

Conemaugh School of Nursing



Student Guide 2026-2027

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General Disclaimer

This guide is subject to revision at any time. The school reserves the right to change, withdraw, or supplement this guide as it deems necessary or appropriate in its policies and operating procedures, curricula, class schedules, course content, training, equipment, tuition and fees, faculty, and staff. Students are individually responsible for being aware of information contained in the guide and any amendments thereto. Failure to read and comply with school regulations will not exempt students from penalties that they may incur. Students are advised to read and fully understand the rules, regulations, and policies stated herein and to retain this guide for use as a reference.

WELCOME TO THE CONEMAUGH SCHOOL OF NURSING (CSON)

Choosing to become a nurse is more than selecting a career - it is answering a calling to serve others during some of life's most vulnerable moments. We are honored that you have entrusted us with your education and are excited to partner with you on this transformative journey.

As you begin this program, remember that nursing school is about much more than passing examinations or mastering technical skills. It is about developing the knowledge, clinical judgment, compassion, integrity, and resilience that define an exceptional nurse. Every classroom discussion, simulation experience, laboratory activity, and clinical encounter is an opportunity to grow into the professional you aspire to become.

At the CSON, our mission is to prepare graduates who are confident, competent, compassionate, and practice-ready. Our faculty are committed to challenging, supporting, and mentoring you as you develop the critical thinking, clinical reasoning, and professionalism needed to provide safe, evidence-based, patient-centered care.

This Student Guide is designed to help you succeed throughout your educational journey. It serves as a practical resource to help you understand program expectations, locate available resources, policies and procedures, and navigate the many experiences that will shape your education.

As a member of this nursing community, you are expected to uphold the highest standards of professionalism, accountability, respect, integrity, and compassion. Embrace every opportunity to learn, seek feedback, support your classmates, and care for every patient with empathy and dignity.

There will be challenges, but there will also be moments of great pride as you discover the difference your knowledge, skill, and compassion can make. Never lose sight of why you chose this profession. You will touch lives, advocate for others, and provide comfort during life's most significant moments.

We are proud to walk alongside you and are committed to your success. We look forward to celebrating the day you join the proud tradition of nurses who have graduated from the CSON. Welcome to the beginning of an extraordinary journey.

OUR MISSION, VISION, AND VALUES

Conemaugh Health System is the largest healthcare provider in west central Pennsylvania, serving over a half-million patients each year. Our dedicated clinical and nonclinical staff are committed to providing the ideal patient experience through comprehensive care and attention to our patients' needs.

Our Mission

Making Communities Healthier.

Our Vision

We want to create places where:

- People choose to come for healthcare.
- Physicians want to practice.
- Employees want to work.

Duke LifePoint Promise

Duke LifePoint promises to engage with our patients and people, lead quality innovation, and advance knowledge to improve health in the communities we serve.

High Five Guiding Principles

1. Delivering high quality patient care
2. Creating excellent workplaces for our employees
3. Supporting physicians
4. Providing community value
5. Ensuring fiscal responsibility

LifePoint Core Values

- Champion Patient Care
- Do the right thing
- Embrace individuality
- Act with kindness
- Make a difference together

CONEMAUGH SCHOOL OF NURSING PHILOSOPHY

The Conemaugh School of Nursing faculty believe:

Man is a valued person in and of him- or herself to be cared for, respected, nurtured, understood, and assisted without condition or limitation. Man is viewed as greater than, and different from, the sum of his or her parts. Man is a spiritual, moral, mental, physical being who is constantly evolving and adapting to the world and the environment in which he lives. Man is part of a culturally diverse population of individuals, groups, family, and community.

Health is the unity and harmony of mind, body, and soul. It focuses on the entire nature of the individual in the physical, social, esthetic, and moral realms. Health is a subjective self-defined state associated with the degree of congruence between the self as perceived and the self as experienced. Man demonstrates health when there is harmony with the world and openness to diversity.

Nursing is a dynamic, changing, and caring profession in which the utmost concern is for human dignity and preservation of humanity. Nursing consists of knowledge, caring, healing, thought, value, philosophy, commitment, action, passion, and health promotion. Through human-to-human caring transactions, the nurse assists people to gain a higher degree of harmony within the mind, body and soul which generates self-knowledge, self-reverence, self-healing, and self-care processes while allowing increasing diversity. Nursing possesses a deep respect for the wonders of life and focuses on the power to grow and change while maintaining human dignity and spirituality. Nurses give support and hope in helpless situations. As a professional discipline, nurses collaborate with other health team members and are complementary to the medical profession. Through evidence-based practice, nursing provides excellence to every patient, every time.

Nursing education is a process of transpersonal teaching-learning human care experiences, which provides the learner with the ability to assess and realize another's condition of being-in-the-world and to feel a union with another. The School facilitates a comprehensive program of study which requires knowledge of human behavior and human responses to actual or potential health problems; knowledge and understanding of individual needs; knowledge of how to respond to other's needs; knowledge of our strengths and limitations; determining the meaning of the situation for the person; and knowledge of how to comfort and offer compassion and empathy. The learner is expected to be motivated, demonstrate initiative, have a capacity to learn, and actively engage in the educational process in a climate of mutual respect, growth, change, and excellence. The teaching-learning process of transpersonal human care experiences and the exchange of mutual ideas provide a knowledge base for competent clinical nursing practice.

The faculty cultivates an attitude which prepares the graduate to engage in self-directed, analytical inquiry throughout their professional life to keep pace with ever-changing trends, innovative technologies, and to maintain clinical competency. Through concurrent theory and clinical practice, the School prepares the Conemaugh graduate to function within the scope of current legal, ethical, and nursing standards for an entry-level clinical nurse position in a variety of health care settings.

POLICIES AND PROCEDURES

Academic Appeal for Serious Complaint Policy

The School of Nursing provides students with the opportunity to submit an academic appeal if they believe a grade was assigned due to a policy or procedural error. Appeals of final course grades will not be considered.

A “serious complaint” is defined as a formal allegation of dissatisfaction concerning an academic matter, decision, or individual. This procedure establishes a structured process for the resolution of such complaints. The institution affirms the right of students to raise concerns without fear of retaliation, intimidation, or adverse academic consequences.

