking federal financial aid may repeat coursework they failed or did not complete. However, for students repeating coursework, they must complete the program within the maximum time frame allowed.

The student who drops out and returns to school must first have their financial aid reviewed if they received financial aid funds during their previous enrollment. Students who return within 180 days will be considered in the same payment period they were in when they left school. Students will have to complete the hours remaining in the payment period for which they were previously paid before an additional payment of Pell Grant funds will be made. If it is determined that funds were returned under the Federal "Return to Title IV Policy" for a payment period that the student must complete upon returning to school, these funds will be re-requested. The school must also cancel any overpayments assessed the student as a result of the prior withdrawal.

Students returning after 180 days will be considered in a new payment period and will be eligible to receive additional funds as a new student up to the award year limit. If the school gives the student credit for hours previously attended, the school will treat the hours remaining in the program as if they are the student's entire program. For example: A student withdraws after completing 250 hours of a 900-hour program. If the student returns after 180 days and receives credit for the completed hours, the student will be paid for the remaining 650 hours as an advanced standing student. However, if the student is repeating the entire program, the student may be paid for the entire program up to the award year limits.

### Appointments – Personal

Personal appointments that are not school related must be scheduled so as not to conflict with school hours. Whenever possible, appointments with faculty or staff must be scheduled outside of hours designated for learning experiences.

### Attendance and Make-up Work

The HEMSPN attendance policy underlines the personal and professional responsibility that the student has to pursue their education by taking full advantage of all scheduled learning experiences. Therefore, attendance during the program is carefully monitored and students are expected to attend each program hour. In general, the student must maintain attendance in order to complete the program within 150% of the normal time frame. A clinical learning experience absence will also count against the required hours of the program. Attendance is monitored closely by the Financial Aid office to ensure eligibility of financial aid. **Student's financial aid will be delayed until required hours are met.**

Any hours missed up to the 10% of the total program hours are excused absences. Clinical attendance policies supersede these guidelines.

**Students who are not maintaining 90% of the scheduled 1400 hours will be dismissed. This includes theory, lab and clinical hours. Students who are tardy or leaving class early must sign themselves in and out indicating the exact time. Falsification can lead to dismissal from the program. The student will be dismissed if more than 10% of the scheduled 1400 hours are missed or the student has missed more than 5 clinical experiences (whichever comes first). Students are encouraged to track their own time.**

To successfully progress through the program, the student is required to meet all course, lab, and clinical learning student learning outcomes. Absenteeism will jeopardize the student's successful achievement of these student learning outcomes. If these course/clinical student learning outcomes are not met, the student will be dismissed from the program.

A student who misses greater than five (5) clinical experiences during the program will be dismissed. After three (3) missed clinical experiences the student will receive a written anecdotal and must pay 25 dollars per hour to make up clinical experiences four and five. This make-up experience does not erase the absence. The make-up clinical time, experience, and facility will be determined by the faculty. The student readmitted at the quarter 3 will be prorated three (3) clinical absences. Clinical experience is defined as a scheduled clinical day regardless of the hours.

If a clinical experience is canceled by the HEMSPN director, that experience will need to be made-up at no charge to the student. The make-up experience will be at the discretion of the administration. The make-up experiences will be day or evening shift or weekends.

Students are expected to take all quizzes. In the event of a student's absence or tardiness for a quiz, there will be no makeup quizzes. Any missed quizzes, including take-home quizzes, will be graded as a zero. One quiz grade will be dropped in each course.

If a unit test or final exam is not taken at the scheduled time due to absence, tardiness, lack of testing device, etc., the test must be taken after school on the first day back to class unless other arrangements have been made by the instructor or Director. Five percentage points will be subtracted from the makeup test. Five percentage points will be subtracted from the makeup test each day it is not completed after; a) the student returns to class or b) the arranged time.

Make up tests/finals will cover unit/course content similar to the missed test/final however, the format may be different i.e., essay, write out etc.

It is the student's responsibility to obtain all course/clinical related materials and assignments if absent from any learning experience. This includes assignments, testing dates, handouts, schedule changes, etc. It also is the responsibility of the student to make an appointment with the instructor to discuss the absence and/or to reschedule learning activities, tests, etc.

A student who misses any skills/simulation lab experience must make the lab up during open lab periods. If the lab experience is not made up, the student will fail the associated course. This includes make-up labs for unsatisfactory performance. Lab attendance will also count towards the course grade in quarters 1 and 2. The scores will be averaged and counted as either a test or a quiz grade at the instructor's discretion.

The student will receive;

100% = Attended all parts of lab with no tardiness

80% = Absent or tardy for up to 50% of the lab per day, not per subject/skill

0% = Absent for greater than 50% of lab per day, not per subject/skill

If the student misses any part of the mandatory 2-3 day live review, the student will have to take a NCLEX practice exam and write out the remediation and turn it in. They will also lose the corresponding course points for the part they missed.

### **Absence Related to Pregnancy, Extended Illness or Injury**

As soon as possible, a student must notify the HEMSPN office (330) 332-8940 of any pregnancy, extended illness or injury. The student is required to submit a healthcare provider's statement regarding the pregnancy, extended illness or injury stating that the student can return to school (it is implied that the student may return without restrictions unless written as such).

### **Email Communication Policy**

Emails to the school (director, instructors, financial aid, administrative assistant etc.), will be answered during scheduled school hours on scheduled school days. Emails will also be answered for the weekend on Sunday evening before 2000.

- Emails sent/received outside of these hours will be answered on the next scheduled school day.
- Although, emails will only be answered at these times, emails can be sent at any time.
- Consideration must be taken for technical and bandwidth problems that are out of HEMSPN's control.

### **Email Etiquette**

All emails to the school (director, instructors, financial aid, secretary etc.) will have a salutation and a signature. It is unprofessional to address a school official by anything other than the appropriate title. Emails without a signature are **not valid and will not be addressed**.

### **Personal Communication Devices (PCD's) \***

\*Includes Cell Phones/Smartphones, smartwatches, iPod, iPad, Lap Top Computers, Notebooks, ear buds, Air Pods, headphones, Pagers, Readers such as Kindles, and/or any other Audio/Visual Recording Devices

### **Clinical and Laboratory:**

No PCDs or any other audio/visual devices are permitted to be used in the clinical or laboratory facilities except in the designated area during lunch. At all other times, PCDs and other audio/visual devices must be powered off and kept in the student's car or clinical bag or in lockers for lab.

### **Classroom:**

PCD's are permitted in the classroom on silent or mute (not vibrate). PCD's can be used as a learning device only, no texting or personal use.

During tests, quizzes and test reviews only the laptop or tablet required for testing may be used. All other devices must be in the student's locker or designated area within the classroom.

At the instructor's discretion, if a PCD becomes a distraction to the classroom environment, the student will be asked to place the PCD in their locker.

### **The consequence for violating any part of the PCD policy:**

- During a test or quiz, the student will receive 5 percentage points off their test/quiz score.
- During clinical/lab, the student will receive marginal points on the clinical or simulation evaluation.

### **Audio or Video Recording**

Audio and video recording is permitted in the HEMSPN classroom only (Recordings not permitted in Simulation labs and Skills labs)

1. The student must have instructor permission to record a lecture and must inform instructor when recording.
2. The student will not copy or share recordings or transcripts of the recordings with anyone except other HEMSPN students in the same course and graduating class.
3. The recordings and transcripts of the recordings may not be used for any purpose other than for educational purposes to replace or supplement notes taken in class.
4. The student will stop recording when the instructor requires for reasons of confidentiality, privacy, topics that involve personal discussion, or self-disclosure.
5. The student will erase all audio and video recordings at the end of each theory course.
6. The student will not profit financially from the audio or video recording.
7. The student must be present in class; this is not a substitution for attendance.
8. Any violations of this policy in full or part will result in losing the ability to record and/or may have repercussions that fall under the *Unethical/Unacceptable Behavior/Attitude* section of the Catalog/Student Handbook.

In the event of an emergency, the HEMSPN office should be contacted so that a message can be relayed to the student's instructor. The HEMSPN office may be reached by calling (330) 332- 8940.

HEMSPN cannot and will not accept responsibility for damaged, lost, or stolen cell phones, tape recorders, lap top computers or any other electronic devices that are left in book bags, briefcases, cars, classrooms, clinical areas, lockers, purses, etc.

Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person are subject to dismissal.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property or when it involves HEMSPN and/or any of its associations.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Bullying Harassment Policy. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement as required by law.

### **Copying Services**

Faculty and staff are the only individuals authorized to use the copy machine. Therefore, the student must ask one of these individuals to make any necessary copies for the cost of 10 cents per single, one sided copy. Printing is for school related material only.

### **Counseling**

The HEMSPN Director, faculty, and staff encourage students to seek academic, clinical, and financial guidance, whenever needed. The Director, faculty, and staff are available to assist with recommendations for where to seek such services.

### **Criminal Background Check**

The OBN requires a cleared criminal background check through the Ohio Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI) to be completed within one year at the time of application for licensure and permission to take the national licensing examination. Clinical healthcare facilities also are requesting completion of the background check prior to the student's clinical learning experience. HEMSPN arranges

for an outside company to come to the school for fingerprinting before enrollment. Original results for this BCI and the FBI record checks are sent directly to HEMSPN. Fingerprinting is redone as necessary to stay current depending on program length. This cost is part of the lab and supply fee. Should an individual not be enrolled, the cost will be billed directly to the individual. Original results for the second BCI and the FBI record checks are sent directly to the OBN and copies to HEMSPN. Also, HEMSPN is required to share all background checks and drug screen results with the clinical facilities of those who are admitted.

**See OBN Website for List of Potentially Disqualifying Offenses.**

<https://nursing.ohio.gov/static/uploads/Compliance%20and%20Regulation/List-of-Potentially-Disqualifying-Offenses-4.12.2021.pdf>

### **Disabilities**

The practical nursing student, under the supervision of faculty, essentially performs the same physical, mental, and emotional activities as licensed practical nurses. HEMSPN, in compliance with the Americans with Disabilities Act (ADA), does not discriminate against qualified individuals with documented disabilities. The student who enters the nursing program with a disability does so with the complete understanding that they will be expected to meet every course, clinical simulation laboratory, and clinical requirements and expectations as identified in the program, level, course, and clinical student learning outcomes. They must also attend, participate and complete satisfactorily all assigned clinical experiences. HEMSPN will make reasonable accommodations for medically diagnosed and documented disabilities. See Auxiliary Aids and Services for students with disabilities.

### **Auxiliary Aids and Services for Students with Disabilities**

In compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act, HEMSPN does not discriminate against individuals with an identified disability. As such, HEMSPN shall work to provide persons with disabilities equal opportunity for participation through appropriate auxiliary aids and services.

#### **U.S Department of Education, Office for Civil Rights Guidance:**

As required under Section 504 and Title II, post-secondary institutions must offer students with disabilities with appropriate academic modifications, auxiliary aids and services to provide the individual with a disability an equal opportunity to participate in the institution program (U.S DOE, 2020).

- HEMSPN is responsible for making appropriate non-personal auxiliary aids available for general classroom use, unless, provision of the aid would cause undue burden to the institution. (U.S DOE, 2020).
- HEMSPN is not responsible for providing personal services relating to individual academic activities. A student with a disability in need of a personal attendant or individually prescribed device holds the responsibility of acquiring and paying for those services (U.S DOE, 2020).

U.S Department of Education. (2020, January 10). Auxiliary Aids and Services for Postsecondary Students with Disabilities. Retrieved December 14, 2020, from <https://www2.ed.gov/about/offices/list/ocr/docs/auxaids.html>

#### **Requesting Auxiliary Aids and Services:**

- Any student wishing to request auxiliary aids or services must submit a request form to the Office along with documented proof of disability (See Request for Auxiliary Aids and Services form for details found on the HEMSPN website.).
- Requests will not be granted without sufficient documentation. Upon receipt of the student's request, the Administration will review all documentation. All accommodation requests are reviewed to determine if their access will provide the student with a documented disability an equal opportunity to participate in program activities. As such, specific auxiliary aids and service requests are not guaranteed if they are deemed inappropriate for the circumstance in review.
- Testing and credentialing agencies (NCSBN and Pearson Vue) operate separately from HEMSPN. If the use of auxiliary aids or services are approved through HEMSPN, students may still need to request for the use of these accommodations on the NCLEX-PN Exam through the other agencies.

If the student has to withdraw because he/she cannot reasonably be accommodated, the HEMSPN financial guidelines related to withdrawal/dismissal from the program will apply.

### Essential Functions – Required

HEMSPN, in compliance with the Americans with Disabilities Act (ADA), does not discriminate against qualified individuals with documented disabilities. The essential functions are also considered essential for successful completion of the HEMSPN program. (see the current *HEMSPN Admission* Packet for more information).

A person qualified for the HEMSPN program is one who has met academic standards and is able, with or without reasonable accommodation, to meet the essential functions of the licensed practical nurse. Other specific requirements and competencies are outlined in various course syllabi.

"Accommodations are (defined as) those changes that minimize or eliminate the impact of a disability, allowing the individual equal access to the . . . courses, programs and activities, and provide equal employment. A reasonable accommodation is one that does not require a substantial change or alteration of an essential element of a program or position and one that does not impose an undue burden on the . . . (school). If allowing participation of a person with the disability poses a direct threat to the health or safety of others, an accommodation is not reasonable and does not have to be made" (Office of Disability Services, 2004). While providing a reasonable accommodation, HEMSPN is ". . . not required to lower or effect substantial modifications to essential requirements. Although a school may be required to provide extended time on a test, for example, it is not required to change the substantive content of the test. Also . . . (schools) are not required to make a modification that would fundamentally alter the nature of a service, program, or activity or would result in undue financial or administrative burdens. Finally, (schools) are not required to provide personal care attendant services, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature, such as tutoring or typing." (Imparato, 1996).

Adapted from Yocom, C.J. (1996). "Validation study: Functional abilities essential for nursing practice". Chicago: National Council of State Boards of Nursing. (Available in: National Council of State Boards of Nursing (1999).

"Guidelines for using results of functional abilities studies and other resources." (pp. 25-58). (Chicago: author.).

Imparato, A. J. (April 2003). "Legal aspects of accommodations for students with disabilities in nursing education." Presented at "The Students with Disabilities: Nursing Education and Practice" symposium held at Rush University Medical Center, Chicago, IL.

Office of Disability Services. (March 23, 2004). "Disability Services." Philadelphia: Drexel University, College of Nursing and Health Professions. Retrieved from <http://cnhp.drexel.edu/UgradProgs/Nursing/NsgHandbooks/ACE/GenlInfo/DisabilityServ.html>.

### Dress Codes

Introducing students into the professional role, HEMSPN has dress codes for the classroom, laboratory, and clinical setting. HEMSPN students are required to be in complete uniform for all classroom, laboratory, and clinical experiences unless otherwise directed by faculty. There are no acceptable substitutions to the official HEMSPN uniforms.

Prohibited attire includes any printed garments, articles, shoes, and patches that are deemed by faculty and the Director to be offensive, sexually suggestive, condoning violence, an advertisement for drug/alcohol/tobacco use, condoning suicide, and vulgar or suggestive language. Additional dress code stipulations for the classroom, clinical simulation lab, and clinical settings include the following:

### Classroom and Clinical Simulation Laboratory

Acceptable attire for the classroom/lab setting is the HEMSPN designated classroom uniform only.

- Hygiene
  - Acceptable standard of personal hygiene including hair
  - No highly scented products
- Uniforms
  - Clean, pressed and in good repair.
  - Odor free
  - May wear a long or short-sleeved shirt underneath
  - Closed toed shoes
  - Only the official HEMSPN sweat/tee shirt/hoodie
  - May wear a HEMSPN jacket or other appropriate jacket/sweater
  - Navy blue scrub pants/tops purchased by student from any source
  - The wearing of hats, caps, or scarfs is **not** permitted
- Hair (in lab)
  - Must be off the face and collar and under control.

### **Clinical Setting**

Acceptable attire for the clinical setting is the HEMSPN designated uniform only.

- Hygiene (as above)
  - Students shall be clean-shaven or have beards/mustaches that are short and neatly groomed
  - Nails shall be clean, clipped so they cannot be seen from the palm side of the hand.
  - No nail polish or artificial nails
  - Make-up shall be in moderation and natural in appearance
  - Chewing gum is prohibited
- Uniforms
  - Clean, pressed and in good repair.
  - Odor free –absolutely no smoking in uniform
  - May wear a long or short-sleeved shirt underneath (White or Navy blue)
  - Clinical shoes must be white, not mesh, closed toe and heel.
  - Skirts, no shorter than bend of knee and worn with plain white hose
  - Socks – plain white, blue, black, or skin tone hose or socks
  - Senior Pin
- Hair
  - Must be off the face and collar and under control.
  - Only natural (brown, black, blonde, etc.) hair colors are permitted for chemically treated hair
  - Necessary clips, barrettes, hair ties, headbands etc. shall be plain (no ornamentation or prints) and a neutral color, blue, or a color that matches the student's hair.
- Jewelry/tattoos
  - No jewelry except for a plain wedding band
  - No piercings or gauges, may use clear spacers.
  - Arm tattoos are to be covered.
- Clinical Watch
  - Smartwatches not permitted
  - Must has a non-digital, professional, non-ornamental, white, blue, black or metallic wristwatch with second hand.
- Visiting family and/or friends is not permitted during school hours or while in the HEMSPN clinical uniform
- Students must have the following for all clinical experiences
  - A non-erasable fine or medium tip, black ballpoint ink pen
  - Bandage scissors
  - Stethoscope
  - Blood Pressure Cuff
  - Clinical watch
  - Gait belt
  - Pen light
  - Clinical Toolkits
  - Validation Packet(s)

### **Preparedness**

To take full advantage, the student must be thoroughly prepared for each learning experience. If the student is not fully prepared for the clinical experience, he/she will be given time to prepare and infraction will be reflected on the daily clinical evaluation.