Grounds for appeal: An academic appeal must be based on at least one of the following:

- Inconsistent application of grading criteria as outlined in the course syllabus
- Bias or discrimination that affected the grade
- Arbitrary or capricious grading
- Violation of an established grading policy or procedure

Disagreement with the instructor’s professional judgment alone is not sufficient grounds for appeal. Read full policy [here](#).

Academic Integrity Policy

Academic integrity at Conemaugh School of Nursing requires that a student’s grades, performance, and conduct reflect only their own individual achievement, demonstrated through honest and professional behavior consistent with the Hospital’s Vision and Values and the School’s philosophy. Students are responsible for producing original academic work in all forms of presentation. Any deviation from these expectations may be considered a violation of academic integrity.

Academic integrity is directly tied to professional integrity. The purpose of this policy is to uphold the ethical standards, accountability, trustworthiness, and professional conduct expected of nursing students and future healthcare professionals, as well as to protect the safety and well-being of patients. Violations of academic integrity that involve fraud, deception, impersonation, falsification, or other significant misconduct may result in immediate dismissal from the program, as determined by the program and in accordance with institutional policies. Read full policy [here](#).

Bereavement Policy

Students experiencing the death of an immediate or close family member may be granted a short-term leave of absence period and/or extensions on assignments or exams. It is the policy of the CSON to allow up to three (3) excused absences for the death of an immediate family member and one (1) for a close relative within a seven (7) day period.

The CSON recognizes that the death of a family member or significant person may have a profound impact on a student's emotional well-being and academic performance. This policy establishes a compassionate, equitable, and consistent framework to support students experiencing bereavement while maintaining academic standards and program integrity. Read the full policy [here](#).

Cell Phone Use Policy

Student nurses may use a cell phone while in the clinical areas for educational purposes only, in a non-restricted area. Cell phones cannot be activated in the classroom, unless approved by instructor, and must be placed on the perimeter of the classroom when testing.

The Conemaugh School of Nursing follows the Conemaugh Health Systems Cell Phone Use Policy. Read the full policy [here](#).

Classroom Attendance Policy

Students are required to attend all scheduled classes and be punctual. Attendance is tracked at the course level to ensure compliance with program, state, and federal requirements. Students must notify all course faculty at least one (1) hour prior to the beginning of the school day if they will be absent; failure to do so may result in the absence being considered unexcused.

Absenteeism directly impacts course grades and may result in academic consequences, up to and including course failure. Students with special considerations should consult the Student Health Nurse.

Attendance requirements in clinical, laboratory, or simulation courses are governed by separate course-specific policies. All students, regardless of program level, are expected to comply. Read the full policy [here](#).

Clinical Attendance Policy

Students are required to attend all scheduled clinical experiences and be punctual. Regular attendance is essential for students to demonstrate application of classroom theory, develop clinical skills and professional judgment, and allow faculty to evaluate achievement of course outcomes. Fifteen (15) percent or more of clinical hours missed per course is grounds for dismissal. Students must report all absences and tardiness in accordance with established procedures. Failure to notify the course faculty in a timely manner may result in forfeiture of clinical experiences and an unsatisfactory clinical evaluation. Read the full policy [here](#).

Conduct and Professionalism Policy

Enrollment in this program requires students to maintain behavior that reflects the ethical and professional standards of nursing, complies with CSON and Conemaugh Memorial Medical Center policies, and adheres to all applicable state and federal laws.

This policy aims to define clear and consistent expectations for student behavior and professional conduct. It ensures that student actions align with the legal requirements of nursing education and practice, reflect the standards and accreditation criteria set by ACEN, NLN, and AACN, and comply with HIPAA regulations.

This policy applies to all students enrolled in CSON and in all settings in which students represent the program. These include but are not limited to didactic classroom settings, simulation laboratories, clinical practice sites, hospital units, school-sponsored events, and online/digital environments.

It includes interactions with patients, families, faculty, clinical staff, peers, and community members. All students must follow the policies of the clinical rotation sites as they relate to conduct, dress, grooming, jewelry, cell phone use, patient confidentiality, and related matters. Read the full policy [here](#).

Copyright Policy

The Conemaugh School of Nursing follows the Conemaugh Memorial Medical Center's Non-Harassment Policy. Read the full CMMC policy [here](#).

Criminal Clearance Policy

It is the policy of Conemaugh School of Nursing and Allied Health Programs (CSONAH) that all incoming students submit criminal background clearances as a condition of admission. Read the full policy [here](#).

Drug and Alcohol-Free Workplace Policy

The Conemaugh School of Nursing follows the Conemaugh Health Systems Drug and Alcohol Free Workplace Policy. Read the full policy [here](#).

Examination and Testing Policy

All students are expected to report for examinations on time and be seated and ready to begin at the scheduled start time. Once an examination has commenced, no late arrivals will be admitted to the testing room. Students who arrive after the examination start time will be considered absent. Read the full policy [here](#).

Excused Absence Policy

Students are expected to attend and actively participate in all scheduled classes, laboratories, and clinical experiences and to arrive on time. Attendance is a professional responsibility and an essential component of academic success, particularly in nursing education where learning often involves hands-on skill development, clinical judgment, and direct patient-care experiences. Attendance and active participation are necessary for meeting course and program objectives.

Excused absences are limited to serious, unavoidable, or institutionally approved circumstances. While the School of Nursing recognizes that unforeseen events may occur, students are expected to demonstrate responsibility, professionalism, and effective time management in meeting attendance requirements. Excessive absenteeism and/or tardiness may result in a Letter of Concern, Academic probation, or dismissal from the program.

An excused absence does not automatically exempt a student from completing missed coursework, clinical requirements, examinations, assignments, or competency evaluations. Faculty will determine appropriate make-up requirements when applicable. Read the full policy [here](#).

Inclement Weather Policy

Students pursuing a career in the healthcare field should realize the importance of punctuality and good attendance. Day-to-day operations in the healthcare environment continue regardless of weather conditions. The School of Nursing will remain open during inclement weather conditions unless an extreme emergency necessitates closure. It is not the intention of the school to place any student or employee in a perilous situation; therefore, students are expected to exercise sound judgment and prioritize personal safety when traveling during inclement weather or emergent conditions. All inclement weather decisions and instructional adjustments will ensure students are able to meet course and program outcomes.