### **Punctuality**

The student who does not report on time for the clinical experience will be ineligible for the clinical experience and will be sent home. If a student is tardy on a clinical orientation day, the student may stay but it will be counted as a clinical absence.

### **Reporting Off from Clinical**

When unable to attend clinical experiences, the student is required to notify the clinical instructor prior to 6:00 a.m. It is the student's responsibility to meet with faculty for his/her assignment and to be prepared for the next clinical experience. It should be noted that:

- (1) There is no acceptable reason for not reporting off. Failure to report off (no call/no show) by the end of the assigned clinical experience is unprofessional behavior and will result in an unsatisfactory on the clinical evaluation for the day. A second failure to report off will result in dismissal from the program.
- (2) Discussing circumstances with an instructor, the clinical instructor, or the HEMSPN Director prior to the clinical experience does not inherently give the student permission to be absent from or to not call/report off.
- (3) "Reporting off" for one clinical experience does not equal "reporting off" for the next or any other clinical experience.

For appropriate methods and telephone numbers to be utilized for reporting off, the student shall refer to the Clinical Toolkit and consult with the appropriate faculty member.

### **Drug Free Policy (See Appendix)**

#### **Medical Marijuana**

The federal government requires schools who accept financial aid to be drug free schools. Marijuana is illegal on the federal level and is considered a Schedule I drug. Also, the Ohio Board of Nursing does not recognize medical marijuana as a legal substance. Lastly, clinical facilities do not allow students who have a positive drug test to practice in their facilities, this includes testing positive for marijuana. A student who tests positive for marijuana will be dismissed from the program.

### **Drug Screening – Mandatory**

Prior to attending any clinical learning experiences, the student is required to complete and pass a drug-screening test. The testing must be completed before the initiation of any clinical experiences; it will be coordinated with and through HEMSPN. At the time of testing, the student must verify identification with a driver's license or state picture ID and sign the consent form. For additional information, see Appendix: "HEMSPN Drug Free Policy" and Appendix for student agreement regarding mandatory drug screening.

The student whose test indicates the presence of non-prescribed, abuse of prescribed and/or illegal drugs shall not be enrolled or dismissed from the program. The student, who tests positive, who refuses the drug screening or attempts to adulterate test results, will not be enrolled or will be dismissed immediately from the program.

### **Smoking Policy**

HEMSPN students are prohibited from smoking while in clinical uniform, or during clinical hours, or at the clinical facility, including the parking areas. This includes before clinical, after clinical, during lunch and breaks, and while gathering patient information. Any student who violates this policy or smells of smoke/tobacco products including vape will be sent home immediately. Furthermore, any of the above violations will be grounds for dismissal from the program.

The facility including the grounds at 230 N. Lincoln Avenue is non-smoking including tobacco products and vape. Smoking is not permitted in the building, on the grounds or parking lots.

### **Textbook Purchase Policy**

HEMSPN students will be responsible for purchasing textbooks prior to the beginning of each quarter. Textbooks may be purchased through the following options:

#### New Books through HEMSPN:

1. Order must be given no later than the scheduled deadline

#### Purchase on Your Own

1. Title, author, ISBN# and edition number will be given. Books purchased on your own must be approved the first week of class. If not approved, books will need to be purchased that meet approval.

Payment:

1. Balance in full must be paid at the time of receipt



2. Federal Student Aid can be applied to cover the cost of funds are available. Student may opt out of this option.

### **Tuition and School Fees**

The student is responsible for the total amount of tuition and school fees. All fees must be paid in full or arrangements made as detailed below no later than two (2) weeks prior to beginning the program. Failure to meet payment deadlines results in current enrollment being deferred to a later class or dismissal from the program. Junior level students cannot progress to the Senior level until all financial obligations are being met. Furthermore, final grades, transcript, and OBN letter of completion will be held until all financial obligations are paid in full. (See Appendix for an itemized list of all HEMSPN related expenses.)

HEMSPN accepts money orders, cashiers and personal checks. When the applicant and/or student provides a personal check for payment of HEMSPN fees, the check should have the following information on the check:

- 1) Full name and address

If a personal check is returned for insufficient funds, the Treasurer's Office turns it over to an outside company for debt collection. Therefore, submission of a personal check authorizes the outside company to use information on the check to make a one-time electronic fund transfer or to process the payment as a check transaction. It also authorizes the collection of a fee (plus the bank fee charged to HEMSPN) through electronic fund transfer from the checking account.

### **PAST DUE ACCOUNT PROGRAM**

#### **Overdue Account Policy – Student Tuition/Educational Fees**

Students currently enrolled in the Hannah E. Mullins School of Practical Nursing (HEMSPN) whose educational tuition and/or fees are unpaid after receipt of written notice of payment due will not be graduated until payment in full is received.

### **Billing and Payment Schedule**

Tuition, Lab and Supply Fees will be charged according to payment periods, a payment period is ½ of the academic year. The Practical Nursing Program tuition and fees schedule is as follows,

Pay Period (PP)	Tuition	Lab/Fees Full Time	Lab/Fees Part Time	Hours in PP
1 <sup>st</sup> Academic Year PP 1	450 hrs	450 hrs	450 hrs	450 Hours
1 <sup>st</sup> Academic Year PP 2	450 hrs	450 hrs	450 hrs	450 Hours
2 <sup>nd</sup> Academic Year PP 1	250 hrs	250 hrs	250 hrs	250 Hours
2 <sup>nd</sup> Academic Year PP 2	250 hrs	250 hrs	250 hrs	250 Hours
	Total Tuition	Total Lab Fee	Total Lab Fee	1400 Hours

If installment payments are not timely received, Student will receive written notice of non-payment. Student will not be permitted to continue in the HEMSPN program unless proper verification of final payment is received.

Students who are dismissed or withdrawn will be provided a Tuition Card with final paperwork and advised that any outstanding balance is due within thirty (30) days of withdrawal or dismissal

As a reminder, Tuition Card statements are mailed periodically or can be requested at any time.

Students who withdraw or are dismissed and owe a balance may opt for an interest-free tuition payment plan under the following conditions:

- 1) An interest free monthly payment plan, for up to twelve (12) consecutive months, may be established.
- 2) After six (6) missed monthly payments, Student's information may be forwarded to the Ohio Attorney General's Debt Collection program.

- 3) Requests for transcripts or other student file information may not be released until all financial obligations are met.
- 4) Must pay any outstanding balance before readmission or enrollment

### **Veterans Benefits**

In accordance with Veterans Benefits and Transition Act of 2018, HEMSPN will not impose any penalty, including the assessment of late fees, the denial of enrollment or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the student's inability to meet his or her financial obligations to the school due to the delayed disbursement of payment by the U.S. Dept. of Veterans Affairs.

- Members of the Armed Forces, including reserve components and National Guard will be granted an LOA regardless of their SAP or clinical progress if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces. All LOA policies apply except those mentioned above.
- For short absences (10 days or less) due to services in the Armed Forces, theory, clinical, and laboratory work and hours will be allowed to be made up without penalties, all work must be made up within the quarter it was missed.

### **Refund Policies**

School fees, excluding tuition, are non-refundable and non-transferable. The student's account will be credited for tuition according to the following schedule:

- o The first 70 hours of the payment period – 2/3 of the payment period's tuition plus not started quarter will be refunded
- o 70-105 hours in the payment period – 1/3 of the payment period's tuition plus not started quarter will be refunded.
- o After 105 hours of the payment period – all tuition for the started quarter will be retained by the school.

All outstanding school fees are deducted from any payment credited to the student's account. It is the student's responsibility to pay any remaining balance that is owed. Should the account indicate a positive balance, the money will be reimbursed according to the policies and procedures of the awarding financial aid agency.

If HEMSPN owes the student money (a credit balance on the student's account), a check will be issued. It is the student's responsibility to ensure that HEMSPN has the correct address by completing a new W9 form.

Some students receive financial aid greater than their financial obligation to HEMSPN. Once all HEMSPN fees are deducted and financial/school policies are met, these students will be given options to either:

- 1) Receive credit balance refund as soon as possible, but no later than 14 days following the date credit is created.
- 2) Apply credit balance to the remaining HEMSPN tuition costs with the same award year.
- 3) Have credit balance of direct loan sent back to apply against loan debt.

### Federal and Non-Federal Refund Policies

The refund policies for federal and non-federal aid are determined by the various states, agencies and institutions that award the aid. HEMSPN is obligated to honor these policies. As required by federal regulations, HEMSPN calculates the school's tuition refund policy and the federal refund calculation. After comparing the two, the school issues the larger refund amount.

Fees mistakenly paid due to errors in law/regulation interpretation or facts are returnable in full. Any appeals regarding the refund policy are referred to the HEMSPN Director.

### **Return to Title IV Policy**

The law specifies how the school must determine the amount of Title IV program assistance that has been earned if a student withdraws from school. The Financial Aid Office will perform a Return of Title IV Funds calculation when a federal student financial aid (Title IV) recipient withdraws from his/her program. This process ensures that the institution correctly calculates the amount of federal student financial aid earned by the student and returns any unearned funds back to the respective federal student financial aid program(s). In some cases, the student will be required to return unearned Title IV funds. In addition, the Return of Title IV process may result in the student owing the school for unpaid tuition and fees.

The requirements for Title IV program funds when you withdraw are separate from the institutional refund policy. Therefore, the student may still owe a balance to the school to cover unpaid institutional charges.

For students who notify the school they are withdrawing the school uses the last date of attendance at the official date of determination for the Return of Title IV calculations.

For students who withdraw without notifying the school, the school will use 10 consecutive scheduled school day absences to determine that the student has unofficially withdrawn. The last day that the student ceased attending will then be used as the withdrawal date for calculating any return of Federal funds to the U. S. Department of Education. If a student has a Federal loan, it is his/her responsibility to inform the funding agency/lender that he/she is no longer in school. It is also the student's responsibility to complete Federal loan exit counseling session on-line.

The portion of Title IV funds a student is allowed to retain is calculated on a percentage basis by dividing the total number of clock hours scheduled to be completed as of the withdrawal date in the period, by the total clock hours in the payment period.

For example, if the student withdrew at 114 scheduled clock hours of a payment period that has 500 clock hours, the student has completed 22.8% of the period and therefore has earned 22.8% of federal student financial aid that was disbursed or could have been disbursed. That means that 77.2% of the aid that was disbursed or could have been disbursed remains unearned and must be returned to the federal student financial aid programs(s).

A student earns 100% of federal financial aid once he or she has completed more than 60% of the scheduled clock hours in the payment period.

If the amount of aid disbursed to the student is greater than the amount of aid earned by the student, the unearned portion must be returned to the federal student financial aid program(s). In returning unearned funds, the school is responsible for returning the portion of the excess equal to the *lesser of*:

1. The institutional charges for the payment period multiplied by the unearned percentage of funds, or
2. The entire amount of excess funds.

A student may be required to return excess unearned Title IV funds. However, if the excess unearned funds consist of Title IV loans, then the student repays the loan(s) in accordance with the terms and conditions of the promissory note. If the excess unearned funds consist of a Title IV grant, the student is required to repay only the portion which exceeds 50 percent of the amount of grant received over \$50.

If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post-withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student.

If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student (or parent in the case of a PLUS loan) will be asked for his/her permission to either disburse the loan funds to the student's

account to reduce the balance owed to the institution, or disburse the excess loan funds directly to the student (or parent in the case of a PLUS loan). The school has 30 days from the date it determines the student withdrew to offer the post-withdrawal disbursement of a loan to the student (or the parent in the case of a PLUS loan).

The student (or parent) has 14 days from the date sends the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, the school will make payment as soon as possible, but no later than 180 days from the student's withdrawal date. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student (or parent) does not respond to the notification.

Once the unearned portion of the return of funds has been calculated, the Financial Aid Office will return the aid to the appropriate federal student financial aid program(s) within 45 days of the date of determination that the student withdrew. The order of return is specified below. The unearned funds will be "charged back" to the student's tuition account, and this may result in unpaid tuition and fees. The student will then be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs, and will be responsible for full payment. A student will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance has been paid in full.

Unearned Title IV funds will be returned to the federal student aid programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS
4. Federal Pell Grant

### **Financial Aid**

Financial aid is available for payment of various HEMSPN fees. The Financial Aid Administrator (FAA) is committed to guiding and assisting the student through the financial aid process as they enter into and successfully progress through the HEMSPN program. The student needs to contact and work with the FAA to determine eligibility and to take advantage of available resources. All necessary paperwork needs to be completed thoroughly, accurately, and in a timely manner to facilitate the process.

### **Payment Procedures for Financial Aid Recipients**

Financial aid is deducted from the student's bill as it is awarded. Consequently, the current invoice may not reflect recent receipt of financial aid. Any awarded financial aid, before or after a posted invoice, will be deducted/reflected as follows:

- Any Pell Grant, Subsidized Loan, Plus Loan and /or bank loan will be applied to student's account once funds are received by HEMSPN.
- Awards from the Bureau of Vocational Rehabilitation (BVR), Workforce Investment Act (WIA), Trade Adjustment Assistance (TAA), scholarship or other funding source will be deducted once HEMSPN receives the actual payment.
- After deducting the appropriate amounts of financial aid, the student is responsible for paying the balance in full or making arrangements for installment payments.
- Estimated disbursements of any or additional financial aid cannot be used for the first or any installment payments.
- When the student reaches the appropriate hour for a disbursement it will be placed on a batch for processing.
- Disbursement batches are ran every other week.
- When a credit balance occurs on a student's account, procedure will be followed as per the student's Authorizations Statement.

It is the student's responsibility to pay HEMSPN for all charges/fees that are excluded from financial aid.

## Satisfactory Academic Progress (SAP) – Federal Student Aid Policy

HEMSPN measures Academic Progress for each student by monitoring both academic performance and maximum time for completion. In order to be considered in compliance with the SAP policy, a student must maintain a cumulative GPA of 80% or better and complete the program within 150% of the length of the program.

### Academic Performance

Academic performance is reviewed at the end of each payment period. Students must maintain a cumulative grade point average of 80% or better, or he/she will be placed on academic warning until the end of the next regularly scheduled payment period. The cumulative average is based upon all academic activity from the first day of class through the end of each evaluation period (see below). Students also receive clinical objectives at the beginning of each clinical rotation. To continue in and satisfactorily progress through the program, the student must be able to meet those objectives satisfactorily by fully participating in all clinical learning experiences as scheduled by faculty. Students receive progress reports as needed and a final evaluation at the end of each clinical rotation. The student must earn a “satisfactory” final clinical evaluation to pass the clinical component of the course. Satisfactory is defined as an overall proficient score of 6 or better. Failure to do so will result in the student’s dismissal from the program regardless of theory grades.

### Attendance Performance

The HEMSPN attendance policy underlines the personal and professional responsibility that the student has to pursue their education by taking full advantage of all scheduled learning experiences. Therefore, attendance during the program is carefully monitored and students are expected to attend each program hour. In general, the student must maintain attendance in order to complete the program within 150% of the normal time frame. A clinical learning experience absence will also count toward the required hours of the program. Attendance is monitored closely by the Financial Aid office to ensure eligibility of financial aid. Student’s financial aid will be delayed until required hours are met.

To successfully progress through the program, the student is required to meet all course and clinical learning objectives. Excessive absenteeism will jeopardize the student's successful achievement of these objectives. If these course/clinical objectives are not met, the student will be dismissed from the program. In addition, no student shall miss more than five (5) scheduled clinical experiences within then scheduled weeks of instruction in the program and fulfill the attendance requirements; six (6) or more missed clinical experiences results in a dismissal from the program. This attendance policy does not preclude the amount of time necessary to adequately determine if the student has met clinical learning objectives. For example, should a student miss four clinical days in a six-day rotation, two days will not give the student adequate time to demonstrate meeting the learning objectives of that clinical rotation.

### Maximum Time for Completion of the Full Time Program / Part Time Program

Students will have a maximum of 150% of the normally allotted scheduled time to complete the program. The program is scheduled for 44 / 88 weeks and students will have 66 / 132 weeks of instruction to complete the program. Maximum Time Frame is measured in calendar time and students must successfully complete 67% of the hours scheduled during each payment period. All periods of enrollment will be included in the maximum time frame. If it is determined that a student will not be able to complete the program within the maximum timeframe, the student will no longer be eligible for Title IV funds. Evaluation periods are as follows:

Weeks	Minimum Required Hours	Pay Period
13 / 28	302	450
30 / 56	603	900
45 / 84	903	1350
60 / 112	1204	1800

66 / 132

1400

2100

### Academic Warning

If the student does not have a cumulative grade point average (GPA) of 80% or better, and meet the attendance requirements at the end of each evaluation period, the student will be placed on financial aid warning until the next regularly scheduled evaluation period. Financial aid will be disbursed to a student in warning status the first period. Successive warning periods are not allowed and financial aid will be terminated if the student is not in satisfactory progress at the end of the warning period as described above.

### Probation

If the student fails to meet the requirements for satisfactory academic progress at the end of the warning period, the student will lose eligibility for Title IV funds. A student must submit a written appeal for financial aid probation. The student will be allowed to appeal the suspension of Title IV funds. The Director of Education will review the student's appeal for probation. If the appeal is successful, the student will be placed on probation and given an academic plan to come into compliance with satisfactory academic standards by the end of the next payment period. The student will remain eligible for financial during the probationary period. If the student is not in compliance with the academic/attendance standards or the academic plan at the end of the probationary period, the student's financial aid will be terminated and the student may be subject to dismissal from the school.

The student will be given written notice and counseled of her/his probation/suspension status and/or dismissal from the school.

### Appeal Policy

Students terminated due to the inability to meet satisfactory progress requirements may appeal this decision to the Director by indicating in writing the reasons why the minimum requirements were not met. The appeal should describe in detail, with documentation, any undue hardship or circumstance, which may have caused the failure to meet the satisfactory academic progress, and/or attendance standards. The student must also indicate what has changed that will allow the student to meet the standards of progress at the end of the next evaluation period. The Director will review the appeal and determine whether or not the termination should be upheld. The student will be advised, in writing, of the department's decision.