The Conemaugh School of Nursing and Allied Health (CSONAH) is a commuter institution and recognizes the commitments that its employees and students make to attend work, classes, and events. In that regard, CSONAH will remain open and operational unless extreme weather conditions or other emergencies do not permit it to do so. The CSONAH does not automatically follow the delays or cancellations of local school districts. Students are responsible for checking the School of Nursing and Allied Health (SONAH) D2L academic platform for official closure updates. In addition, students will receive instructions on how to register for the SONAH Alert System, a mobile application that provides timely notifications regarding delays, closures, and other important announcements. Read the full policy [here](#).

Jury/Military Duty Policy

The nursing program recognizes jury duty and short-term military service as essential civic and professional obligations. Students summoned for jury duty or required to participate in short-term military service (excluding deployment) will be granted excused absences and provided

reasonable opportunities to complete missed academic and clinical requirements, in accordance with program policies and accreditation standards. Read the full policy [here](#).

Lockdown Policy

The Conemaugh School of Nursing follows the Conemaugh Health Systems Lockdown Policy. Read the full policy [here](#).

Non-Academic Grievance Policy

The Conemaugh School of Nursing is committed to providing a fair, respectful, and inclusive environment. Individuals who have concerns or complaints regarding non-academic matters including but not limited to workplace conduct, discrimination, harassment, facilities, services, administrative processes, or other operational issues are encouraged to raise their concerns through the established grievance procedures.

All non-academic grievances will be reviewed promptly, impartially, and confidentially to the extent possible. Retaliation against any individual who submits a grievance or participates in a grievance review is strictly prohibited. The organization will make reasonable efforts to resolve grievances in a timely and equitable manner.

The Purpose of this policy is to provide nursing students with a fair, consistent, and timely process to address and resolve complaints related to academic or clinical experiences within the nursing program. A grievance is a formal complaint filed by a nursing student alleging unfair treatment, improper application of policies, discrimination, harassment, or other actions that negatively impact the student's academic or clinical progress. ***This policy does not apply to general academic appeals. Refer to [Academic Appeal for Serious Complaints Policy](#).***

This policy applies to all concerns involving:

- Faculty or staff conduct
- Clinical placement or supervision issue
- Violations of program policies and procedures.

Read full policy [here](#).

Non-Academic Guidance and Counseling Policy

The School of Nursing and Allied Health Programs does not have a licensed counselor or therapist on staff. The Health and Student Services Coordinator can provide brief, non-clinical support, including personal guidance, health-related information, and referrals to local resources based on the students' needs.

All student information discussed with the Health and Student Services Coordinator will be documented, retained in the student's health file, and treated as confidential. Information may be disclosed to authorized personnel with a legitimate educational or safety-related need to

know and only when necessary to address safety concerns involving the student, other students, faculty, or staff. Certain disclosures may require mandatory reporting in accordance with applicable laws and regulations. Read the full policy [here](#).

Non-Harassment Policy

The Conemaugh School of Nursing follows the Conemaugh Health Systems Non-Harassment Policy. Read the full policy [here](#).

Non-Solicitation Policy

The Conemaugh School of Nursing follows the Conemaugh Health Systems Non-Solicitation Policy. Read the full policy [here](#).

Open Skills Lab Policy

The Open Skills Lab provides nursing students with structured, supervised opportunities to practice and reinforce psychomotor skills outside of scheduled laboratory and clinical hours. Sessions are faculty-supervised and are available only by request. Read the full policy [here](#).

Pregnancy and Childbirth Policy

It is the policy of the Conemaugh School of Nursing and Allied Health Programs (CSONAH) to be in accordance with the Title IX Education Amendment of 1972 which prohibits educational institutions from discriminating against students based on pregnancy, childbirth, termination, lactation, and recovery. Read the full policy [here](#).

Problem Reporting and Non-Retaliation Statement

The Conemaugh School of Nursing follows the Conemaugh Health Systems Non-Retaliation for Reporting Potential Compliance Violations or Concerns Policy. Read the full policy [here](#).

Reasonable Academic Accommodations Policy

It is the policy of Conemaugh School of Nursing and Allied Health Programs (CSONAH) to provide reasonable accommodation and appropriate academic adjustments to students with physical or mental impairment disabilities to enable them to fully participate in the Schools' programs, activities, and services. CSONAH recognizes and supports the standards set forth in Sec 504 of the Rehabilitation Act of 1973 and the American Disabilities Act (ADA) of 1990, which are designed to eliminate discrimination and retaliation against qualified individuals with disabilities.

CSONAH does not deny a disabled applicant admission without considering requests for measures to accommodate that prospective student's disability. Reasonable consideration of the educational and safety needs of the student and safety needs of patients are assessed. The School is also committed to making its facilities accessible as required by applicable laws. The School is not required to make accommodations that are unduly burdensome or that fundamentally alter or eliminate essential course requirements or the functional requirements of the profession.

It is the student's responsibility to initiate and utilize these services. Students must request an accommodation in accordance with specific deadlines, allowing enough time for administration, staff, and/or instructors to approve and arrange for an accommodation. The Request for [Reasonable Academic Accommodations Form](#) can be found in the Appendix. Read the full policy [here](#).

Referral for Academic Counseling Policy

Conemaugh School of Nursing (CSON) aids the student in achieving Course and End-of-Program Student Learning Outcomes and progress in the curriculum as planned. Course faculty at any point in the nursing course initiates the referral for a student to engage in academic counseling.

The counseling session is intended to identify a student's areas of weakness, provide guidance and resources to address those areas, and promote the student's success and progression in the nursing program. The purpose of the Conemaugh School of Nursing Referral for Academic Counseling is to define the process by which students engage in remediation, including referral, self-assessment, action planning, and evaluation, to support academic performance and program progression. Read the full policy [here](#).

Reinstatement Policy

The Conemaugh School of Nursing believes that students returning to the program should be evaluated based on their current academic potential and commitment to learning. Prior academic difficulties or personal challenges may have been resolved, and continued enrollment reflects the student's dedication to achieving their educational goals.

Students who withdraw for personal reason(s) or are academically withdrawn, may reapply for the following class and repeat the course. Students who are academically withdrawn due to unsatisfactory clinical performance or who have been formally dismissed are not eligible to be reinstated back into the program. Read the full policy [here](#).

Rules and Regulations of Faculty Organization Policy

Read the full policy [here](#).