### Reinstatement

Financial aid awards for students who are reinstated through the Appeal Process will be reinstated for the payment period in which the appeal is applicable.

## **Course Repetition**

A student may repeat a course they failed or did not complete. The repeat grade will supersede any previous grade. However, for students repeating a course, they must still complete the program within the maximum time frame allowed. Students will not receive financial aid for repeated coursework. If funds for the failed coursework have been returned to the U.S. Department of Education and the student restarts in an eligible enrollment status within 180 days, the returned funds will be re-disbursed. If the student restarts the program after 180 days, the student may be paid for all repeated coursework. However, if a student is receiving credit for any of the repeated coursework, financial aid eligibility will be calculated based upon the hours remaining to complete the program.

## **Transfer Hours**

The HEMSPN is a vocational school that does not transfer hours for courses taken at another school, college, or university. All students must successfully complete all HEMSPN courses to graduate and receive a diploma as well as certificate of completion from HEMSPN.

The only exception to this policy is for those individuals who receive financial aid benefits from the United States Veterans Administration (VA) and transfer students from acknowledged closed schools. For veterans receiving VA benefits, the HEMSPN Director, with assistance from the faculty, will review course work successfully (a grade of

“C” or better) completed at another post-secondary school, college, or university to determine equivalency of content and possible acceptance of one or more courses for one or more of the HEMSPN courses. Skills and other training will also be evaluated to determine equivalency to one or more of HEMSPN Courses thus allowing for advanced placement into the program. If equivalency is determined, the veteran may be asked to take and successfully pass (a grade of 80.0% or better) the final exam(s) thereby ensuring the veteran has a solid foundation for successful progression through the program as well as perform skills testing to assure accurate and safe performance of said skills.

Hours transferred from another institution will be considered to be part of the student’s attempted hours and reduce the maximum time frame for completion of the program.

### **Grades and Satisfactory Progress**

To successfully advance through the program, the student must maintain satisfactory progress. Satisfactory progress is defined as a final grade of 80.0% or greater for all theory courses and as satisfactorily meeting all clinical/laboratory course student learning outcomes and expectations. Course grades of 79.5% through 79.9% are not rounded up to meet this requirement. If the score for any unit test is below 80.0%, it is the student's responsibility to seek out and meet with the instructor.

### **Learning Enhancement/ Student Retention Policy**

A student will be considered “at risk” if he/she meets one or more of the below criteria. The “at risk” student will be invited to participate in the learning enhancement.

- A returning student while in the quarter being repeated
- Has an unusual enrollment history
- Has an individual course average that drops below an 80%
- Students with English as a Second Language (ESL)

### **Learning Enhancement Guidelines**

#### **Attendance - Study Sessions:**

- Attendance and punctuality are recommended for the study sessions. Attendance is taken for each study session. If unable to attend any study session, the student should “report off” to the appropriate instructor(s).

#### **Attendance – Advisor meetings:**

- Weekly meetings with the student’s advisor is strongly recommended.

#### **Weekly Quizzing:**

- It is recommended that the student take at least one ATI practice quiz per week.

### **Grading Scale for Theory Courses**

For determining a letter grade, the following grading scale applies for all HEMSPN theory courses unless otherwise specified by the instructor:

A = 94.0% - 100%  
 B = 88.0% - 93.9%  
 C = 80.0% - 87.9%  
 D = 75.0% - 79.9%  
 F = Below 75.0%

### **Reporting of Grades**

Grades for tests, and quizzes will be posted within 48 hours after administration not counting weekends or holidays. Grades for written assignments or virtual simulation assignments will be posted within 7 days after due date, due to the increase length of time in grading. Grades will be posted in the student’s online grade book. In compliance with the Family Education Right to Privacy Act (FERPA), neither faculty nor staff members are permitted to give grades over the phone or to individuals other than the student.

### **Computerized Quizzing and Testing**

All students are required to have a laptop computer/tablet (not a phone) that meets the ExamSoft specifications and has a camera and microphone. Computer specifications are provided with the enrollment packet and Admission packet and linked to the QR code. Quizzes and Tests are administered through ExamSoft. Scan QR code for computer specifications.

1. Per the enrollment agreement the student must have a compatible computer as per the specifications given or be dismissed from the program.
2. All testing/quizzing policies per Catalog/Student Handbook apply.
3. All testing/quizzing policies per course syllabus apply.
4. The test/quiz must be downloaded the day before the test/quiz or when the instructor releases it. Failure to download the quiz/test prior to the start of the quiz/test will result in five percentage points taken off the grade of the test or quiz.
5. It is the student's responsibility to make sure the test/quiz is downloaded and report to instructor before deadline if it is not available. If student does not follow through #4 applies.
6. No phones or other PCD's (this includes earbuds, headphones etc. (unless required for testing purposes) during the test/quiz (see PCD policy for policy related to quiz/test policies)

### **ATI Integration and Testing Policy**

#### **Integration of ATI Products**

ATI products are used in all courses at HEMSPN including theory, lab and clinical. The extent of use will vary but the minimum use will be as follows:

- Quarter 1 – a minimum of one active learning activity per course per week
- Quarters 2-4 - a minimum of one active learning activity per unit per course

#### **ATI Testing**

HEMSPN uses the ATI Content Mastery Series (CMS) and the Comprehensive Predictor throughout the program. The specific exams for each course will be in the course syllabi.

- Quarter 1 – does not have any CMS exams.
- Quarters 2 – 4 has CMS exams where they fit into the curriculum.
- The CMS assessments scores (based on a grading rubric) will count as a test score if the course has 5 tests or more; otherwise, it will be a quiz score.
  - Practice A exam will occur during week 6 of the quarter with remediation assignments due after a minimum of 4 days.
  - Practice B exam will occur during week 8 of the quarter with remediation assignments due after a minimum of 4 days, if a level 2 or higher proficiency score is obtained per ATI guidelines, the remediation is waived for this assignment.
  - Proctored Assessment exam will occur during week 10 of the quarter with remediation assignments due after a minimum of 4 days, if a level 2 or higher proficiency score is obtained per ATI guidelines, the remediation is waived for this assignment.
  - If a Retake of the Proctored assessment is required, it will be taken during finals week.
- The Comprehensive Predictor will follow the same policy as above (using its own grading rubric) and will be offered during P & VR.



### **Progression**

The student receives clinical student learning outcomes at the beginning of each clinical rotation. To continue in and satisfactorily progress through the program, the student must be able to meet those student learning outcomes satisfactorily by fully participating in all clinical learning experiences as scheduled by faculty. The student receives a final evaluation at the end of each clinical rotation. The student must earn a “satisfactory” final clinical evaluation to pass the clinical component of the course. Satisfactory is defined as an overall proficient score of 6 or better. Failure to do so will result in the student’s dismissal from the program regardless of theory grades (see "Evaluation of Clinical Performance"). The student may petition for readmission into a future class. The student must receive an 80% in each theory course within a quarter in order to progress to the next quarter. If an 80% is not achieved for each course, the entire quarter must be repeated, see readmission policy.

### **Evaluation of Clinical**

For all clinical requirements, the student's performance is evaluated on a numeric scale with an overall score of 6 or above being satisfactory related to the clinical learning student learning outcomes. Faculty maintains clinical evaluations for each clinical experience; these become a permanent part of the student's record.

### **Evaluation of Clinical Simulation Lab**

For all Clinical Simulation lab requirements, the student’s performance is evaluated on a numeric scale with an overall score of 6 or above being satisfactory related to the Clinical Simulation lab learning student learning outcomes. Faculty maintains lab evaluations for each lab experience; these become a permanent part of the student’s record. It is the expectation of the HEMSPN faculty that the student will complete all necessary pre-lab assignments/videos and have practiced the skills prior to validation labs. Students who attempt to validate and are not successful after the two attempts will have to participate in formal remediation and repeat at another time designated by the instructor. See attendance/make-up work policy.

### **Graduation/Progression to Senior Level**

The progression requirements are as follows:

- Earned a grade of 80.0% or greater for all theory courses
- Had an overall satisfactory score related to clinical student learning outcomes
- Had an overall satisfactory score related to simulation lab student learning outcomes
- Met all attendance requirements
- Paid all HEMSPN related fees
- Student’s files are current and complete

Senior Level students who have completed all of the above requirements will participate in mandatory graduation exercises, receive a diploma, and have a certificate of completion sent to the Ohio Board of Nursing. They will also be eligible to apply for licensure in any state within the United States of America and take the NCLEX-PN, a national practical nursing licensure examination.

Junior Level students who have met all progression requirements will participate in mandatory graduation /pinning exercises.

### **Student Governance**

Any student is invited to the beginning of the 1<sup>st</sup> faculty/staff meeting of each month. The student who wishes to contribute to the organization and governance of student policies may do so by:

- By reviewing the Catalog/Student Handbook.
- Discuss potential policy revisions based on student body perspective for improvement.
- Evaluate policy changes by using class input.

## **Grievance**

Within the HEMSPN program, the term "grievance" is defined as a dispute between a student and the school regarding the interpretation, application of, or compliance with a specific provision of HEMSPN policies or procedures as applied to that student's participation in the HEMSPN program. The grievance process is available to all students without fear of retaliation or intimidation. The term "Grievant" is an individual student alleging a grievance against HEMSPN. All grievance-related conversations with the student shall be held in strict confidence by those involved.

The Grievance process is implemented and progresses according to the steps outlined below. The time limits set forth may be extended by mutual agreement of the school and the student when set forth in writing and signed by the Grievant. Working days, as used in this procedure, shall not include Saturdays, Sundays, holidays, vacation days, or breaks.

### **Grievance Procedure:**

**Step I:** The Grievant shall discuss the concern with the involved HEMSPN instructor within three (3) business days of the occurrence in an effort to arrive at a mutually agreeable solution.

The Grievant may elect to schedule a meeting with the faculty member and HEMSPN Director in an effort to arrive at a mutually agreeable solution. The student must contact the Director to schedule this meeting within three (3) business days of the occurrence; the meeting will occur within six (6) business days of the original occurrence.

**Step II:** If the grievance is unresolved after Step I, the Grievant may further pursue the grievance process by submitting a completed grievance form to the Program Director within nine (9) business days of the original dispute.

Within five (5) business days from the submission of the completed grievance form, the HEMSPN Director will schedule a meeting for the purpose of resolving the grievance. At this meeting, the Grievant and concerned faculty member, with or without representation of choice, will present evidence to support respective sides of the dispute. If a healthcare agency staff member(s) or another non-HEMSPN individual(s) is/are involved, the Director may invite that/those individual(s) to the meeting to present additional information. Following presentations by all individuals and the answering of HEMSPN Director's questions, the Director will meet with the grievant.

Following this meeting, the HEMSPN Director's written disposition of the grievance will be given to the student and the faculty member within three (3) business days of the meeting. An additional copy will be placed in the student's file. The grievance will be considered resolved if an agreement is reached at this time.

**Step III:** If the Grievant is not satisfied with the HEMSPN Director's disposition of the grievance, the Grievant may appeal in writing to the Salem City School District's Superintendent or designee within three (3) working days after receipt of the disposition. The following conference will include the student, the Superintendent of Salem City School District or designee, the HEMSPN Director, the involved faculty member, and representatives of choice for either or both sides.

Within five (5) working days of the conference, Salem City School District's Superintendent or designee shall submit a written deposition to the HEMSPN Director; the written disposition shall include reasons for the deposition. Copies of the deposition will be given to the student, instructor, and one placed in the student's file. The deposition will be considered final and binding.

## **Health Insurance, Physical and Mental Health Care**

Unfortunately, nursing, as well as other health care professions, place students and practitioners at risk for contracting communicable diseases and for physical injury. Although the HEMSPN faculty makes every attempt to promote safe nursing implementation and to protect the nursing student, there are times when this is not possible, or when circumstances prevent them from doing so. HEMSPN is unable to provide health insurance or to rearrange class and clinical schedules for the student. THEREFORE:

1. It is the responsibility of each student to cover the cost of healthcare provider and hospitalization fees incurred while enrolled in the program. In addition, any healthcare fees incurred as a result of any HEMSPN policies,

procedures, or experiences are the sole responsibility of the student. Consequently, it is strongly recommended that each student carry adequate medical/health insurance.

2. Should a student become ill/injured during hours of instruction, i.e.: regular school hours in theory, laboratory or clinical, the student must report to a faculty member or Program Director immediately. If the illness/injury is a threat to the student's or their classmates' or their patient's safety, health or wellbeing, the student must leave the classroom, laboratory, or clinical setting.
3. If the illness/injury is severe, EMS will be activated, and the emergency contact person will be called. For illness/injury not requiring immediate attention the student may leave of own accord or call emergency contact person.
4. If student has an emergent health situation during clinical (seizure, etc) as determined by faculty, and the clinical experience is more than 50% complete, the student will not be counted as absent.
5. All expenses incurred are the responsibility of the student.
6. HEMSPN does require follow-up health care and a medical release stating student may return to school, to ensure the safety of the student, peers, and potential patients when the student returns to clinical experiences. (It is implied that the student may return without restrictions unless written as such.)
7. When an illness or injury is deemed an actual or potential threat to the safety of the student, classmates, or potential patients/patients, then the HEMSPN Director and faculty will determine if the student can remain in the program. A medical release is required following illness or injury and when patient safety or the student's ability to meet course/program requirements is questionable. Concurrence by a professional health counselor or another healthcare provider will also be required if deemed appropriate by the HEMSPN Director.
8. The HEMSPN student is not an employee of HEMSPN or Salem City Schools or associated healthcare agencies; therefore, they are not entitled to Worker's Compensation Benefits. As stated above, the student is financially responsible for any medical or healthcare treatment incurred. However, it is required that any student illness or injury, especially that which occurs during clinical experiences, be reported immediately to a faculty member or the HEMSPN Director.
9. Except in the case of an emergency, appointments with private healthcare provider or health clinics shall be made at times that do not conflict with class, laboratory, or clinical experiences.

### **Pregnancy**

To protect the health of mother and fetus, the pregnant student is required to notify the Director and faculty of pregnancy as soon as possible. A written statement from the attending healthcare provider that indicates the student's ability to continue the nursing program must be submitted after each pre-natal visit. If the healthcare provider indicates the student cannot continue in the program then the student may be eligible for a leave of absence, if meeting the criteria described in the Catalog/Student Handbook. Failure to submit written healthcare provider statements during pregnancy will result in dismissal from the program. During pregnancy, the student is required to maintain appropriate attire and grooming. This includes necessary alterations to the student's uniform. Following delivery and postpartum recovery, a written statement from the attending healthcare provider indicating the student's ability to resume clinical responsibilities must be submitted prior to returning to clinical. (It is implied that the student may return without restrictions unless written as such)

### **Health Records**

The forms must be filled out completely, correctly, and submitted to the office. These forms must be submitted and approved by the deadline. Failure to meet this requirement may result in the student becoming ineligible for enrollment to current class.

- (a) the pre-admission "Physical Examination Report"
- (b) an "Essential Functions Questionnaire"
- (c) a "Personal Health Record"
- (d) dates of immunizations and titers must be written on the form

### **Immunizations**

According to the Center for Disease Control (CDC) and/or the Occupational Safety and Health Administration (OSHA), specific immunizations are required or recommended for all individuals entering the field of healthcare. Therefore, HEMSPN requires specific immunizations be up to date for admission into the program (see the current *HEMSPN Admission Packet* for more information). In accordance with this policy, a two-step Mantoux tuberculin skin test must be documented prior to admission with date administered and read clearly documented. Once admitted it is the student's

responsibility to maintain a current Mantoux, this is also required for readmission. Also, the Influenza yearly vaccine is required and will be made available once enrolled.

COVID-19 vaccination is mandated for all students, faculty and staff. Vaccination status must be up to date per current CDC guidelines. Please be aware that if the clinical sites make any vaccine mandatory (including but not limited to Hepatitis B and Coronavirus), then HEMSPN will also make those vaccines mandatory. Failure to comply will result in denial of admission or once admitted dismissal from the program.

### **Licensure**

The HEMSPN graduate is eligible to apply for licensure in any state or district of the United States in accordance with the requirements of the respective state or district licensing authority. The respective Board of Nursing will issue a license to the applicant who has met all of the licensure requirements. One of the requirements for licensure is the passage of the NCLEX-PN, a national licensure examination.

In addition to the above, a graduate who, because of a disability, has special needs for taking the examination must provide the Board of Nursing written of the disability, documentation that substantiates the disability, and a request for specific modifications to the examination materials or procedures. The requested modifications may be granted, but only in accordance with National Council of State Boards of Nursing procedure and only if approved by the Board of Nursing and the National Council of State Boards of Nursing.

### **Lockers**

The student is assigned a locker that is located in the HEMSPN Suite. Coats and book bags are to be placed in the locker. Students may bring a lock for their locker. Note that HEMSPN is not responsible for items placed in the locker or left in classroom.

Should the need arise, HEMSPN faculty and staff reserve the right to enter any student locker located in the HEMSPN suite at the KSU Salem City Center Building on Lincoln Avenue. 'Need' is broadly defined to include, but not be limited to:

- (a) any reason perceived necessary by the HEMSPN faculty and staff or by the custodial and security services provided by Kent State University
- (b) a reasonable request from an agency that is providing financial aid to that particular student
- (c) the removal and disposal of any items, personal or otherwise, left in the locker once the student has left the program for any reason

### **Lost, Stolen, or Damaged Personal Items**

HEMSPN and all associated institutions and healthcare agencies are not responsible for any lost, stolen, or damaged articles or personal property. It is the responsibility of the student to immediately replace a lost or damaged HEMSPN uniform, or educational related equipment/books. Purchasing of additional uniforms, equipment, or books may be arranged through the HEMSPN administrative assistants.

### **Parking – Student**

**HEMSPN Classrooms** – Theory classrooms are located on the third floor of the Salem City Center Building (230 North Lincoln Avenue). Students may park in the public parking lot on East Second Street or in the lot adjacent to the side of the City Center Building (off of Third Street). Students are not permitted to park in lot C-1. Because of the amount of pedestrian traffic and children playing in the neighborhood surrounding the school, it goes without saying that students must drive slowly and carefully when entering and leaving the parking lots. Students **may not** park in the areas designated for the Salem Health Department. Any violation in the parking policy may result in the student's car being towed at the owner's expense.

Please refer to Clinical Toolkits for parking at clinical facilities.

### **Professionalism**

Professionalism is defined as the projection of ethical and moral values of empathy, integrity, and trustworthiness while competently performing as a professional practitioner. The term 'professional' is used to describe/identify a person as

one who approaches the chosen career with seriousness, has a high level of integrity, and can be trusted to maintain high personal and professional standards. Therefore, a nursing professional is one who:

- (a) demonstrates empathy, integrity, and trustworthiness;
- (b) is responsible and accountable for own actions, and
- (c) meets the standards of care as well as practices within the legally defined boundaries while performing safe, efficient, patient-centered nursing care.

While providing nursing care, the HEMSPN nursing student shall demonstrate the above stated behaviors of a nursing professional and must meet the Ohio Board of Nursing Standards of Practice for the Licensed Practical Nurse. In addition, the students shall conduct themselves according to the following Ohio Board of Nursing requirements which are reproduced from the Ohio Administrative Code §4723-5-12(C)

(C) In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- (3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each patient.
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
- (6) At all times when a student is providing direct nursing care to a patient the student shall:
  - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
- (8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
- (9) A student shall not:
  - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
  - (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- (10) A student shall not misappropriate a patient's property or:
  - (a) Engage in behavior to seek or obtain personal gain at the patient's expense;

- (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
- (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
- (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

- (a) Engage in sexual conduct with a patient;
- (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
- (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
- (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

- (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
- (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the students assigned clinical responsibilities.

*Last updated February 1, 2022 at 8:50 AM*

Additionally, the nursing student shall maintain the confidentiality of patient information obtained during the course of nursing practice according to the Health Insurance Portability and Accountability Act (HIPAA) and demonstrate the standards in the National Association of Licensed Practical Nurses' (NALPN) *Nursing Practice Standards for the Licensed/Vocational Nurse* and the Standards of Practice of the National Association of Practical Nurse Education and Services (NAPNES).

### **Unethical Conduct, Unacceptable Behavior/Attitude**

Ethics refers to the moral or philosophical principles that society defines actions as being right or wrong. Nursing ethics identify how nurses must conduct themselves in relation to their profession, to the patients/residents for whom they provide nursing care, to other members of the health care team, and to the community. Standards in the Standards of Practice of the National Association of Practical Nurse Education and Services, Inc. (NAPNES) reflect the high ideals that the practical nurses and practical nursing students integrate into their nursing practice.

Unethical professional conduct is any behavior that violates a profession's Code of Ethics. For the HEMSPN nursing program, it encompasses any behavior that violates the NAPNES Standards of Practice (See Appendix). Such behavior includes, but is not limited to:

- (a) cheating;
- (b) lying;
- (c) falsifying records;
- (d) breaching confidentiality;
- (e) stealing;
- (f) abusing alcohol or drugs;
- (g) abusing patients/residents;
- (h) behaving in a disorderly manner within the school, hospital, or cooperating healthcare agencies;
- (i) providing nursing care outside the standards of care for licensed practical nurses; and
- (j) not forthcoming to the HEMSPN Director regarding recent criminal activity following the fingerprint check/while enrolled in the practical nursing program.

An undesirable behavior or attitude of the HEMSPN nursing student is defined as the inability to work and cooperate with co-workers and peers, continual antagonism of instructors or classmates, repeated cause for dissension among classmates or co-workers, and/or verbal/nonverbal/electronic communication which, in the opinion of faculty members or the Director, negatively affects the learning environment (see Bullying, Harassment, and Intimidation Policy for additional information). Furthermore, disrespectful, or insubordinate behavior towards the faculty or staff of HEMSPN will not be tolerated.

Any of the behaviors identified in the previous paragraphs are unprofessional and/or unethical and are grounds for dismissal including permanent dismissal.

### **Profanity/Vulgarity**

Use of profanity (socially offensive, religious, or culturally insensitive) or vulgarity, as defined by HEMSPN faculty and staff, is considered unprofessional and are grounds for dismissal

### **Healthcare Agencies**

The student is responsible for reading and abiding by each institution's and healthcare agency's policies and procedures.

### **Non-discrimination and Anti-harassment**

Bullying, harassment, discrimination, or intimidation, as defined by the Ohio Revised Code (R.C.) §3313.666(B) (3), is the "Intentional written, verbal, graphic or physical act that a student or group of students has exhibited toward another particular student more than once; and the behavior both:

- Causes mental and/or physical harm to the other student; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, and/or abusive educational environment for the other student."

The Ohio Department of Education (ODE) includes cyber bullying, harassment, or intimidation to the above definition. Cyber bullying, harassment, or intimidation includes "electronically transmitted acts i.e., internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward other particular student more than once.

### **Non-discrimination and Anti-harassment Policies and Procedure**

Refer to [www.hemspn.edu](http://www.hemspn.edu) for policy.

### **Policy Prohibiting Sex Discrimination, Sexual Harassment, Stalking and Retaliation (Title IX, Jeanne Clery, and VAWA)**

Refer to [www.hemspn.edu](http://www.hemspn.edu) for policy.

### **References Materials – HEMSPN and KSU**

HEMSPN students may access books that are available in the class or library; these books are for reference only. They may not be removed from the designated area. The Kent State University Library and librarians also are available for the HEMSPN student. HEMSPN students have access to CINAHL and PubMed through the library. These resources also may be used for gathering of information and completion of assignments.

The KSU library is open during KSU school hours. Books may be checked out of the library. Journals and articles must remain in the library but may be photocopied.



### **Confidentiality of Student Records**

Family Education Rights of Privacy Act of 1974 (FERPA), protects the privacy of student educational records. A student, wishing to review his/her record, shall submit a written request to the HEMSPN Director. The program director will make an appointment with the student for the purpose of reviewing the record. The student record must be reviewed in the presence of the Director or designee. The student must sign a FERPA release to allow anyone else to view or receive any information regarding the student's education record. There are exceptions to this rule. See Appendix.

### **Record Retention**

Each current HEMSPN student will have an academic file housed in the main office. The files will contain no less than:

- (a) admission and financial aid records;
- (b) transcript(s);
- (c) clinical evaluation tools.

Graduate files are housed on the school premises in locked file cabinets, will have no less than one copy of a completed transcript that indicates the credential awarded and the date the individual successfully completed the program. Additional student records will be maintained on-site for those students who started but did not successfully complete the program.

### **Transcripts**

The school will forward a HEMSPN transcript to another school or employer only upon written request. Transcripts as well as other documentation are issued only when all HEMSPN financial obligations have been met including current student loan repayment. There is a charge for each requested transcript. Please check current Transcript Request form for amount.

### **Transfer Credit / Advanced Standing for Military**

HEMSPN is a vocational school that does not transfer credit for courses taken at another school, college, or university. All students must successfully complete all HEMSPN courses to graduate and receive a certificate from HEMSPN.

One exception to this policy is for those individuals who receive financial aid benefits from the United States Veterans Administration (VA). For veterans receiving VA benefits, the HEMSPN Director, with assistance from the faculty, will review course work successfully (a grade of "C" or better) completed at another post-secondary school, college, or university to determine equivalency of content and possible acceptance of one or more courses for one or more of the HEMSPN courses. Skills and other training will also be evaluated to determine equivalency to one or more of HEMSPN Courses thus allowing for advanced placement into the program. If equivalency is determined, the veteran may be asked to take and successfully pass (a grade of 80.0% or better) the final exam(s) thereby ensuring the veteran has a solid foundation for successful progression through the program as well as perform skills testing to assure accurate and safe performance of said skills.

Hours transferred from another institution will be considered to be part of the student's attempted hours and reduce the maximum time frame for completion of the program.

### **Advanced Standing – For Displaced Students Due To School Closure**

HEMSPN is a vocational school and does not ordinarily award advanced standing from other schools, colleges, or universities. However, for those nursing students affected by the closure of their nursing school. HEMSPN is willing to assess students on an individual basis and determine where they would best fit into the HEMSPN's curriculum plan. To be awarded advanced standing, the student will be required to pass a HEMSPN comprehensive exam that correlates with the point in which they will be entering HEMSPN's program, as well as successfully validate select nursing skills.

The HEMSPN Director, with assistance from the faculty, will review course work successfully (a grade of "C" or better) completed from the previous nursing school to determine equivalency of content and possible acceptance of one or more courses for one or more of the HEMSPN courses (prior learning credit). Skills and other training will also be evaluated to determine equivalency to one or more of HEMSPN courses thus allowing for advanced placement into the program. In addition, the student will be required to take and successfully pass the above mentioned

comprehensive exam, thereby ensuring the student has a solid foundation for successful progression through the program as well as perform skills testing to assure accurate and safe performance of said skills.

A transcript from the previous school or if a transcript is unavailable, semester report cards will be accepted until a transcript can be obtained. Admission criteria must be met. Until that time the student is considered conditionally enrolled.

The transfer student must meet current admission criteria (see Admission packet) and it must be in place prior to admission. The only exceptions to the current admission criteria is that the admission fee will be waived and they will not be required to take the PAX entrance exam. Seats will be awarded on a first come first serve basis.

The transfer student would be required to cover tuition for the quarters taken and any supplies, books, uniforms, etc. that are required. In addition, the transfer student would fall under the current Catalog/Student Handbook and all policies of HEMSPN.

Advanced standing will be considered to be part of the student's attempted hours and reduce the maximum time frame for completion of the program.

### **Weather – Inclement**

If Kent State University - Salem Branch cancels classes HEMSPN cancels classes. "Cancelled" or "Closed" means all students will not report to school. If Kent State University – Salem Branch delays AM classes, then HEMSPN students report for class when KSU resumes classes. This does not apply to clinical experiences. Students are to report to clinical as scheduled unless notified by the Director using Google Classroom and/or WKBN TV.

When possible due to inclement weather, building closure etc. HEMSPN will conduct class, lab or clinical virtually. Attendance will be taken and recorded for the number of hours the student is present during the virtual session. If the virtual clinical experience is not attended by the student, it will count as a clinical absence.

It is the student's responsibility to stay informed of inclement weather cancellations or delays. Students can listen and watch for school cancellations or delays via local radio, TV, and Google Classroom.

It is also the student's responsibility to independently cover material missed because of inclement weather. This not only includes all class or clinical assignments, quizzes, tests, presentations, etc., it also includes information/course content that was scheduled for theory or pre-/post-conferences. It is NOT the responsibility of the instructor to ensure every student is aware of scheduling changes or to make-up lost class time due to extenuating circumstances.

### **Misrepresentation Policy**

The nature of the institution's educational program including false, erroneous, or misleading statements including but not limited to:

The particular type(s), specific source(s), nature, and extent of it's institutional, programmatic, or specialized accreditation;

Whether a student may transfer course credits earned at the institution to any other institution;

Conditions under which the institution will accept transfer credits earned at another institution;

Whether successful completion of a course of instruction qualifies a student—

For acceptance to a labor union or similar organization; or

To receive, to apply to take, or to take the examination required to receive, a local, state, or federal license, or a nongovernmental certification required as a precondition for employment, or to perform certain functions in the states in which the educational program is offered, or to meet additional conditions that the institution knows or reasonably should know are generally needed to secure employment in a recognized occupation for which the program is represented to prepare students;

The requirements for successfully completing the course of study or program and the circumstances that would constitute grounds for terminating the student's enrollment;

The nature of the institution's financial charges including false, erroneous, or misleading statements including but not limited to:

Whether a particular charge is the customary charge at the institution for a course;

The cost of the program and the institution's refund policy if the student does not complete the program;

The availability or nature of any financial assistance offered to students, including a student's responsibility to repay any loans, regardless of whether the student is successful in completing the program and obtaining employment; or

(e) The student's right to reject any particular type of financial aid or other assistance, or whether the student must apply for a particular type of financial aid, such as financing offered by the institution.

Misrepresentation regarding the employability of the institution's graduates including false, erroneous, or misleading statements including but not limited to:

The institution's relationship with any organization, employment agency, or other agency providing authorized training leading directly to employment;

The institution's plans to maintain a placement service for graduates or otherwise assist its graduates to obtain employment;

The institution's knowledge about the current or likely future conditions, compensation, or employment opportunities in the industry or occupation for which the students are being prepared;

(f) Other requirements that are generally needed to be employed in the fields for which the training is provided, such as requirements related to commercial driving licenses or permits to carry firearms, and failing to disclose factors that would prevent an applicant

from qualifying for such requirements, such as prior criminal records or preexisting medical conditions.

### **Copyright Policy**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code).

These rights include the right to reproduce or distribute a copyright work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150.00 per work infringed. A court can, in its discretion, also assess cost and attorney's fees. For details, see Title 17, United States Code, Sections 504 and 505.

## **Appendix: A**

### **HEMSPN Drug Free Policy**

#### **Purpose and Goal**

Hannah E. Mullins School of Practical Nursing (HEMSPN) is committed to protecting the safety, health, and well-being of all students, faculty, staff, patients, and other individuals associated with the organization. HEMSPN recognizes that alcohol and drug abuse pose a significant threat to patients, patients, classmates, faculty, and staff as well as prevent the fulfillment of student and HEMSPN short and long-term goals. Consequently, HEMSPN faculty and staff have established a drug-free policy that balances respect for individuals with the need to maintain an alcohol and drug free environment.

The HEMSPN Drug Free Policy recognizes that involvement with alcohol and other drugs can be very disruptive, adversely affect learning, quality of work and performance, pose serious health risks, and have a negative impact on learning, productivity, and morale. Therefore, HEMSPN cannot condone nor tolerate student or employee substance abuse. Accordingly, every student and employee are prohibited from using, possessing, manufacturing, trafficking, or being under the influence of any illegal drug or alcohol, and/or abuse of prescribed drugs while participating in any HEMSPN associated or assigned activity. Possession of drug paraphernalia is also prohibited. Therefore, as a condition of admission into, membership of, and association with this organization, HEMSPN requires that students, faculty, and staff adhere to a strict policy regarding the illegal use, abuse, or possession of drugs and alcohol. HEMSPN also encourages individuals voluntarily to seek professional help with drug and alcohol problems for self and family members as early as possible.

#### **Covered Individuals**

Individuals covered by the HEMSPN Drug Free Policy are those individuals who conduct business for, are applying to, are conducting business, and attending and/or on the property of HEMSPN, Salem City School District, and associated health care agencies. The policy includes but is not limited to all full- and part-time faculty, staff, and students while working for, learning under the guidance of, or representing HEMSPN in any capacity.

#### **Applicability**

The HEMSPN Drug-Free Policy applies whenever an individual is representing, learning under the guidance of, or conducting business for and/or with the organization. Therefore, this policy applies:

- a) whenever conducting business, representing, or learning under the umbrella of the HEMSPN organization;
- b) while on HEMSPN, Kent State University, Salem City School District, or an associated healthcare agency's property; and
- c) at HEMSPN sponsored events.

#### **Prohibited Behavior**

It is a violation of the HEMSPN Drug Free Policy to abuse, possess, sell, trade, transfer, give, and/or offer for sale alcohol, illegal drugs, intoxicants, or prescribed drugs to an individual for whom the prescription was not intended as well as improper use of legal drugs. Furthermore, the illegal or unauthorized use of prescription drugs is prohibited. It is a violation of the HEMSPN Drug-Free Policy to intentionally misuse and/or abuse prescription medications. Prescription and over-the-counter drugs are not prohibited when taken in standard dosage by the prescribed individual for the use intended and/or according to a healthcare provider's prescription. Any HEMSPN associated individual taking prescribed or over-the-counter medication is responsible for consulting the prescribing healthcare provider and/or pharmacist to ascertain whether and/or how the medication will interfere with mental and physical capabilities.

#### **Alcohol**

HEMSPN students and employees are prohibited from possessing, consuming, selling, distributing, or being under the influence of alcohol while conducting or being involved in any scheduled HEMSPN related activity.

#### **Controlled Substances**

HEMSPN students and employees are prohibited from possessing, using, being under the influence of, having a detectable level of (as evidenced by a positive drug test), selling, purchasing, distributing, manufacturing, or dispensing

a controlled substance, except in accordance with a healthcare provider prescription and in accordance with pertinent federal and state laws and regulations, while conducting or being involved in any scheduled HEMSPN related activity.

### **Notification of Convictions**

Any current, potential, or eligible-for-readmission student, as well as a part-time or full-time employee who is arrested for or convicted of a criminal drug violation must notify the HEMSPN in writing within 5 calendar days of the arrest/conviction. The HEMSPN will take appropriate action within 30 days of an arrest. The individual who is convicted of a criminal drug violation shall be dismissed immediately from the Hannah E. Mullins School of Practical Nursing. Federal and state contracting agencies will be notified when appropriate.

### **Searches**

As posted in all HEMSPN facilities, entering HEMSPN and Salem City School District's property constitutes consent to searches and inspections. Unannounced searches of lockers, vehicles, and equipment by police and drug-sniffing dogs may be conducted without prior consent or knowledge of the owner. These searches can be conducted in the presence or absence of the owner. The HEMSPN reserves the right to inspect any staff's or student's vehicle and containers including, but not limited to, bags, boxes, purses, briefcases, lunch containers, book bags, etc. that are brought onto HEMSPN/Salem City School District property or the property of any associated healthcare agency. This inspection shall occur any time that the HEMSPN faculty or director has a reasonable suspicion that the drug-free policy has been violated and that such an inspection is reasonably necessary for the investigation of possible violations.