Satisfactory Academic Progress Policy

Students of Conemaugh Memorial Medical Center are required to successfully complete all scheduled courses before advancing to the next level and/or semester. It is the policy of Conemaugh to monitor the academic progress of a student in his or her program of study. Satisfactory Academic Progress (SAP) is measured at the end of each semester.

In accordance with the school's academic promotion policies, a student is considered to be making SAP if he or she achieves a passing grade of no less than a "C" in all enrolled courses within the curriculum plan and receives a clinical performance grade of "Satisfactory" in each course where applicable. The student must also complete the education program requirements within 150% of the published length of the program. Please refer to the academic promotion policy of each education program for further detail. Read the full policy [here](#).

Smoke Free/Tobacco Free Policy

The Conemaugh School of Nursing follows the Conemaugh Health Systems Smoke Free/Tobacco Free Statement of Policy. Read the full policy [here](#).

Student Dress Code Policy

Grooming and attire worn by individuals connected with the School of Nursing should reflect an image of respect and professionalism in an academic and hospital setting. Students are to adhere to the dress code policy of the School of Nursing and all clinical agencies where clinical experiences take place. Read the full policy [here](#).

Student Health Pre-Entrance and Vaccination Policy

It is the policy of Conemaugh School of Nursing and Allied Health Programs that all accepted students complete pre-entrance health requirements for enrollment. The Student Health Program is supervised by the Health and Student Services Coordinator in collaboration with the Nurse Manager of Employee Health Office (EHO) and Director of the School of Nursing and Allied Health Schools with an emphasis on prevention and maintenance of positive health habits.

Pre-enrollment health requirements can only be completed no greater than 30 days prior to the program's start date. The health requirements are included in your tuition fees. The Health and Student Services Coordinator and the EHO maintain, have access to the student health records, and are kept confidential. The Health and Student Services Coordinator will notify School Administration and Program Directors when the applicant has completed all the health requirements and has been cleared to begin school. Failure to complete and/or meet all health requirements will result in an automatic revocation of admission and/or removal from clinical experiences.

Students should carry personal health insurance from the time of enrollment and throughout the program. Students are financially responsible for any costs that are not covered by their insurance associated with the visits to the Emergency Room, Urgent Care Facility, and Family Physician because of illness, accident, or exposure occurring on school campus or in clinical facilities.

Read the full policy [here](#).

Student Health Program Policy

The Student Health Program is supervised by the Health and Student Services Coordinator in collaboration with the Nurse Manager of Employee Health Services and Director of the School of Nursing and Allied Health Schools with an emphasis on prevention and maintenance of positive health habits.

The goals of the program are to promote the continued physical and emotional health of students to meet the demands of the education and chosen career, prevention of infectious disease transmission by screening students for contagious diseases or the lack of immunity to preventable infectious diseases, and a general health evaluation. Also to support the concept of the student accepting responsibility for maintenance of their own health. Read the full policy [here](#).

Student Representation at Faculty Organization Policy

Student representatives are valued members of the shared governance process, promote transparency, and continuous program improvement consistent with ACEN accreditation standards. However, to ensure compliance with the Family Educational Rights and Privacy Act (FERPA) and institutional personnel policies, student representatives are not present during Executive Session Discussions nor at Admissions meetings where individual prospective students are discussed. Read the full policy [here](#).

Test Item Challenge Policy

The School of Nursing is committed to ensuring that examinations are fair, valid, and aligned with course objectives and approved instructional materials. Students who believe a test item contains an error or does not accurately assess course content have the opportunity to formally request a review through the Test Item Challenge Process.

Test item challenges are intended to evaluate the quality and accuracy of examination questions not to negotiate grades. All challenges will be reviewed objectively using current evidence, course objectives, approved course resources, and item performance data. The decision of the faculty review is final.

Students must follow the established challenge process and submit all required documentation within the designated timeframe. Failure to follow the procedure in succession will result in the challenge not being considered. Read the full policy [here](#).

Click for the [Test Challenge Item Form](#).

Weapons Policy

DEFINITION: A weapon is defined as any firearm, knife, chemical spray or device / object that can be used to cause bodily harm or injury. Students, employees, and visitors are prohibited from the wearing, transporting, storage, or presence of weapons in any CMMC building, vehicle, outdoor area, or parking lot. Students or employees who observe weapons on the premises shall immediately report the incident to Security, a faculty member, or administration. The complete CMMC DLP Weapons Policy can be found [here](#).

THE STUDENT MUST COMPLY WITH ALL HOSPITAL AND SCHOOL POLICIES. WHEN NO SPECIFIC SCHOOL POLICY EXISTS, THE HOSPITAL POLICY IS IN EFFECT.

ACADEMIC POLICY STATEMENT

The faculty of the Conemaugh School of Nursing reserves the right to:

1. Change any fees, provision, or requirement at any time during the student's program.
2. Dismiss a student who does not meet the expected levels of clinical or scholastic achievement. A student may also be dismissed for unethical professional practice or attitudes incompatible with professional performance.

STUDENT RIGHTS AND RESPONSIBILITIES

Conemaugh School of Nursing aims to foster an environment that promotes academic excellence, professional growth, mutual respect, safety, and student success.

- 1. The rights to teach and learn are inseparable aspects of education.**
 - Students are responsible for developing critical thinking skills and mastering course content in the course the student is registered for.
- 2. Students have the right to fair, impartial, and consistent evaluation of academic and clinical performance.**
 - Students are responsible for meeting established academic and clinical standards.