### **Drug Testing**

To ensure accuracy and fairness of drug testing individuals who are associated with the HEMSPN program, all testing will be scheduled by HEMSPN and performed by an authorized agency.

- (1) Each HEMSPN student, as a condition of admission, will be required to participate in periodic, random, and/or scheduled testing upon selection or request of the HEMSPN Director/faculty member.
- (2) All drug-testing information will be maintained in the student file. It may be shared with the clinical agencies. The substances for which testing will be done are Amphetamine, Methamphetamine, Barbiturate, Benzodiazepine, Cannabinoid, Cocaine and Opiates which include: Phencyclidine, Oxycodone, Methadone.
- (3) Any HEMSPN student or employee who tests positive will be dismissed immediately from the HEMSPN program.
- (4) A HEMSPN student or employee will be subject to the same consequences of a positive test if he/she:
  - a. Refuses the screening or the test;
  - b. Adulterates or dilutes the specimen;
  - c. Substitutes the specimen with that from another person or sends an imposter;
  - d. Will not sign the required forms;
  - e. Refuses to cooperate in the testing process in such a way that it prevents completion of the test; or
  - f. Refuses to searches as defined above.

### **Consequences**

One of the goals of the HEMSPN Drug Free Policy is to encourage students, faculty, and staff to voluntarily seek professional help with alcohol and/or drug problems. However, if an individual violates the HEMSPN Drug Free Policy, the consequences are serious. If an applicant for the position of student or employee violates the drug-free policy, any offer of admission, readmission, or employment shall be withdrawn. If a current student or employee violates the policy, he or she shall be dismissed immediately from HEMSPN.

**If a failed drug test occurs prior to enrollment, the student will be billed for the cost of testing.** Any perspective or current student, who previously failed their drug test, may reapply for future enrollment but must pass the mandatory drug test administered at HEMSPN. Potential or current employees who violate the drug-free policy will not be eligible for employment.

### **Assistance**

HEMSPN recognizes that alcohol, drug abuse, and drug addiction are treatable illnesses. HEMSPN also realizes that early intervention and support improve the success of rehabilitation. In support of its students and employees, the HEMSPN Drug Free Policy:

- (1) Encourages students and employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- (2) Encourages students and employees to utilize the services of qualified community professionals to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

Treatment for alcoholism and/or other drug abuse disorders may be covered by the employee benefit plan although there is no plan for covering costs incurred by the student. However, the ultimate financial responsibility for recommended treatment belongs to the student/employee.

### **Confidentiality**

All information received by the HEMSPN through this or any healthcare agency's drug-free policy/program is confidential. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

### **Shared Responsibility**

A safe and productive drug-free environment is achieved through cooperation and shared responsibility. Because it is recognized that they have important roles to play, faculty, staff, and students are encouraged to:

- (a) be concerned about working and learning in a safe, drug free environment; and
- (b) report dangerous behavior to a faculty member or the HEMSPN Director.

It is the Director, faculty, and staff's responsibility to:

- (a) inform the student/employee of the drug free policy;
- (b) observe student/employee performance;
- (c) document negative changes and problems in performance; and
- (d) clearly state consequences of policy violations.

### **Communication**

Communicating the HEMSPN Drug-Free Policy to both the student and employee is critical. To ensure everyone is aware of his or her role in supporting the drug free policy:

- All HEMSPN perspective applicants, students and employees will receive a written copy of the policy, and
- The policy will be reviewed during orientation with new students and employees.

Adapted from: Salem City Schools Drug Prevention (2017)  
Salem Regional Medical Center's drug free workplace policy (2018)

## **Appendix: B**

### **Drug Free Schools Communities Act Amendment 1989**

#### **Notice**

In accordance with the Drug Free Schools and the Communities Act Amendment, 1989, this notice is provided to each student of HEMSPN. It will serve as a reminder of the health risks associated with drug/alcohol abuse. These health risks will be addressed in Nursing Care of the Adult 1, Nursing Care of the Adult 2, and Maternal/Child Classes. This notice will also make the student aware of school policies related to the illegal possession, use, and distribution of drugs and/or alcohol as well as the availability of treatment for drug or alcohol problems through the various agencies listed. The student should be aware those internal sanctions and federal, state, and local penalties may result from the illegal possession, use, or distribution of alcohol and/or drugs.

#### **Student Alcohol and/or Drug Abuse Policy**

Students are prohibited from possessing, consuming, distributing, or being under the influence of illicit drugs, alcohol, or other intoxicating substances when reporting to school/clinical facilities or during school/clinical rotation hours or after school/clinical rotation hours on school/clinical facilities property.

See Appendix for HEMSPN Drug Free Policy

#### • DETAILS

- Possession – If the student is found to be in possession of a substance that is suspected of being an illicit drug, alcohol or other intoxicating substance, the student will be suspended and local law enforcement will be notified.
- Consumption – If the student is found to be consuming a substance that is suspected of being an illicit drug, alcohol or other intoxicating substance, the substance will be confiscated. The student will be suspended and will be ordered to be taken to Salem Regional Medical Center (SRMC) lab for a breathalyzer, urine and/or blood test.
- Distribution – If the student is found to be distributing a substance that is suspected of being an illicit drug, alcohol or other intoxicating substance, the student will be suspended and local law enforcement will be notified.
- Under the influence – If the student is suspected of being under the influence of an illicit drug, alcohol or other intoxicating substance, the student will be suspended and will be ordered to be taken to for a breathalyzer, urine and/or blood test.

If a breathalyzer, urine and/or blood tests are positive, the student will be referred for counseling and will be dismissed from the program. The student needing drug and alcohol counseling, treatment or rehabilitation may be referred to any of the following: Family Recovery Center, Lisbon; Columbiana County Mental Health Clinic, Lisbon; Alcoholic Clinic of Youngstown; Narcotics Anonymous, Alcoholics Anonymous, or Al-Anon/Alateen.

Any student found guilty of unlawful possession, use, or distribution of illicit drugs and/or alcohol will be subject to the applicable legal sanctions under local, state, and federal law, and will be dismissed from the nursing program.

**Appendix: C****HEMSPN Crime Awareness Report**

The following information is provided and updated as directed by Title IX and The Jeanne Clery Act.

**CAMPUS SECURITY POLICY**

Current campus policies are in effect in order to provide a safe and secure campus for all students and staff members. There are specific procedures for students to use in order to report criminal actions and other emergencies occurring on campus as well as policies concerning the institution's response to each. Students witnessing or having knowledge of criminal actions or emergencies must report such to proper authorities according to the HEMSPN's Jeanne Clery Act Annual Safety & Security Report which is located on the school's website and in the HEMSPN office by request.

Appropriate action will be taken based upon the information given. When deemed appropriate, local law enforcement authorities also will be notified.

The institution strictly forbids the possession, use, or sale of any alcoholic beverages and/or illegal drugs on all campus grounds. Students and staff members should report any knowledge of such activities to the appropriate school personnel. Any infraction is cause for immediately suspension and possible dismissal. When appropriate, such infractions will also be reported to the local authorities. Specific details of this institution's drug policy are outlined in the campus drug free policy statement found in the student handbook.

The following is a list of all criminal incidents reported within Kent State University City Center building.  
([ope.ed.gov/security/](http://ope.ed.gov/security/))

	2018	2019	2020
Murder	0	0	0
Forcible and non-forcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Manslaughter	0	0	0
Arson	0	0	0
Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession.	0	0	0

*For more statistics see Jeanne Clery Act Annual Safety and Security Report*

**Appendix D- List of Potentially Disqualifying Offenses.**

See OBN Website for List of Potentially Disqualifying Offenses.

<https://nursing.ohio.gov/static/uploads/Compliance%20and%20Regulation/List-of-Potentially-Disqualifying-Offenses-4.12.2021.pdf>



## **Appendix: E**

### **National Association of Licensed Practical Nurses (NALPN)**

#### **Nursing Practice Standards for the Licensed Practical/Vocational Nurse**

##### **I. “NURSE PRACTICE STANDARDS” for the LPN/LVN**

“Nursing Practice Standards” for the Licensed Practical Nurse/Licensed Vocational Nurse (LPN/LVN) is an avenue that NALPN meets the goals of its By-Laws to address Ethical and Principle Standards and to meet “Article II Objective” of the NALPN By-Laws as well, to explicate the Standards of Practical/Vocational Nursing. In our everchanging world, LPN’s and LVN’s have adjusted their practice to support those changes. As LPN’s/LVN’s practice in expanding roles in health care, “Nursing Practice Standards” are an imperative practice for LPN’s, LVN’s, as well as PN and VN students and their educators; all who practice with LPN’s and LVN’s.

##### **II. PREFACE**

The Standards of Practice were developed and incorporated by the NALPN Board of Directors to provide an essential benchmark to deliver the quality of health services, nursing care, and nursing services given by LPN’s/LVN’s which may be measured and assessed. These “Nurse Practice Standards” are applicable in all practice settings. The individual needs of the patient, the particular type of health care agency or other services, and the community resources, will vary according to the degree to which individual standards are applied. The “Scope of Practice” of the Licensed Practical Nurse/Licensed Vocational Nurse has extended into specialized nursing services. These specialized fields of nursing services are provided below.

##### **III. CODE**

The code for the Licensed Practical Nurse/Licensed Vocational Nurse was incorporated by NALPN in 1961 with a revision in 1979. The code provides a motivation for establishing, maintaining, and elevating professional nurse standards. As set forth in this code, upon entering the profession, each LPN/LVN, has the responsibility to adhere to the standards of ethical practice and conduct.

Each are to:

1. Know the “Scope of Practice” to maximize utilization of the LPN/LVN, as specified by the Nursing Practice Act and function within this “Scope of Practice”.
2. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.
3. In personal appearance, language, dress, and demeanor, uphold the highest standards.
4. Accept the responsibility for safe nursing by keeping mentally and physically fit and up to date educationally to practice safely.
5. Stay informed about issues affecting the practice of nursing, the delivery of health care. Where appropriate, participate in government and policy decisions.
6. Accept responsibility of membership of NALPN, participate to maintain the “Nurse Practice Standards”, and employment of policies which lead to quality patient care.
7. Safeguard confidential information about the patient acquired from any source.

##### **IV. SCOPE**

Licensed Practical Nurses/Licensed Vocational Nurses are a specialized field who represent the entry into the nursing practice profession. Practicing in places exists where different professions unite in their particular skills in a team effort. This effort is set to improve a patient’s function and to protect the health and safety of the patients. Career advancement opportunities are present within the profession academic education, expansion of knowledge, expertise through both academic/continuing education and certification.

##### **V. EDUCATION STANDARDS**

The “Licensed Practical Nurse/Licensed Vocational Nurse”

1. Shall complete an educational program approved by the state nursing authority in practical nursing.
2. Shall successfully pass the National Council Licensure Examination for Practical Nurses.
3. Shall participate in the employing institution an initial orientation.

**VI. LEGAL & ETHICAL**

The “Licensed Practical Nurse/Licensed Vocational Nurse”

1. Shall recognize and have a commitment to meet the moral and ethical practice of nursing obligations.
2. Shall not perform or accept professional responsibilities/duties which (s)he knows is not competent to perform.
3. Shall take responsibility in actions should situations arise where there is unprofessional conduct by a peer or other health care provider.
4. Shall hold a current LPN/LVN license to practice nursing in accordance with the law of their employment state.
5. Shall know and practice the scope of nursing practice instated by the Nursing Practice Act in their employment state.
6. Shall have a personal commitment to conform to the legal responsibilities essential for good nursing practice.

**VII. PRACTICE**

The “Licensed Practical Nurse/Licensed Vocational Nurse”

1. As an accountable member of the health care team; shall accept assigned responsibilities.
2. As related to the assigned duties; shall function within the limits of educational preparation and experience.
3. With other members of the health care team; shall function in promotion of and in maintenance of good health. Shall aide in preventing disease and disability. Shall care for and rehabilitate individuals who are experiencing an altered state of health. Shall contribute to the ultimate quality of life until death.
4. For the individual patient or group; shall know and utilize the nursing process in planning, implementing, evaluating.
  - a. Planning: The planning of nursing includes:
    - assessment and data collection of health status of the patient, the family, and community groups.
    - reporting information received from assessment.
    - identifying health goals.
  - b. Implementation: The plan for nursing care is put into practice to achieve the stated goals and this includes:
    - Observing, reporting and recording significant changes which require different goals or intervention.
    - Apply skills and nursing knowledge to help promote and maintain health, to help prevent disease and disability, and to optimize functional capabilities of a patient.
    - Encouraging self-care as appropriate and assisting the patient and family with activities of daily living.
    - Carrying out therapeutic protocols and regimens prescribed by personnel in conjunction to state law.
  - c. Evaluations: The plan for nursing care and its implementations are evaluated to measure the progress toward the stated goals and will include appropriate person and/or groups to determine:
    - The relevancy of current goals in relation to the progress of the patient.
    - The recipient’s involvement of care in the evaluation process.
    - The nursing action quality in implementation of the plan.
    - New goal setting or changing priorities in the care plan.
    - Shall participate in peer review and other evaluation processes.
    - Shall participate in the development of policies concerning the health, nursing needs of society, and in the roles and functions of the LPN/LVN.

**VIII. CONTINUING EDUCATION**

The “Licensed Practical Nurse/Licensed Vocational Nurse”

1. Shall seek and participate in continuing education activities that are accredited and offered by the National Association of Licensed Practical Nurses (NALPN) or other accredited organizations.
2. Shall take advantage of continuing education and/or certification opportunities which will lead to professional development and personal growth.
3. Shall regularly review career goals and choose continuing education activities that help to achieve these goals.
4. Shall be responsible for maintaining the highest possible level of professional capacity at all times.

**IX. SPECIALIZED NURSING PRACTICE**

The “Licensed Practical Nurse/Licensed Vocational Nurse”

1. As set forth in this document, shall meet all standards of practice.
2. For practice in the chosen specialized nursing area, candidate shall present personal qualifications that demonstrate potential abilities.
3. At the staff level, shall have had at least one year nursing experience.
4. Shall provide documentation of completion of an approved agency course or program providing the knowledge and skills necessary for adequate nursing services in the specialized field.

National Association of Licensed Practical Nurses'. (2023 *Nursing Practice Standards for the Licensed Practical/Vocational Nurse*. Retrieved from National Association of Licensed Practical Nurses: <https://nalpn.org/wp-content/uploads/2023/06/NURSE-PRACTICE-STANDARDS-05.30.2023.pdf>

## Appendix: F

### National Association of Practical Nurse Education Services' (NAPNES) Standards of Practice and Educational Competencies of Graduates of Practical/Vocational Nursing Programs

*Reprinted with permission*

These standards and competencies are intended to better define the range of capabilities, responsibilities, rights, and relationship to other health care providers for scope and content of practical/vocational nursing education programs. The guidelines will assist:

- Educators in development, implementation, and evaluation of practical, vocational nursing curricula.
- Students in understanding expectations of their competencies upon completion of the educational program.
- Prospective employers in appropriate utilization of the practical/vocational nurse.
- Consumers in understanding the scope of practice and level of responsibility of the practical/vocational nurse.

#### A. Professional Behaviors

Professional behaviors, within the scope of nursing practice for a practical/vocational nurse, are characterized by adherence to standards of care, accountability for one's own actions and behaviors, and use of legal and ethical principles in nursing practice. Professionalism includes a commitment to nursing and a concern for others demonstrated by an attitude of caring. Professionalism also involves participation in lifelong self-development activities to enhance and maintain current knowledge and skills for continuing competency in the practice of nursing for the LP/VN, as well as individual, group, community, and societal endeavors to improve health care.

Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Demonstrate professional behaviors of accountability and professionalism according to the legal and ethical standards for a competent licensed practical/vocational nurse.

Competencies which demonstrate this outcome has been attained:

1. Comply with the ethical, legal, and regulatory frameworks of nursing and the scope of practice as outlined in the LP/VN nurse practice act of the specific state in which licensed.
2. Utilize educational opportunities for lifelong learning and maintenance of competence.
3. Identify personal capabilities and consider career mobility options.
4. Identify own LP/VN strengths and limitations for the purpose of improving nursing performance.
5. Demonstrate accountability for nursing care provided by self and/or directed to others.
6. Function as an advocate for the health care consumer, maintaining confidentiality as required.
7. Identify the impact of economic, political, social, cultural, spiritual, and demographic forces on the role of the licensed practical/vocational nurse in the delivery of health care.
8. Serve as a positive role model within healthcare settings and the community.
9. Participate as a member of a practical/vocational nursing organization.

#### B. Communication

Communication is defined as the process by which information is exchanged between individuals verbally, non-verbally and/or in writing or through information technology. Communication abilities are integral and essential to the nursing process. Those who are included in the nursing process are the licensed practical/vocational nurse and other members of the nursing and healthcare team, client, and significant support person(s). Effective communication demonstrates caring, compassion, and cultural awareness, and is directed toward promoting positive outcomes and establishing a trusting relationship.

Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Effectively communicate with patients, significant support person(s), and members of the interdisciplinary health care team incorporating interpersonal and therapeutic communication skills.

Competencies which demonstrate this outcome has been attained:

1. Utilize effective communication skills when interacting with clients, significant others, and members of the interdisciplinary health care team.
2. Communicate relevant, accurate, and complete information.

3. Report to appropriate health care personnel and document assessments, interventions, and progress or impediments toward achieving client outcomes.
4. Maintain organizational and client confidentiality.
5. Utilize information technology to support and communicate the planning and provision of client care.
6. Utilize appropriate channels of communication.

### **C. Assessment**

Assessment is the collection and processing of relevant data for the purposes of appraising the client's health status. Assessment provides a holistic view of the client which includes physical, developmental, emotional, psychosocial, cultural, spiritual, and functional status. Assessment involves the collection of information from multiple sources to provide the foundation for nursing care. Initial assessment provides the baseline for future comparisons in order to individualize client care. Ongoing assessment is required to meet the client's changing needs.

Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Collect holistic assessment data from multiple sources, communicate the data to appropriate health care providers, and evaluate client responses to interventions.

Competencies which demonstrate this outcome has been attained:

1. Assess data related to basic physical, developmental, spiritual, cultural, functional, and psychosocial needs of the client.
2. Collect data within established protocols and guidelines from various sources including client interviews, observations/measurements, health care team members, family, significant other(s), and review of health records.
3. Assess data related to the client's health status, identify impediments to client progress and evaluate response to interventions.
4. Document data collection, assessment, and communicate findings to appropriate member/s of the healthcare team.

### **D. Planning**

Planning encompasses the collection of health status information, the use of multiple methods to access information, and the analysis and integration of knowledge and information to formulate nursing care plans and care actions. The nursing care plan provides direction for individualized care, and assures the delivery of accurate, safe care through a definitive pathway that promotes the clients and support person's(s') progress toward positive outcomes.

Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Collaborate with the registered nurse or other members of the health care team to organize and incorporate assessment data to plan/revise patient care and actions based on established nursing diagnoses, nursing protocols, and assessment and evaluation data.

Competencies which demonstrate this outcome has been attained:

1. Utilize knowledge of normal values to identify deviation in health status to plan care.
2. Contribute to formulation of a nursing care plan for clients with non-complex conditions and in a stable state, in consultation with the registered nurse and as appropriate in collaboration with the client or support person(s) as well as members of the interdisciplinary health care team using established nursing diagnoses and nursing protocols.
3. Prioritize nursing care needs of clients.
4. Assist in the review and revision of nursing care plans with the registered nurse to meet the changing needs of clients.
5. Modify client care as indicated by the evaluation of stated outcomes.
6. Provide information to client about aspects of the care plan within the LP/VN scope of practice
7. Refer client as appropriate to other members of the health care team about care outside the scope of practice of the LP/VN.

### **E. Caring Interventions**

Caring interventions are those nursing behaviors and actions that assist clients and significant others in meeting their needs and the identified outcomes of the plan of care. These interventions are based on knowledge of the natural sciences, behavioral sciences, and past nursing experiences. Caring is the "being with" and "doing for" that assists clients to achieve the desired outcomes. Caring behaviors are nurturing, protective, compassionate, and person-centered. Caring creates an environment of hope and trust where client choices related to cultural, religious, and spiritual values, beliefs, and lifestyles

are respected.

Upon completion of the practical/vocational nursing program the graduate will display the following program outcome:

Demonstrate a caring and empathic approach to the safe, therapeutic, and individualized care of each client.

Competencies which demonstrate this outcome has been attained:

1. Provide and promote the client's dignity.
2. Identify and honor the emotional, cultural, religious, and spiritual influences on the client's health.
3. Demonstrate caring behaviors toward the client and significant support person(s).
4. Provide competent, safe, therapeutic, and individualized nursing care in a variety of settings.
5. Provide a safe physical and psychosocial environment for the client and significant other(s).
6. Implement the prescribed care regimen within the legal, ethical, and regulatory framework of practical / vocational nursing practice.
7. Assist the client and significant support person(s) to cope with and adapt to stressful events and changes in health status.
8. Assist the client and significant other(s) to achieve optimum comfort and functioning.
9. Instruct client regarding individualized health needs in keeping with the licensed practical/vocational nurse's knowledge, competence, and scope of practice.
10. Recognize client's right to access information and refer requests to appropriate person(s).
11. Act in an advocacy role to protect client rights.

## **F. Managing**

Managing care is the effective use of human, physical, financial, and technological resources to achieve the client identified outcomes while supporting organizational outcomes. The LP/VN manages care through the processes of planning, organizing and directing.

Upon completion of the practical/vocational nursing program, the graduate will display the following program outcome:

Implement patient care, at the direction of a registered nurse, licensed physician, or dentist through performance of nursing interventions or directing aspects of care, as appropriate, to unlicensed assistive personnel (UAP).

Competencies which demonstrate this outcome has been attained:

1. Assist in the coordination and implementation of an individualized plan of care for clients and significant support person(s)
2. Direct aspects of client care to qualified UAPs commensurate with abilities and level of preparation and consistent with the state's legal and regulatory framework for the scope of practice for the LP/VN.
3. Supervise and evaluate the activities of UAPs and other personnel as appropriate within the state's legal, and regulatory framework for the scope of practice for the LP/VN as well as facility policy.
4. Maintain accountability for outcomes of care directed to qualified UAPs.
5. Organize nursing activities in a meaningful and cost-effective manner when providing nursing care for individuals or groups.
6. Assist the client and significant support person(s) to access available resources and services.
7. Demonstrate competence with current technologies.
8. Function within the defined scope of practice for the LP/VN in the health care delivery system at the direction of a registered nurse, licensed physician, or dentist.

*As approved and adopted by NAPNES Board of Directors May 6, 2007.* © Copyright 2009 National Association for Practical Nurse Education and Service, Inc. All rights reserved.

**Appendix: G**  
**Formal Grievance Form**

Name of Grievant: \_\_\_\_\_ Date of Filing \_\_\_\_\_

Name of Director/Instructor: \_\_\_\_\_

Date(s) of Alleged Violation: \_\_\_\_\_

State the *specific section(s)* of the Catalog/Student Handbook that you feel was violated, misinterpreted, or misapplied.

Describe the incident(s) and state evidence that you feel supports your grievance.

State the action/resolution that you feel would resolve this grievance and give rationale to support it.

## Appendix: H

### Student Agreement Regarding HEMSPN Policies, Mandatory Drug Screening, and Criminal History Record Check/Felony Preclusion

- I have read and understand the statements concerning chemical dependency and HEMSPN's policy in regard to chemical dependency and mandatory drug screen testing.
- I understand that the clinical learning facilities require drug testing as preparation for student learning experiences. I understand that such testing will consist of a breathalyzer, urinalysis, saliva, and/or blood test. If results of the drug screen indicate the presence of a prescribed drug, I do hereby give my permission for HEMSPN or the authorized agency to contact the prescribing healthcare provider for verification of the prescription. If testing indicates the presence of non-prescribed and/or illegal drugs, I understand that I will be disqualified from student clinical experiences, ultimately resulting in my dismissal from Hannah E. Mullins School of Practical Nursing. I hereby give my consent to HEMSPN or the authorized agency to administer any or the entire above drug testing procedures to me and to use the results thereof in further determining my eligibility for student clinical participation. I also consent to HEMSPN or the authorized agency of reasonable cause testing as outlined in the **HEMSPN Drug Free Policy**. I further consent to HEMSPN OR THE AUTHORIZED AGENCY 's release of my test results to an independent laboratory for result confirmation. I give further consent to HEMSPN OR THE AUTHORIZED AGENCY 's release of my test results to the HEMSPN Director and to other clinical learning facilities.
- I agree to submit to a Bureau of Criminal Investigation and Federal Bureau of Investigation criminal record checks as stated in the "Hannah E. Mullins School of Practical Nursing Student Handbook". I attest that I have not been previously convicted of, pled guilty to, or had a judicial finding of guilt for an egregious felony in Ohio or another jurisdiction which would preclude me from initial licensure or certification.
- I have read the "Hannah E. Mullins School of Practical Nursing Catalog/Student Handbook" and agree to the following terms as conditions of my continuing in and progressing through the Hannah E. Mullins School of Practical Nursing program. I agree to:
  - Abide by the Rules and Regulations of the Practical Nursing Program while enrolled.
  - Pay tuition and school fees as scheduled.
  - Accept the refund policy as printed.
  - Accept financial responsibility for any and all personal medical expenses incurred by me while I am a student.
  - Accept the joint decisions made by the HEMSPN Faculty and Program Director regarding dismissal for the following:
    - Failure to comply with policies listed in the handbook including, but not limited to,
    - Failure to meet the School's accepted passing grade in theory and/or in clinical/lab performance.
    - Unprofessional behavior, unacceptable behavior or unethical conduct.
    - Failure to comply with drug and alcohol policies.
    - Absenteeism as defined in the Attendance Policy.
    - Failure to maintain the confidentiality of patient information obtained in the course of nursing practice.



**Appendix: I****Informed Consent Waiver**

The faculty and staff of the Hannah E. Mullins School of Practical Nursing would like to advise and ensure those individuals who are choosing a career in nursing and are entering the HEMSPN practical nursing program know there is an inherent health risk especially during their clinical education.

The risks are related to bodily injury and exposure to communicable viruses and diseases that include, but are not limited to:

- (a) hepatitis B virus (HBV),
- (b) tuberculosis (TB),
- (c) human immunodeficiency virus (HIV),
- (d) acquired immune deficiency syndrome (AIDS), and
- (e) childhood infections (i.e., chicken pox, measles),
- (f) coronavirus.

The clinical learning experience requires students to implement various levels of nursing care and skills in a variety of healthcare settings for patients/patients across the lifespan. Although the HEMSPN faculty ensures student have minimal competency prior to actual implementation, the inherent nature of nursing does expose individuals to bodily injury (cuts, bruises, sprains, backaches) and communicable diseases. It is also recognized that that level of competency is minimal until some degree of clinical implementation has been achieved. Therefore, HEMSPN strongly cautions entering students:

- 1) the aforementioned risk does exist;
- 2) every effort will be made to decrease the exposure to or consequences of such a risk;
- 3) such efforts may be hampered by available information, knowledge, and treatment at the time of the potential risk; and
- 4) refusal to implement clinical procedures/treatments or refusal to participate in any or all aspects of an assigned clinical experience may result in the student's dismissal from the program.

**Appendix: J****Consent to be Photographed**

I give the Hannah E. Mullins School of Practical Nursing and/or the HEMSPN Alumni Association permission to use/print my photograph/name/quote in displays, advertisements and electronic media for school related activities and publications.

**Appendix: K**

**POLICIES/PROCEDURES UNDER FERPA**  
**Release of Personal Information and Records**  
**Family Educational Rights & Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in the education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.
- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
  - School employees who have a need to know;
  - Other schools to which a student is transferring;
  - Certain government officials in order to carry out lawful functions;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for the school;
  - Accrediting organizations;
  - Individuals who have obtained Court Orders or Subpoenas;
  - Persons who need to know in cases of health and safety emergencies; and
  - State and local authorities within a juvenile justice system, pursuant to specific State law.

**Appendix: L****Consent to Release Student Educational Records**

Consent to Release Records is limited to the named individual or institution listed on the acknowledgment form.

**Appendix: M**

**Hannah E. Mullins School of Practical Nursing**  
**Jeanne Clery Act Annual Safety & Security Report**

By signing this appendix, I hereby acknowledge that I was made aware of the school's Jeanne Clery Act Annual Safety & Security Report. This report is accessible on the school's website at [www.hemspn.edu](http://www.hemspn.edu) and in the school's office. I agree it is my responsibility to read and understand this report.

**Appendix: N**

Hannah E. Mullins School of Practical Nursing  
Federal Financial Aid / Consumer Handbook

By signing this appendix, I hereby acknowledge that I was made aware of the school's Federal Financial Aid / Consumer Handbook. This Handbook is accessible on the school's website at [www.hemspn.edu](http://www.hemspn.edu) and in the school's office. I agree it is my responsibility to read and understand this report.

**Appendix: O**

Hannah E. Mullins School of Practical Nursing  
Enrollment Agreement

By signing this Enrollment Agreement, I hereby agree to abide by the policies and procedures set forth by the school. This is agreement will be signed during the first week of classes.

**NOTICE TO STUDENT:**

1. Do not sign this agreement before you have read the policies of the school as set forth in the HEMSPN Catalog/Student Handbook.
2. This agreement is a legally binding instrument. The agreement is binding only when it is accepted, signed, and dated by the authorized official of the school.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
4. The school reserves the right to terminate a students' training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.

**Appendix: P**

The Hannah E. Mullins School of Practical Nursing:  
Theory and Clinical Syllabi / Toolkit

I understand it is my responsibility to have and understand all theory and clinical syllabi and student learning outcomes before the start of each course and clinical rotation.

**Appendix: Q**

**Hannah E. Mullins School of Practical Nursing**  
**STUDENT CONSUMER INFORMATION DISCLOSURE**

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements for institutions participating in Title IV programs. A disclosure requirement is information that HEMSPN is required to distribute or make available to students (and sometimes employees). A reporting requirement is information submitted to the U.S. Department of Education or other agencies. Disclosure and reporting requirements sometimes overlap.

The following is a list of the key disclosure and/or reporting requirements, along with a description of how and when this information is distributed and where it can found.

<b><u>Information</u></b>	<b><u>Description</u></b>	<b><u>Where This Information Can Be Located</u></b>
Notice of Availability of Institutional and Financial Aid Information	<p><a href="#">34 CFR 668.41 (a)-(d)</a>, <a href="#">34 CFR 668.42</a>, <a href="#">34 CFR 668.43</a></p> <p>Each school must annually distribute to all enrolled students a notice of the availability of the information that is required to be made available to students under the Family Educational Rights and Privacy Act of 1974 (FERPA) and under Section 485(a)(1), Section 485(f), Section 485(g), Section 485(h) and Section 485(j)</p> <p>The notice must list and briefly describe the information and include a statement of the procedures required to obtain the information. For information listed in the notice that is disclosed on a school's website, the notice must include the exact electronic address and a statement that the school will provide a paper copy upon request.</p>	<ul style="list-style-type: none"> <li>• Catalog Student Handbook <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/need-to-know/catalog-student-handbook/">http://hemspn.edu/need-to-know/catalog-student-handbook/</a></li> </ul> </li> <li>• Paper copy given to each new student and available upon request</li> </ul>
Contact Information for Assistance in Obtaining Institutional or Financial Aid Information	<p><a href="#">34 CFR 668.43</a>; <a href="#">34 CFR 668.44</a></p> <p>Each school must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Section 485(a)(1), Section 485(f), Section 485(h), and Section 485(j).</p>	<ul style="list-style-type: none"> <li>• Catalog Student Handbook <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/need-to-know/catalog-student-handbook/">http://hemspn.edu/need-to-know/catalog-student-handbook/</a></li> </ul> </li> <li>• Financial Aid Consumer Catalog <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/financial-aid/financial-aid-consumer-catalog/">http://hemspn.edu/financial-aid/financial-aid-consumer-catalog/</a></li> </ul> </li> <li>• Paper copy given to each new student and available upon request</li> </ul>
Student Financial Aid Information	<p><a href="#">34 CFR 668.41 (a)-(d)</a>, <a href="#">34 CFR 668.42</a>, <a href="#">34 CFR 668.43</a></p> <p>Each school must make available to prospective and enrolled students information about:</p> <ul style="list-style-type: none"> <li>• All the need-based and non-need-based federal, state, local, private and institutional student financial assistance programs available to students who enroll at the school</li> <li>• Terms and conditions of the Title IV, HEA loans</li> <li>• Criteria for selecting recipients and for determining award amount</li> <li>• Eligibility requirements and procedures for applying for aid</li> <li>• Methods and frequency of disbursements of aid</li> <li>• Rights and responsibilities of students receiving Title IV, HEA student Financial Aid, including criteria for continued student eligibility and standards for Satisfactory Academic Progress</li> <li>• Terms of any loan received as part of financial aid package, sample loan repayment schedule, and the necessity for repaying loans</li> <li>• Procedures and forms by which students apply for assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Aid Consumer Catalog <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/financial-aid/financial-aid-consumer-catalog/">http://hemspn.edu/financial-aid/financial-aid-consumer-catalog/</a></li> </ul> </li> <li>• Paper copy available upon request</li> </ul>

	<ul style="list-style-type: none"> <li>• A statement that enrollment in a program of study abroad approved for credit by the home school may be considered enrollment in the home school for purposes of applying for federal student financial aid</li> <li>• General conditions and terms applicable to employment provided as part of financial aid package</li> <li>• The exit counseling information the school provides and collects</li> </ul>	
Facilities and Services Available to those with Disabilities	<p><a href="#">34 CFR 668.43</a>; <a href="#">34 CFR 668.44</a></p> <p>Each school must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Section 485(a)(1), Section 485(f), Section 485(h), and Section 485(j).</p>	<ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/need-to-know/auxiliary-aids-and-services-for-students-with-disabilities/">http://hemspn.edu/need-to-know/auxiliary-aids-and-services-for-students-with-disabilities/</a></li> <li>• Admission Packet <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/admissions/admission-packet/">http://hemspn.edu/admissions/admission-packet/</a></li> </ul> </li> <li>• Catalog Student Handbook <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/need-to-know/catalog-student-handbook/">http://hemspn.edu/need-to-know/catalog-student-handbook/</a></li> </ul> </li> <li>• Paper copy given to each new student and available upon request</li> </ul>
Price of Attendance	<p><a href="#">34 CFR 668.41(a) –(d)</a>; <a href="#">34 CFR 668.43</a></p> <p>Each school must make available to prospective and enrolled students:</p> <ul style="list-style-type: none"> <li>• Names of associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs</li> </ul> <p>Procedures for obtaining or reviewing documents describing accreditation, approval, or licensing</p>	<ul style="list-style-type: none"> <li>• Admissions Packet includes a fee schedule <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/admissions/admission-packet/">http://hemspn.edu/admissions/admission-packet/</a></li> </ul> </li> <li>• Available at Enrollment Information Meetings</li> </ul>
Refund Policy, Requirements for Withdrawals and Return of Title IV Financial Aid	<p><a href="#">34 CFR 668.41(a) –(d)</a>; <a href="#">34 CFR 668.43</a></p> <p>Each school must make available to prospective and enrolled students information about:</p> <ul style="list-style-type: none"> <li>• Any refund policy the school must comply with for the return of unearned tuition and fees or other refundable portions of costs paid to the school.</li> <li>• Requirements and procedures for official withdrawal</li> </ul> <p>Requirements for Return of Title IV, HEA grant or loan aid</p>	<ul style="list-style-type: none"> <li>• Catalog Student Handbook <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/need-to-know/catalog-student-handbook/">http://hemspn.edu/need-to-know/catalog-student-handbook/</a></li> </ul> </li> <li>• Financial Aid Consumer Catalog <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/financial-aid/financial-aid-consumer-catalog/">http://hemspn.edu/financial-aid/financial-aid-consumer-catalog/</a></li> </ul> </li> <li>• Paper copy given to each new student and available upon request</li> </ul>
Academic Program (Educational Program, Instructional Facilities, and Faculty)	<p><a href="#">34 CFR 668.41(a) –(d)</a>; <a href="#">34 CFR 668.43</a></p> <p>Each school must make available to prospective and enrolled students information about the academic program of the school, including:</p> <ul style="list-style-type: none"> <li>• Current degree programs and other educational and training programs</li> <li>• Instructional, laboratory, and other physical plant facilities that relate to the academic program</li> <li>• Faculty and other instructional personnel</li> </ul> <p>Any plans by the school for improving the academic program [upon determination by the school that such a plan exists]</p> <p>If an educational program is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation, or is advertised as meeting such requirements, information regarding whether completion of that program would be sufficient to meet licensure requirements in a State for that occupation, including a list of all States for which the school has determined that its curriculum meets the State educational requirements for</p>	<ul style="list-style-type: none"> <li>• Catalog Student Handbook <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/need-to-know/catalog-student-handbook/">http://hemspn.edu/need-to-know/catalog-student-handbook/</a></li> </ul> </li> <li>• Paper copy given to each new student and available upon request</li> </ul>