- 3. Students have the right to participate in the development, implementation, evaluation, and revision of the curriculum and policies affecting academic and student affairs through established processes.**
 - Students are responsible for participating in program evaluation and development.
 - Students are expected to provide constructive feedback on the curriculum and educational experiences.
- 4. Students have the opportunity to review grading systems and evaluation methods.**
 - Students are responsible for reading and abiding by the grading and evaluation policies, maintaining performance standards, and seeking clarification when needed.
- 5. Students have the right to express opinions regarding course content and professionally presented viewpoints.**
 - Students are responsible for learning course content and ensuring their opinions do not disrupt learning or patient care.
- 6. Students have the right to join, decline, or withdraw from organizations without coercion and to discuss issues of interest.**
 - Students are responsible for meeting educational obligations and conducting activities in accordance with professional, ethical, and academic standards.
- 7. Students have the right to privacy and confidentiality of personal information, educational records, and protected information as provided by law.**
- 8. Students have the right to expect that personal views, beliefs, opinions, and educational records shared with faculty remain confidential.**
 - Information may be disclosed only with student consent or when required by law or necessary to protect safety.
- 9. Students have the right to know what information is maintained in their educational records.**
 - Students are responsible for reviewing their records through established procedures and in accordance with institutional policy.
- 10. Students have the right to admission, progression, and participation in all educational activities without discrimination based on race, color, religion (creed), sex, sexual orientation, gender identity, age, national origin (ancestry), disability, military or veteran status, legal status, economic status, illness, or any other classification protected by federal, state, or local law.**
- 11. The School of Nursing is responsible for establishing and communicating standards of conduct that support its educational mission, professional values, and community expectations.**
 - Students are responsible for knowing and following all published policies, procedures, and standards while demonstrating professionalism.

12. Students have the right to fair, clearly defined disciplinary and grievance procedures based on established policies and standards. Disciplinary actions shall be based on violations of established policies, standards, or regulations.

- Students are responsible for understanding institutional policies, using grievance procedures appropriately, and participating honestly and professionally.

13. Students have the right to learn in a safe and secure environment.

- Students are responsible for taking precautions to protect personal safety and the safety of others.

14. Students have the right to access available support services, accommodations, and remediation resources.

- Students are responsible for requesting and using available support services when appropriate.

15. Students have the right to accurate and timely information about financial aid and other financial assistance.

- Students are responsible for completing required applications, maintaining eligibility, and meeting financial obligations and deadlines.

16. Students have the right to be informed of professional standards, laws, codes, and behavioral expectations.

- Students are responsible for demonstrating accountability in their academic, clinical, professional, and personal conduct while following all policies and procedures.

17. Neither requirements nor restrictions of Conemaugh School of Nursing can interfere with the individual's right as a citizen of the United States.

STUDENT REPRESENTATIVE RESPONSIBILITIES AT FACULTY ORGANIZATION MEETINGS

The elected class president serves as the student representative to the School of Nursing Faculty Organization (TFO) and provides a liaison between the class and the faculty. The representative provides an avenue for student input and communication regarding matters that affect the student experience.

Membership and Participation

1. The elected class president from each level serves as the student representative to Faculty Organization and does not have voting rights.
2. The class president is expected to attend Faculty Organization (TFO) meetings and other faculty and staff meetings for which student participation is requested.
3. If the class president is unable to attend a meeting, the elected class vice-president may attend as the class representative.

4. The class president or vice-president communicates class-wide questions, concerns, suggestions, and perspectives during meetings and shares relevant information from meetings with classmates.
5. The class president or vice-president should present issues on behalf of the class as a whole rather than from an individual perspective. Representatives should make reasonable efforts to gather input from classmates before bringing concerns or suggestions forward.
6. Student representatives participate in discussions when invited and provide a student perspective on matters relevant to the student experience.
7. Student representatives are dismissed from TFO meetings at the beginning of executive session and do not participate in confidential discussions or matters restricted to faculty and staff.

Responsibilities

The class president, or vice-president when serving as the representative, is responsible for:

1. **Attending Meetings**
Attend scheduled TFO meetings and arrive prepared and on time. If the president is unable to attend, the vice-president should attend when possible.
2. **Representing the Class**
Represent the collective perspectives, questions, concerns, and suggestions of the class rather than presenting individual concerns as class-wide concerns.
3. **Gathering Student Input**
Seek input from classmates regarding matters that may be appropriate for discussion with faculty.
4. **Communicating with Faculty**
Present student questions, concerns, and suggestions in a respectful, professional, and constructive manner.
5. **Communicating with Students**
Share relevant, non-confidential information from TFO meetings with classmates in a timely manner.
6. **Maintaining Confidentiality**
Student representatives are not present during discussions of confidential matters, including personnel matters, individual student matters, and executive-session discussions. However, student representatives are expected to maintain confidentiality regarding information shared with them through their role as class representatives and should not discuss or disclose such information outside the School of Nursing or with individuals who do not have a legitimate need to know.

7. Professional Conduct

Demonstrate professionalism, respect, and appropriate conduct when interacting with faculty, staff, administrators, and fellow students.

8. Follow-Up

Communicate appropriate follow-up information to the class and seek clarification from the Director, Associate Director, or designated faculty member when necessary.

Role and Limitations

The class president or vice-president serves in a communication and advisory capacity. The student representative does not have voting rights and does not make decisions on behalf of Faculty Organization or the School of Nursing.

Student representatives may provide input on matters relevant to students but do not participate in confidential personnel matters, individual student matters, executive-session discussions, or other matters restricted to faculty and staff.

Expectations

The class president and vice-president are expected to:

- Attend meetings consistently and participate appropriately.
- Represent the class objectively and professionally.
- Distinguish individual concerns from concerns shared by the class.
- Maintain confidentiality.
- Communicate relevant, non-confidential information to classmates.
- Bring class-wide questions and concerns forward through the appropriate channels.
- Respect faculty and staff discussions and decisions, including matters that cannot be shared with students due to confidentiality.

COLLEGE CREDITS TRANSFER

General education credits earned from an accredited institution of higher learning within ten years of the program start date are considered for transfer. Anatomy and Physiology I (4 credit) and II (4 credit) with a laboratory component and any science courses required within the curriculum must have been earned within five years of program start date. To meet the eligibility for transfer, students must provide an official transcript with evidence of course completion with a “C” or better (C minus will not be accepted). Course description and syllabi may be required to determine equivalency. Additionally, consultation with Penn Highlands Community College may be required to determine equivalency. Each enrolled student will receive an official transfer letter stating the courses approved for transfer. The transfer of credit will not apply to the student’s overall grade point average.

Once enrolled, students are required to complete courses offered by Pennsylvania Highlands Community College during the scheduled semester following our curriculum plan. If enrolled students wish to complete course work during the summer between freshman and senior year, approval must be

granted from the Associate Director/Director. An official transcript must be on file before the start of the Fall semester. If an official transcript is not received, then the student will be scheduled to take the general education course following the curriculum plan.

Conemaugh School of Nursing will not accept any Credit by Examination (CLEP) transcript grades.

Nursing courses from another program are not transferable.