	<p>licensure or certification, a list of all States for which the school has determined that its curriculum does not meet the State educational requirements for licensure or certification, and a list of all States for which the school has not made a determination that its curriculum meets the State educational requirements for licensure or certification.</p>	
Transfer of Credit Policies and Articulation Agreements	<p><a href="#">34 CFR 668.43</a></p> <p>Each school must disclose and make available to prospective and enrolled students a statement of the school's transfer of credit policies that includes, at a minimum:</p> <ul style="list-style-type: none"> <li>Any established criteria the school uses regarding the transfer of credit earned at another school</li> <li>A list of schools with which the school has established an articulation agreement</li> </ul>	<ul style="list-style-type: none"> <li>Catalog Student Handbook <ul style="list-style-type: none"> <li><a href="http://hemspn.edu/need-to-know/catalog-student-handbook/">http://hemspn.edu/need-to-know/catalog-student-handbook/</a></li> </ul> </li> <li>Paper copy given to each new student and available upon request</li> </ul>
Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)	<p><a href="#">34 CFR 668.43(a)(10)</a></p> <p>Schools must readily make available to current and prospective students the school's policies and sanctions related to copyright infringement, including:</p> <ul style="list-style-type: none"> <li>A statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject them to civil and criminal liabilities</li> <li>A summary of the penalties for violation of federal copyright laws</li> </ul> <p>The school's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system</p>	<ul style="list-style-type: none"> <li>Catalog Student Handbook <ul style="list-style-type: none"> <li><a href="http://hemspn.edu/need-to-know/catalog-student-handbook/">http://hemspn.edu/need-to-know/catalog-student-handbook/</a></li> </ul> </li> <li>Paper copy given to each new student and available upon request</li> </ul>
School and Program Accreditation, Approval, or Licensure	<p><a href="#">34 CFR 668.41(a)–(d)</a>; <a href="#">34 CFR 668.43</a></p> <p>Each school must make available to prospective and enrolled students:</p> <ul style="list-style-type: none"> <li>Names of associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs</li> <li>Procedures for obtaining or reviewing documents describing accreditation, approval, or licensing</li> </ul>	<ul style="list-style-type: none"> <li>Catalog Student Handbook <ul style="list-style-type: none"> <li><a href="http://hemspn.edu/need-to-know/catalog-student-handbook/">http://hemspn.edu/need-to-know/catalog-student-handbook/</a></li> </ul> </li> <li>Paper copy given</li> <li>Documents provided upon request</li> </ul>
Notice of Federal Student Financial Aid Penalties for Drug Law Violations	<p><a href="#">34 CFR 668.40</a></p> <p>Each school must provide to every student upon enrollment a separate, clear and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA.</p> <p>It also requires the school to provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA a separate clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA (<a href="#">20 U.S.C. 1091(r)(2)</a>).</p>	<ul style="list-style-type: none"> <li>Students are given Drug Conviction Consequences for Students Receiving Title IV Financial Aid. Document to be signed during the financial aid process and stored in Campus Ivy Student Portal</li> </ul>

Vaccinations Policy	<p>HEOA Section 488(a)(1)(E): amended HEA Section 485(a)(1) (<a href="#">20 U.S.C. 1092(a)(1)</a>): added HEA Section 485(a)(1)(V)</p> <p>Schools must make available to current and prospective students information about school policies regarding vaccinations</p>	<ul style="list-style-type: none"> <li>Admission Packet <ul style="list-style-type: none"> <li><a href="http://hemspn.edu/admissions/admission-packet/">http://hemspn.edu/admissions/admission-packet/</a></li> <li>Paper copy given at Enrollment Information Meetings</li> </ul> </li> </ul>
Consumer Information on College Navigator Website	<p>HEOA Section 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (<a href="#">20 U.S.C. 1015a(i)(1)(V)</a>)</p> <p>The U.S. Department of Education is required to post 26 items on the College Navigator website for each school, including a link to the school's website that provides in an easily accessible manner:</p> <ul style="list-style-type: none"> <li>Student activities offered by the school</li> <li>Services offered by the school for individuals with disabilities</li> <li>Career and placement services offered to students during and after enrollment</li> <li>Policies of the school related to transfer of credit from other schools</li> </ul>	<p>Website Link</p> <p><a href="https://nces.ed.gov/collegenavigator/">https://nces.ed.gov/collegenavigator/</a></p>
Student Body Diversity	<p>HEOA Section 488(a)(1)(E) amended HEA Section 485(a)(1) (<a href="#">20 U.S.C. 1092(a)(1)</a>): added <a href="#">HEA Section 485(a)(1)(Q)</a></p> <p>Schools must make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories:</p> <ul style="list-style-type: none"> <li>Male</li> <li>Female</li> <li>Self-identified members of a major racial or ethnic group</li> <li>Federal Pell Grant recipients</li> </ul>	<ul style="list-style-type: none"> <li>Financial Aid Consumer Catalog <ul style="list-style-type: none"> <li><a href="http://hemspn.edu/financial-aid/financial-aid-consumer-catalog/">http://hemspn.edu/financial-aid/financial-aid-consumer-catalog/</a></li> </ul> </li> <li>Paper copy available upon request</li> </ul>
Net Price Calculator	<p><a href="#">20 U.S.C. 1015a(a)</a>; <a href="#">20 U.S.C. 1015a(h)</a>; <a href="https://nces.ed.gov/ipeds/report-your-data/resource-center-net-price">https://nces.ed.gov/ipeds/report-your-data/resource-center-net-price</a></p> <p>Schools must make available on their websites by October 29, 2011 a net price calculator. The school may use the template provided by the U.S. Department of Education or may develop a customized version that must include, at a minimum, the same elements as the Department's version. Individual net price estimates must be accompanied by a prominent disclaimer noting that the estimate is not final, is not binding, and may change. Further, the disclaimer must note that the student must complete the Free Application for Federal Student Aid (FAFSA) to be eligible for and receive Federal student aid funds. A link to the Department's FAFSA website must be included.</p>	<p>Website Link</p> <p><a href="http://hemspn.edu/resources/NetPrice/index.html">http://hemspn.edu/resources/NetPrice/index.html</a></p>
Textbook Information	<p><a href="#">20 U.S.C. 1015b</a>)</p> <p>To the maximum extent practicable, and in a manner of the school's choosing, each school must disclose on the school's internet course schedule used for preregistration and registration purposes, the International Standard Book Number (ISBN) and retail price information of required and recommended textbooks and supplemental materials for each course listed. If the ISBN is not available, the school must include in the Internet course schedule the author, title, publisher, and copyright date for the textbook or supplemental material. If the school determines that the</p>	<ul style="list-style-type: none"> <li>Catalog Student Handbook <ul style="list-style-type: none"> <li><a href="http://hemspn.edu/need-to-know/catalog-student-handbook/">http://hemspn.edu/need-to-know/catalog-student-handbook/</a></li> </ul> </li> <li>All required Title IV authorizations are discussed during student's financial aid / payment meeting <ul style="list-style-type: none"> <li><a href="http://hemspn.edu/need-to-know/current-book-lists/">http://hemspn.edu/need-to-know/current-book-lists/</a></li> </ul> </li> </ul>

Information for Students	<p>disclosure of the information is not practicable for a textbook or supplemental material, the school shall use the designation "To Be Determined."</p> <p>If applicable, the school must include on the school's written course schedule a notice that textbook information is available on the Internet course schedule and the Internet address for the schedule.</p> <p>Note: The HEOA Conference Report states that the provisions of this section do not require schools that do not offer Internet course schedule to create them, and that schools may provide a link to another appropriate website rather than providing the information directly in the Internet course schedule. The link must be clearly and prominently located on the Internet course schedule.</p>	
Voter Registration Form	<p><a href="#">20 U.S.C. 1094(a)(23)</a></p> <p>Each school must:</p> <ul style="list-style-type: none"> <li>• Make a good faith effort to distribute a mail voter registration form (for federal elections and state elections for governor or other State chief executive) to each student enrolled in a degree or certificate program and physically in attendance at the school.</li> </ul> <p>HEOA Section 493(a)(1) amended HEA Section 487(a)(23) (<a href="#">20 U.S.C. 1094(a)(23)</a>): added <a href="#">HEA Section 487(a)(23)(D)</a></p> <ul style="list-style-type: none"> <li>• Make the voter registration form widely available to students at the school</li> <li>• Request the forms from the state 120 days prior to the deadline for registering to vote within the state.</li> </ul> <p>This requirement does not apply to schools in states that do not have a voter registration requirement or that allow voters to register at the time of voting.</p> <p>The HEOA (Section 493(a)(1)) added the provision that a school will be considered to be in compliance with the distribution requirement if the school electronically distributes the voter registration form from an Internet address where such a form can be downloaded. The information must be in an electronic message devoted exclusively to voter registration.</p>	<ul style="list-style-type: none"> <li>• Student Library and Student Lounge</li> </ul>
Constitution Day	<p><a href="#">Section 111 of Division J of Pub. L. 108-447, the "Consolidated Appropriations Act, 2005," Dec. 8, 2004;</a></p> <p>Section 111 requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. Some informational resources pertaining to the Constitution are listed in Consumer Information Activity 1 (see link in the left column)</p>	<ul style="list-style-type: none"> <li>• Each year an informational presentation is displayed outside the main office</li> </ul>



<p>Drug and Alcohol Abuse Prevention Program</p>	<p><a href="#">34 CFR 86.100</a></p> <p>Each school must annually distribute in writing to each student and each employee:</p> <ul style="list-style-type: none"> <li>• Information on preventing drug and alcohol abuse</li> <li>• Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school's property or as part of any of the school's activities</li> <li>• Descriptions of applicable legal sanctions under state, local, and federal law</li> <li>• Description of health risks</li> <li>• Description of available counseling, treatment, rehabilitation, or re-entry programs</li> <li>• Clear statement that the school will impose sanctions for violation of standards of conduct and a description of sanctions</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Safety and Security Report <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/safety-security/">http://hemspn.edu/safety-security/</a></li> </ul> </li> <li>• Paper copy available upon request</li> </ul>
<p>Placement in Employment</p>	<p><a href="#">34 CFR 668.41(d)</a></p> <p>Schools must make available to current and prospective students information regarding the placement in employment of, and types of employment obtained by, graduates of the school's degree or certificate programs.</p> <p>Schools must identify the source of the placement information, and any timeframes and methodology associated with it.</p> <p>Under this provision, schools are not required to calculate placement rates, but a school must disclose any placement rates it calculates for the school or any program.</p>	<ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/need-to-know/hemspn-outcomes-completion-graduation-rates-and-employment/">http://hemspn.edu/need-to-know/hemspn-outcomes-completion-graduation-rates-and-employment/</a></li> <li>• Paper copy available upon request</li> </ul>
<p>Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency response and Evacuation Procedures)</p>	<p><a href="#">34 CFR 668.41(a)</a>; <a href="#">34 CFR 668.41(e)</a>; <a href="#">34 CFR 668.46</a>; <a href="#">34 CFR Part 668 Subpart D, Appendix A</a>; <a href="#">Handbook for Campus Crime Reporting</a></p> <p>Schools must distribute, by October 1 each year, a security report or a notice of the report to all current students and employees. If the school distributes the report by posting it on the school's website, the school must provide a notice by October 1 that includes a statement of the report's availability, the exact electronic address, a brief description of the report's contents, and a statement that the school will provide a paper copy upon request.</p> <p>The school must provide a notice to prospective students and employees that includes a statement of the report's availability, a description of its contents, and an opportunity to request a copy. If the report is posted on a website the notice must include the exact electronic address and a statement that the school will provide a paper copy of the report upon request.</p> <p>A school may combine the publication of the security report and the fire safety report if the title of the combined report clearly states that both reports are included. If the security and fire safety reports are published separately, each report must include information about how to access the other report.</p> <p>The report must contain information about:</p> <ul style="list-style-type: none"> <li>• The crime statistics required in <a href="#">34 CFR 668.46(c)</a></li> </ul>	<ul style="list-style-type: none"> <li>• Annual Safety and Security Report <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/safety-security/">http://hemspn.edu/safety-security/</a></li> </ul> </li> <li>• Paper copy available upon request</li> </ul>

- A statement of policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. This statement includes the school's policies concerning its response to these reports, including:
  - Policies for making timely warning reports to members of the campus community, as required by [34 CFR 668.46\(e\)](#), regarding the occurrence of crimes described in [34 CFR 668.46\(c\)\(1\)](#)
  - Policies for preparing the annual disclosure of crime statistics
  - A list of the titles of each person or organization to whom students and employees should report the criminal offenses described in [34 CFR 668.46\(c\)\(1\)](#) for the purposes of making timely warning reports and the annual statistical disclosure; and
  - Policies or procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics
- A statement of policies concerning security of and access to campus facilities, including campus residences and security considerations used in the maintenance of campus facilities
- A statement of policies concerning campus law enforcement that:
  - Addresses the enforcement authority and jurisdiction of security personnel
  - Addresses the working relationship of campus security personnel with State and local police agencies, including:
    - Whether those security personnel have the authority to make arrests; and
    - Any agreements, such as written memoranda of understanding between the school and such agencies, for the investigation of alleged criminal offenses
  - Encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report; and
  - Describes procedures, if any, that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for including in the annual disclosure of crime statistics
- A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others
- A description of programs designed to inform students and employees about the prevention of crimes
- A statement of policy concerning the monitoring and recording through local police agencies of criminal activity by students at noncampus locations of student organizations officially recognized by the school, including student organizations with noncampus housing facilities
- A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws
- A statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws
- A description of any drug or alcohol-abuse education programs, as required under Section 120(a) through (d) of the HEA, otherwise known as the Drug-Free Schools and Communities Act of 1989. For the purpose of meeting this requirement, the school may cross-reference the materials the school uses to comply with Section 120(a) through (d) of the HEA

- A statement of policy regarding the school's programs to prevent dating violence, domestic violence, sexual assault, and stalking, as defined in [34 CFR 668.46\(a\)](#), and of procedures that the school will follow when one of these crimes is reported. The statement must include:
  - A description of the school's educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking, as required by [34 CFR 668.46\(i\)](#)
  - Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about:
    - The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order
    - How and to whom the alleged offense should be reported
    - Options about the involvement of law enforcement and campus authorities, including notification of the victim's option to:
      - Notify proper law enforcement authorities, including on-campus and local police
      - Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses
      - Decline to notify such authorities
- Where applicable, the rights of victims and the school's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the school
  - Information about how the school will protect the confidentiality of victims and other necessary parties, including how the school will:
    - Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in Section 40002(a)(20) of the Violence Against Women Act of 1994 (*42 U.S.C. 13925(a)(20)*)
    - Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures
  - A statement that the school will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the school and in the community
  - A statement that the school will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The school must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement
  - An explanation of the procedures for school disciplinary action in cases of alleged dating violence,

- domestic violence, sexual assault, or stalking, as required by [34 CFR 668.46\(k\)](#)
- A statement that, when a student or employee reports to the school that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the school will provide the student or employee a written explanation of the student's or employee's rights and options as described in [34 CFR 668.46 \(b\)\(1\)\(ii\) through \(vi\)](#)
- A statement advising the campus community where law enforcement agency information provided by a State under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (*42 U.S.C. 16921*), concerning registered sex offenders may be obtained, such as the law enforcement office of the school, a local law enforcement agency with jurisdiction for the campus, or a computer network address
- A statement of policy regarding emergency response and evacuation procedures, as required by [34 CFR 668.46\(g\)](#)
- A statement of policy regarding missing student notification procedures, as required by [34 CFR 668.46\(h\)](#)

**Timely Warning and Emergency Notification:**

Your school must, in a manner that is timely and that withholds as confidential the names and other identifying information of victims, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (*U.S.C. 13925(a)(20)*) and that will aid in the prevention of similar crimes, report to the campus community on the following crimes:

- Criminal homicide
  - Murder and nonnegligent manslaughter
  - Negligent Manslaughter
- Sex Offenses
  - Rape
  - Fondling
  - Incest
  - Statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests and referrals for disciplinary actions, including:
  - Arrests for liquor law violations, drug law violations, and illegal weapons possession
  - Persons not included in [34 CFR 668.46\(c\)\(1\)\(ii\)\(A\)](#) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession

**Timely Warning and Emergency Notification (continued):**

- Hate crimes, including:
  - The number of each type of crime in [34 CFR 668.46\(c\)\(1\)\(i\)](#) that are determined to be hate crimes
  - The number of the following crimes that are determined to be hate crimes:
    - Larceny-theft
    - Simple assault
    - Intimidation
    - Destruction/damage/vandalism of property
- Dating violence, domestic violence, and stalking as defined in [34 CFR 668.46\(a\)](#)
- Crimes that are reported to campus security authorities as defined under the school's statement of current campus policies pursuant to [34 CFR 668.46\(b\)\(2\)](#) or local police agencies

- Crimes that are considered by the school to represent a threat to students and employees
- The school is NOT required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor
- If there is an immediate threat to the health or safety of students or employees occurring on campus, as described in [34 CFR 668.46\(g\)\(1\)](#), the school must follow its emergency notification procedures. A school that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the school must provide adequate follow-up information to the community as needed

**Crime Log:**

- If your school maintains a campus police or security department, it must maintain a written, easily understood daily crime log that records, by the date the crime was reported, any crime that occurred within its Clery geography, as described in paragraph (ii) of the definition of *Clery geography* in paragraph (a) of [34 CFR 668.46](#), and that is reported to the campus police or the campus security department. This log must include:
  - The nature, date, time, and general location of each crime
  - The disposition of the complaint, if known

**Crime Log (continued):**

- The school must make an entry or an addition to an entry to the log within two business days, as defined in [34 CFR 668.46\(a\)](#), of the report of the information to the campus security department, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim
- The school may withhold information required under [34 CFR 668.46\(f\)\(1\) and \(2\)](#) if there is clear and convincing evidence that the release of the information would:
  - Jeopardize an ongoing criminal investigation or the safety of an individual
  - Cause a suspect to flee or evade detection
  - Result in the destruction of evidence
- The school must disclose any information withheld under [34 CFR 668.46\(f\)\(3\)](#) once the adverse effect described in that paragraph is no longer likely to occur
- The school may withhold under [34 CFR 668.46\(f\)\(2\) and \(3\)](#) only that information that would cause the adverse effects described in that section
- The school must make the crime log for the most recent 60-day period open to public inspection during normal business hours. The school must make any portion of the log older than 60 days available within two business days of a request for public inspection

**Emergency Response and Evacuation Procedures:**

The school must include a statement of policy regarding emergency and response evacuation in the annual security report. This statement must include:

- The procedures the school will use to immediately notify campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus

**Emergency Response and Evacuation Procedures (Continued):**

- A description of the process the school will use to:
  - Confirm that there is a significant emergency or dangerous situation as described in [34 CFR 668.46\(g\)\(1\)](#)

	<ul style="list-style-type: none"> <li>○ Determine appropriate segment(s) of campus community to receive a notification</li> <li>○ Determine the content of the notification</li> <li>○ Initiate the notification system</li> </ul> <ul style="list-style-type: none"> <li>• A statement that the school will (w/o delay and taking into account the safety of the community) determine the content of the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency</li> <li>• A list of the titles of the person or persons or organization or organizations responsible for carrying out the actions described in <a href="#">34 CFR 668.46(g)(2)</a></li> <li>• The school's procedures for disseminating emergency information to the larger community</li> <li>• The school's procedures to test the emergency response and evacuation procedures on at least an annual basis, including: <ul style="list-style-type: none"> <li>○ Tests that may be announced or unannounced</li> <li>○ Publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year</li> <li>○ Documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced</li> </ul> </li> </ul> <p>A school that provides any on-campus student housing facility must include a statement of policy regarding missing student notification procedures for students who reside in on-campus housing in its annual security report. The statement must:</p> <ul style="list-style-type: none"> <li>• Indicate a list of titles of the persons or organizations to which students, employees, or other individuals should report that a student has been missing for 24 hours</li> <li>• Require that any missing student report must be referred immediately to the school's police or campus security department, or, in the absence of an institutional police or campus security department, to the local law enforcement agency that has jurisdiction in the area</li> <li>• Contain an option for each student to identify a contact person or persons whom the school shall notify within 24 hours of the determination that the student is missing, if the student has been determined missing by the institutional police or campus security department, or the local law enforcement agency</li> <li>• Advise students that their contact information will be registered confidentially, that this information will be accessible only to authorized campus officials, and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation</li> <li>• Advise students that if they are under 18 years of age and not emancipated, the school must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student</li> <li>• Advise students that the school will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing</li> </ul> <p>policy that addresses the school's programs to prevent dating violence, domestic violence, sexual assault, and stalking.</p> <p>The statement must include:</p>	
--	---	--

	<ul style="list-style-type: none"> <li>• A description of the school’s primary prevention and awareness programs for all incoming students and new employees, which must include: <ul style="list-style-type: none"> <li>○ A statement that the school prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in <a href="#">34 CFR 668.46(a)</a></li> <li>○ The definition of “dating violence,” “domestic violence,” “sexual assault,” and “stalking” in the applicable jurisdiction</li> <li>○ The definition of “consent,” in reference to sexual activity, in the applicable jurisdiction</li> <li>○ A description of safe and positive options for bystander intervention</li> <li>○ Information on risk reduction</li> <li>○ The information described in <a href="#">34 CFR 668.46(b)(11)</a> and <a href="#">(k)(2)</a></li> </ul> </li> <li>• A description of the school’s ongoing prevention and awareness campaigns for students and employees, including information described in <a href="#">34 CFR 668.46(j)(1)(i)(A) through F</a></li> </ul> <p>Other required information:</p> <ul style="list-style-type: none"> <li>• The school must ensure that the proper implementation of <i>Awareness programs, Bystander intervention, Ongoing prevention and awareness campaigns, Primary prevention programs, and Risk reduction</i> is done according to the definitions outlined in <a href="#">34 CFR 668.46(j)(2)(i)-(v)</a></li> <li>• The school’s programs to prevent dating violence, domestic violence, sexual assault, and stalking must include, at a minimum, the information described in <a href="#">34 CFR 668.46(j)(1)</a></li> </ul>	
Security Report- Programs to prevent dating violence, domestic violence, sexual assault, and stalking Policy	<p><a href="#">34 CFR 668.46(b)(11); 34 CFR 668.46(j)</a></p> <p>As required by <a href="#">34 CFR 668.46(b)(11)</a>, a school must include in its annual security report a statement of policy that addresses the school’s programs to prevent dating violence, domestic violence, sexual assault, and stalking.</p> <p>The statement must include:</p> <ul style="list-style-type: none"> <li>• A description of the school’s primary prevention and awareness programs for all incoming students and new employees, which must include: <ul style="list-style-type: none"> <li>○ A statement that the school prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in <a href="#">34 CFR 668.46(a)</a></li> <li>○ The definition of “dating violence,” “domestic violence,” “sexual assault,” and “stalking” in the applicable jurisdiction</li> <li>○ The definition of “consent,” in reference to sexual activity, in the applicable jurisdiction</li> <li>○ A description of safe and positive options for bystander intervention</li> <li>○ Information on risk reduction</li> <li>○ The information described in <a href="#">34 CFR 668.46(b)(11)</a> and <a href="#">(k)(2)</a></li> </ul> </li> <li>• A description of the school’s ongoing prevention and awareness campaigns for students and employees, including information described in <a href="#">34 CFR 668.46(j)(1)(i)(A) through F</a></li> </ul> <p>Other required information:</p> <ul style="list-style-type: none"> <li>• The school must ensure that the proper implementation of <i>Awareness programs, Bystander intervention, Ongoing prevention and awareness campaigns, Primary prevention programs, and Risk reduction</i> is done according to the definitions outlined in <a href="#">34 CFR 668.46(j)(2)(i)-(v)</a></li> </ul>	<ul style="list-style-type: none"> <li>• Annual Safety and Security Report <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/safety-security/">http://hemspn.edu/safety-security/</a></li> </ul> </li> <li>• Paper copy available upon request</li> </ul>



	<ul style="list-style-type: none"> <li>The school's programs to prevent dating violence, domestic violence, sexual assault, and stalking must include, at a minimum, the information described in <a href="#">34 CFR 668.46(j)(1)</a></li> </ul>	
<p>Institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking</p> <p>Information for Crime Victims about Disciplinary Proceedings</p>	<p><a href="#">34 CFR 668.46(k)</a></p> <p>As required in <a href="#">34 CFR 668.46 (b)(11)(vi)</a>, the school must include in its annual security report a clear statement of policy that addresses the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking as defined in <a href="#">34 CFR 668.46(a)</a> that:</p> <ul style="list-style-type: none"> <li>Describes each type of disciplinary proceeding used by the school; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the school determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking</li> <li>Describes the standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking</li> <li>Lists all of the possible sanctions that the school may impose following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking</li> <li>Describes the range of protective measures that the school may offer to the victim following an allegation of dating violence, domestic violence, sexual assault, or stalking</li> </ul> <p>Provides that the proceedings will:</p> <ul style="list-style-type: none"> <li>Include a prompt, fair, and impartial process from the initial investigation to the final result</li> <li>Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability</li> <li>Provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice</li> <li>Not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however the school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties</li> </ul> <p>An institution must provide simultaneous notification, in writing, to both the accuser and the accused, of:</p> <ul style="list-style-type: none"> <li>The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking</li> <li>The school's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available</li> <li>Any change to the result</li> <li>When such results become final</li> </ul>	<ul style="list-style-type: none"> <li>Annual Safety and Security Report <ul style="list-style-type: none"> <li><a href="http://hemspn.edu/safety-security/">http://hemspn.edu/safety-security/</a></li> </ul> </li> <li>Paper copy available upon request</li> </ul>
<p>Privacy of Student Records – family Educational</p>	<p><a href="#">34 CFR 668.41(c)</a>; <a href="#">34 CFR Part 99</a></p> <p>Each school must annually provide a notice to all enrolled students about:</p> <ul style="list-style-type: none"> <li>The right to review their educational records, to request amendment of records, to consent to disclosures or personally</li> </ul>	<ul style="list-style-type: none"> <li>Catalog Student Handbook <ul style="list-style-type: none"> <li><a href="http://hemspn.edu/need-to-know/catalog-student-handbook/">http://hemspn.edu/need-to-know/catalog-student-handbook/</a></li> </ul> </li> <li>Paper copy given to new students and available upon request</li> </ul>



Rights and Privacy Act (FERPA)	<p>identifiable information, and to file complaints with the U.S. Department of Education</p> <ul style="list-style-type: none"> <li>Procedures for reviewing educational records and requesting amendment of records</li> <li>If applicable, information about the school's policy regarding disclosures to school officials with a legitimate educational interest in the educational records.</li> </ul> <p>In order to disclose directory information without prior consent, a school must provide to students a notice of directory information that includes:</p> <ul style="list-style-type: none"> <li>The types of information the school has designated as directory information</li> </ul> <p>The student's right to refuse to allow any or all such information about the student to be designated as directory information, and the time period the student has for notifying the school in writing</p>	
Student Loan Information Published by the U.S. Department of Education	<p>HEOA Section 488 (c) amended HEA Section 485(d) (<a href="#">20 U.S.C. 1092(d)</a>)</p> <p>Schools are required to provide information published by the U.S. Department of Education to students at any time that information regarding loan availability is provided. The publication includes information about rights and responsibilities of students and schools under Title IV, HEA loan programs.</p>	<ul style="list-style-type: none"> <li>Website Financial Aid Page <ul style="list-style-type: none"> <li><a href="http://hemspn.edu/financial-aid/what-is-federal-student-aid-fsa/">http://hemspn.edu/financial-aid/what-is-federal-student-aid-fsa/</a></li> </ul> </li> </ul>
National Student Loan Data System (NSLDS)	<p>HEOA Section 489 amended HEA Section 485B(d)(4) (<a href="#">20 U.S.C. 1092(b)</a>)</p> <p>Schools that enter into an agreement with a potential student, student, or parent of a student regarding a Title IV, HEA loan are required to inform the student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.</p>	<ul style="list-style-type: none"> <li>Financial Aid Consumer Catalog <ul style="list-style-type: none"> <li><a href="http://hemspn.edu/financial-aid/financial-aid-consumer-catalog/">http://hemspn.edu/financial-aid/financial-aid-consumer-catalog/</a></li> <li>Paper copy given upon request</li> </ul> </li> </ul>
Entrance Counseling for Student Loan Borrowers	<p><a href="#">34 CFR 685.304(a)</a>; <a href="#">34 CFR 685.304(a)(7)</a></p> <p>Prior to the first disbursement, each school must provide to a first-time borrower of a Federal</p> <p>Direct Loan (other than consolidated or Parent PLUS loans) comprehensive information on the terms and conditions of the loan and of the borrower's responsibilities. Refer to <a href="#">34 CFR 685.304(a)</a> for specific information and requirements. Entrance counseling for graduate or professional student Direct PLUS Loan borrowers must include the information outlined in <a href="#">34 CFR 685.304(a)(7)</a>.</p>	<ul style="list-style-type: none"> <li>Student are instructed to complete Entrance Counseling through link in Campus Ivy Student Portal.</li> </ul>
Exit Counseling for Student Loan Borrowers	<p><a href="#">34 CFR 685.304(b)</a></p> <p>A school must ensure that exit counseling is conducted with each Direct Subsidized Loan or Direct Unsubsidized Loan borrower and graduate or professional student Direct PLUS Loan borrower shortly before the student borrower ceases as least half-time study at the school. Refer to <a href="#">34 CFR 685.304(b)</a> for specific information and requirements.</p>	<ul style="list-style-type: none"> <li>Student loan borrowers shortly before graduation or at time of dismissal or withdrawal are instructed to complete Exit Counseling at <a href="http://studentaid.gov">studentaid.gov</a></li> <li>Students near the end of the program attend an Exit Counseling session to explain the process</li> </ul>

**Appendix: R**

**Hannah E. Mullins School of Practical Nursing  
Personal Identifiable Information Disclosure**

**What does Hannah E. Mullins School of Practical Nursing do with your Personal Information?**

Why?	Institutions choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.
What?	The types of personal information we collect and share depends on the services you have with us and whether you are a dependent or independent student. This information can include the following for you, your spouse and your parents: <ul style="list-style-type: none"> <li>• Social Security Number</li> <li>• Income</li> <li>• Account balances and payment history</li> <li>• Federal Income Tax Information</li> <li>• Credit decisions</li> </ul>
How?	All institutions need to share students' personal information. Listed in the section below are reasons we can share students' personal information and whether you can limit this sharing

Reasons we can share your personal information	Does HEMSPN Share?	Can you limit this sharing?
To process Federal Student Aid	Yes	No
Work with county WIOA programs for funding	Yes	No
To process private loans	Yes	No
To process Veteran's benefits	Yes	No
To process scholarship opportunities	Yes	Yes
FBI and BCI background checks and drug screening	Yes	No
Marketing purposes	NO	N/A

Who is providing this notice	Hannah E. Mullins School of Practical Nursing (HEMSPN)
How HEMSPN protects your personal information?	To protect your personal information from unauthorized access and use, we use security measures that comply with federal laws. These measures include computer safeguards and secured files and buildings:
How does HEMSPN collect my personal information?	Personal information can be collected from, for example: <ul style="list-style-type: none"> <li>• Your application</li> <li>• Your FAFSA (ISIR)</li> <li>• Verification Paperwork</li> <li>• Tax forms</li> <li>• W2 or other wage statements</li> <li>• Medical / Immunization records</li> <li>• Admission paperwork (example: transcripts)</li> </ul>
Why can't I limit all sharing?	Sharing information, other than for marketing purposes, is necessary for enrollment into the program and to receive Federal Student Aid, private loans and county WIOA funds.

Leave Blank or fill out and return to office to opt out of information sharing	Do not share my personal information as listed above. By opting out of the school sharing my information, I realize none of the above services will be available to me and my enrollment into the program will be jeopardized.
OPT OUT	Printed Name: _____ Signature: _____ Date: _____

## Appendix: S

### ACADEMIC INTEGRITY STATEMENT

Academic integrity requires individuals to:

- Be truthful and accountable
- Refuse to participate in cheating behaviors with others
- Be accountable for the known actions of others (duty to report)
- Consistently abide by this honor code in all circumstances; no exceptions
- Students are not to share information about exams/quizzes in any form of communication
- Cheating results in a zero on this exam/quiz and possible further disciplinary action per Catalog/Student Handbook.

## Appendix: T

### Communicable Infection Policy Including but not limited to influenza and COVID-19

Students will follow the policies and procedures of each clinical facility in regards to testing and masking.

#### **ILLNESS AND FEVER**

If the student has a fever (100.4 or greater), the student must stay home and may return when fever free for 24 hours without the use of fever-reducing medication. HEMSPN will follow the CDC guidelines for communicable infections.

#### **ISOLATION FOR COVID-19 AND EXPOSURE TO COVID-19**

COVID exposure – Student may attend school and clinical but must wear a mask for ten days. Student will notify Mrs. Devlin or Mrs. Shar for testing instructions per CDC guidelines.

COVID -19 isolation for a positive test or symptoms:

- If student has symptoms and a fever, or tests positive to COVID-19 must stay home and email cdevlin@hemspn.edu or dshar@hemspn.edu for further instructions.
- If the student has a fever (100.4 or greater) and has a negative COVID test must stay home and may return when fever free for 24 hours without the use of fever-reducing medication.
- If student has symptoms but no fever, student may come to school with a negative COVID test.

If a student has a positive COVID test, DO NOT COME TO SCHOOL OR CLINICAL! Call or email as above; *if clinical follow clinical call off policy also.*

COVID rapid testing must be performed at a testing site such as a pharmacy, clinic etc. The rapid test results must be turned in to Director or Associate Director.

All testing including COVID, influenza, strep etc. are at the student's expense.

Faculty reserves the right to require a note from a healthcare provider of actual illness.

**Source:** <https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html#:~:text=If%20you%20test%20positive%20for,at%20home%20and%20in%20public;https://www.cdc.gov/coronavirus/2019-ncov/your-health/if-you-were-exposed.html>