CONTACT HOUR CALCULATION:

Contact hours are calculated by adding the total number of hours spent in the semester in the nursing and college classroom and the clinical area divided by the number of weeks in the semester. The contact hours do not factor in out-of-classroom time.

Example: Fundamentals total hours =270+90 hours for college credits=360/16 weeks=22.5 contact hours.
(*Allowances are made for lectures that may go over slightly in time)

GRADING SYSTEM

The grading scale at Pennsylvania Highlands Community College (PHCC):

Grade	Descriptive Grade	Numeric Grade	Grade Points
A+	Excellent (plus)	96.5%-100.0%	4
A	Excellent	92.5%-96.4%	4
A-	Excellent (minus)	89.5%-92.4%	3.7
B+	Good (plus)	86.5%-89.4%	3.3
B	Good	82.5%-86.4%	3
B-	Good (minus)	79.5%-82.4%	2.7
C+	Satisfactory (plus)	76.5%-79.4%	2.3
C	Satisfactory	72.5%-76.4%	2
C-	Satisfactory (minus)	69.5%-72.4%	1.7
D+	Poor	66.5%-69.4%	1.3
D	Poor	62.5%-66.4%	1
D-	Poor (minus)	59.5%-62.4%	0.7
F	Failure (no credit)	<59.5%	0
IN	Incomplete		
IP	In Progress		
WX	Withdrawal before judgement could be formed		

The grading scale at Conemaugh School of Nursing:

Letter Grade	Percentage	Grade Point	Interpretation
A	93-100	4.0	Outstanding
B+	90-92	3.25	
B	85-89	3.00	Above Average
C+	82-84	2.25	
C	78-81	2.00	Average
D	70-77	1.00	Below Average
F	0-69	0	Failure
I			Incomplete
W			Withdrawal
S			Satisfactory
U			Unsatisfactory
WF			Withdrawal/Failure

ASSESSMENT AND NON-ASSESSMENT GRADING POLICY

Each student's course grade will be calculated using a combination of assessment and non-assessment points. Non-assessment points may constitute up to 25% of the total course grade. These points are earned through activities such as classroom assignments, pre-class learning activities, evidence-based projects, presentations, written assignments, participation activities, standardized assessments, and other coursework as outlined in the course syllabus.

The remaining course points will be derived from assessment-based evaluations, with the percentage varying by course. Assessment-based evaluations may include, but are not limited to, quizzes, unit examinations, midterm examinations, final examinations, and other testing measures designed to evaluate achievement of the course learning outcomes.

GRADING AND REMEDIATION OF PROCTORED ASSESSMENTS

Students will earn points based on their performance on designated ATI Proctored Assessments throughout the nursing program according to the criteria established for each course. The following example illustrates the point allocation for an ATI Proctored RN Assessment worth 10 points:

ATI Proficiency Level	Points Awarded	Percentage Equivalent
Level 3	10/10	100%
Level 2	10/10	100%
Level 1	5/10	50%
Below Level 1	0/10	0%

Remediation Requirements

Remediation is the process of reviewing and reinforcing content in areas that were not learned or not fully understood, as demonstrated by performance on an assessment. The purpose of remediation is to promote student learning, strengthen knowledge application, and support success in nursing courses and preparation for the NCLEX-RN® examination.

Following completion of an ATI assessment, students should review their Individual Performance Profile, which identifies content areas and specific topics requiring further study. Students may utilize the ATI Focused Review feature to guide remediation efforts, which provides targeted review materials, including links to relevant ATI textbook content, tutorials, and media resources associated with the identified topics.

Students are strongly encouraged to utilize all resources available through ATI, course materials, and course-outlined resources when completing remediation activities. Meaningful engagement in the remediation process is intended to enhance content mastery, improve future assessment performance, and support clinical judgment development.

Level 2 or Level 3

- Students achieving a Proficiency Level 2 or Level 3 will receive the maximum points awarded for the assessment.
- No remediation points are available.

Level 1

- Students achieving a Proficiency Level 1 will receive 50% (per the example, this is 5/10 points)
- Students may earn an additional 2 points by successfully completing and submitting 10 handwritten ATI Active Learning Templates addressing areas of weakness identified in the ATI Topics to Review.
- The maximum score achievable after remediation is 7 points.

Below Level 1

- Students achieving below Proficiency Level 1 will receive 0% (per the example, this is 0/10 points)
- Students may earn:
 - 2 additional points by submitting 10 handwritten ATI Active Learning Templates, or
 - 4 additional points by submitting 20 handwritten ATI Active Learning Templates.
- Templates must address areas of weakness identified in the ATI Topics to Review.
- The maximum score achievable after remediation is 4 points.

ATI Remediation Submission Requirements

To receive remediation credit, students must meet all of the following requirements:

1. ATI Active Learning Templates
 - Print and complete ATI Active Learning Templates (e.g., Basic Concept, System Disorder, or other faculty-approved templates).
 - Complete one template for each identified topic or area of weakness from the ATI Topics to Review.
 - All templates must be handwritten and completed in their entirety.

2. Individual Performance Profile

- Print and submit the ATI Individual Performance Profile located under the My Results tab in ATI.
- The Individual Performance Profile must clearly identify the content areas and Topics to Review addressed in the submitted templates.

3. Reference Requirements

- Each template must include a reference from an approved course resource (e.g., ATI materials or required course textbook).
- References must include the specific source, chapter, and page number used to complete the template.
- Every submitted template must contain its own citation.

Submission Standards

- Remediation assignments must be submitted by the deadline established by course faculty.
- Templates that are incomplete, typed, and submitted late, fail to address the identified Topics to Review, or do not meet citation requirements will not receive remediation credit.
- Remediation points are awarded only after faculty review confirms satisfactory completion of all requirements.

CLINICAL PERFORMANCE GRADE

Midterm and Final Clinical Evaluations- reflect the student's overall level of performance and progression throughout the clinical experience. Determination of the clinical performance grade is based on the student's achievement of established clinical outcomes, adherence to expectations, and compliance with program requirements. These evaluations are based on the consistency with which clinical outcomes are demonstrated over time and on sufficient opportunities for faculty to assess achievements of the expected outcomes.

Satisfactory (S) - Successfully meets all mandatory learning outcomes for the course and program requirements.

Unsatisfactory (U) - Failure to meet one or more of the learning outcomes of the course and/or program requirements. Failure to maintain a satisfactory performance level from previous courses.

Incomplete (I) - Inability to meet requirements within a scheduled time period.

Weekly Clinical Evaluation— Each student receives a weekly clinical evaluation that is completed, reviewed, and discussed with a faculty member. The evaluation documents the student's progress toward achieving course learning outcomes and meeting program requirements. The evaluation identifies areas of strength, opportunities for growth, and specific faculty recommendations for improvement. Students are required to review and sign the evaluation each week to acknowledge receipt of feedback and participate in the evaluation process.

Satisfactory (S) - the student demonstrates safe, competent clinical performance appropriate to their level, meets expected outcomes with only occasional guidance from the instructor.

Needs Improvement (NI) - performance that does not consistently meet clinical expectations; a second (NI) in the same outcome area converts to an Unsatisfactory (U) rating.

Unsatisfactory (U) - unsafe, unskilled, ineffective, or below standard performance that requires continued supervision, places others at risk, or shows a lack of improvement despite previous feedback and opportunities for growth.

CONEMAUGH SCHOOL OF NURSING CREDIT CALCULATION

Conemaugh School of Nursing Curriculum

15 hours college theory = 1 college credit

45 hours college lab = 1 college credit

15 hours nursing theory = 1 credit

45 hours nursing clinical = 1 credit

45 hours nursing lab = 1 credit

Use of the Term “Credit”

1. Credit assigned to nursing courses does not constitute “college credit” and does not imply nursing courses earn the equivalent of college credit.
2. The term “credit” assigned to nursing courses is for grading and/or financial purposes only.
3. Only an authorized degree-granting institution in which a student enrolls may determine whether the completed nursing courses may be accepted for “college credit.”

COURSE REQUIREMENTS AND STUDENT PROGRESSION

A nursing course consists of theory and clinical practicum components, which may include laboratory and simulation experiences. Students must successfully complete all course components and meet all course learning outcomes to progress to the next course and continue in the nursing program.

Theory/didactic components must be passed with at least a “C” grade, clinical components must be passed with a “Satisfactory” grade.

Regular attendance and active participation in classroom, laboratory, simulation, and clinical experiences are essential for achieving course learning outcomes and developing the knowledge, skills, and competencies required for nursing practice. Students are expected to follow all attendance requirements and procedures as outlined in the program’s attendance policy and individual course syllabi.

Students experiencing academic or clinical difficulties should seek assistance by meeting with their faculty resource person, course faculty, the Director, and/or Associate Director of the School of Nursing. Students who fail to meet course learning outcomes or program requirements may be subject to dismissal from the program.

ESSENTIAL FUNCTIONS OF NURSING STUDENTS

Nursing students, under the supervision of faculty and clinical instructors, participate in educational and clinical experiences that require the performance of essential functions similar to those required of professional registered nurses. The following functional requirements describe the physical, cognitive, communication and emotional abilities necessary for successful participation in nursing education and clinical practice. These requirements are consistent with the medium-duty category as defined by the United States Department of Labor.

Students must be able to meet these essential functions with or without reasonable accommodation.

Communication (Verbal): Students must be able to communicate effectively in English to obtain patient information, report changes in patient status, provide patient education, document care, and interact professionally with patients, families, faculty, and members of the healthcare team.

Hearing: Students must have sufficient hearing ability to communicate effectively, participate in discussions and telephone conversations, use a stethoscope during physical assessments, and recognize important environmental sounds, including equipment and safety alarms.

Vision: Students must have sufficient visual ability to assess patient conditions, recognize subtle changes in patient appearance and behavior, read written and electronic documentation, monitor equipment, and safely prepare and administer medications.

Depth Perception: Students must have the ability to accurately perform tasks requiring depth perception, including the use of medical equipment, insertion of devices, and administration of medications.

Fine Motor Skills: Students must possess the ability to perform fine motor tasks, including writing, documenting, manipulating medical equipment, preparing supplies, and performing nursing procedures.

Tactile Sensation: Students must have the ability to use touch during physical assessments and patient care activities, including detecting temperature differences, vibrations, and other physical characteristics necessary for safe nursing practice.

Walking/Standing: Students must be able to stand and walk for extended periods of time during clinical experiences, including while providing patient care and completing assigned responsibilities.

Sitting: Students must be able to sit for periods of time while participating in clinical conferences, completing documentation, and performing computer-based activities.

Lifting/Carrying: Students must be able to assist with the movement of equipment, supplies, medications, and patient care materials. Students must recognize personal limitations and appropriately request assistance when lifting, transferring, or repositioning patients.

Pushing/Pulling: Students must be able to safely push and pull equipment and assist with patient transfers. Nursing activities may include applying force during emergency procedures such as cardiopulmonary resuscitation (CPR).

Bending/Reaching/Twisting: Students must be able to bend, reach, and twist as needed to perform patient care activities, including bathing patients, making beds, positioning patients, and setting up or monitoring equipment.

Emotional and Professional Requirements: Students must demonstrate emotional stability, critical thinking, adaptability, and professionalism while participating in nursing education and clinical experiences. Students must be able to establish therapeutic relationships with patients, families, faculty, and healthcare team members. Nursing students may encounter stressful situations, exposure to body fluids, communicable diseases, and emergency situations. Students are expected to follow safety precautions, apply appropriate coping strategies, and maintain professional behavior. Students must demonstrate the ability to provide safe patient care and meet clinical expectations with or without reasonable accommodation.

ACADEMIC STANDING

Academic standing is determined by a grade point system. Theory grades are determined on a percentage basis with a letter grade equivalent on a standard 4.0 grading scale. All courses required for the curriculum must be passed with a “C” grade or higher. The student’s academic grade point average (GPA) is determined by: $GPA = \text{Total Grade Points Earned} \div \text{Total Credit Hours}$.

GPA Calculation Example

A student's GPA is calculated by multiplying the quality points earned for each course by the course's credit hours, adding the total course quality points, and then dividing by the total credit hours attempted.

Sample calculation of grade point average for Semester I:

Course	Grade	Grade Points	X	Credits	=	Course Points
English Composition	B+	3.25	X	3*	=	9.75
General Psychology	A	4	X	3*	=	12
Fundamentals of Nursing	B	3	X	10	=	30
				16		51.75

$$\frac{\text{Sum of Grade Points} = 51.75}{\text{Sum of Credits} = 16} = 3.23 \text{ GPA}$$

* = college credits

A cumulative GPA will be maintained for each student to establish class rank. **Courses transferred into the School of Nursing are not calculated in the determination of the GPA. For courses that are repeated, the second course grade is utilized to calculate the GPA.**

The honor roll scale at Conemaugh School of Nursing is: Honors: 3.0-3.49 GPA, High Honors: 3.50-3.74 GPA, Highest Honors: 3.75-4.0 GPA.

STUDENT PROFESSIONAL RESPONSIBILITIES

Students are expected to:

1. Demonstrate professional behavior that promotes respect for self, others, patients, and the nursing profession.
2. Maintain confidentiality and protect privacy in all aspects of the educational experience, including classroom, laboratory, simulation, and clinical settings.
3. Arrive prepared and on time for all clinical experiences and educational activities.
4. Follow all policies, procedures, and expectations outlined in the Student Guide, Student Catalog, course syllabi, and clinical agency requirements.
5. Demonstrate effective oral and written communication skills using appropriate grammar, spelling, sentence structure, and professional terminology.
6. Prepare for clinical experiences by utilizing available learning resources and completing required preparation activities.
7. Apply knowledge and skills gained from previous courses to current coursework and clinical practice.
8. Seek guidance and clarification from faculty and members of the healthcare team when encountering unfamiliar situations or learning experiences.
9. Complete original work and maintain academic integrity in all assignments and learning activities.
10. Complete and submit assignments and required course activities according to established deadlines and course expectations.
11. Accept and utilize constructive feedback as an opportunity for personal and professional growth.
12. Demonstrate accountability and accept responsibility for personal decisions, actions, and behaviors.
13. Complete and submit required ATI assignments and activities according to course and program expectations.

CLASSROOM AND LEARNING ENVIRONMENT CONDUCT

Students are expected to demonstrate respect, professionalism, and courtesy toward faculty, guests, and fellow students. All students have the right to participate in a positive learning environment free from distractions. Private conversations, disruptive behaviors, or activities that interfere with instruction may prevent others from receiving the full benefit of the educational experience.

Examples of inappropriate conduct within the learning environment include, but are not limited to:

- Sleeping during instructional activities

- Engaging in distracting or disruptive behavior
- Answering phone calls or texting during class
- Challenging or disputing faculty in an unprofessional manner
- Interfering with classroom, laboratory, testing, or other academic activities

Students are expected to contribute to an environment that supports learning, professionalism, and mutual respect. Faculty members encourage questions and discussion when clarification of course content is needed.

Faculty members reserve the right to assign classroom seating, address disruptive behavior, and require a student to leave the learning environment when conduct interferes with instruction.

Profanity, disrespectful language, inappropriate gestures, or other forms of unprofessional communication will not be tolerated. Cell phones and electronic devices must be turned off or placed in a designated location and may not be used during instructional activities, meetings, or examinations. Electronic earpieces are not permitted during class, meetings, or testing. Students participating in clinical experiences must follow the cell phone and electronic device policies of the healthcare facility.

A pattern of disruptive or distracting behavior after receiving a warning from faculty may result in disciplinary action, including probationary status or dismissal from the program.

INSTRUCTIONAL RECORDING POLICY

Audio recording, video recording, photography, screenshots, screen recordings, livestreaming, or any other form of recording is strictly prohibited in classroom, skills laboratory, or simulation settings without prior permission from faculty.

Students are strictly prohibited from uploading, posting, sharing, transmitting, reproducing, or distributing any course materials, lectures, presentations, examinations, assignments, activities, clinical materials, or other educational content on any website, social media platform, cloud storage service, artificial intelligence platform, file-sharing site, or other electronic or public forum.

RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE

In nursing education, academic integrity is directly tied to professional integrity. Patients, employers, and licensing bodies must be able to trust that nurses genuinely possess the knowledge and judgment reflected in their academic work. Using Artificial Intelligence to complete assignments undermines that trust and prevents faculty from accurately evaluating competency.

Artificial Intelligence (AI) is a helpful resource to support learning, but it must be used in ways that align with academic integrity, professional standards, confidentiality, and safe nursing practice. Responsible use of AI may be used for correcting grammar or stimulating ideas for a particular assignment but cannot replace critical thinking and client specificity. Under no circumstances can client-specific data be entered into AI platforms due to a breach of confidentiality.

The school of nursing does not ban the use of AI products; however, the school does prohibit the use of AI-enabled acts that compromise academic integrity and confidentiality. If a faculty member suspects a violation of academic integrity based on the inappropriate use of AI products, the faculty will follow the academic integrity policy. Violation of this policy may result in resubmission of the work, grade penalties, academic probation, and/or dismissal from the nursing program.

MINIMUM TECHNOLOGY REQUIREMENTS

The Conemaugh School of Nursing uses the D2L Brightspace Learning Management System (LMS) to deliver course materials, assignments, assessments, and other instructional content (some assessments may be administered on a school-sponsored computer). Students are responsible for maintaining access to technology that meets the minimum system requirements outlined below.

Operating System

Students should use one of the following operating systems:

- Windows: Windows 10 or higher (Windows 11 recommended)
- macOS: macOS 10.15 (Catalina) or higher (latest supported version recommended)
- ChromeOS: Current stable version (Long-Term Support [LTS] version preferred)

Hardware Requirements

At a minimum, students should have access to a device with:

- At least 4 GB of RAM
- A graphics processing unit (GPU) that meets the operating system requirements
- Sufficient available storage to support the operating system and required applications
- A webcam (integrated or external)
- A microphone (integrated or external)
- Speakers or headphones

Internet Requirements

Students must have access to:

- A reliable high-speed internet connection (DSL, cable, fiber, or LAN)
- Minimum download speed of 5 Mbps for optimal performance

While on campus, Wi-fi connection is available for student use.

Supported Web Browsers

Use the most current version of one of the following browsers:

- Google Chrome (recommended)
- Microsoft Edge
- Mozilla Firefox
- Apple Safari

Note: Although Safari is supported, Google Chrome or Mozilla Firefox is recommended for the best compatibility with D2L Brightspace.

Browser Settings

To ensure proper functionality of the learning management system:

- JavaScript must be enabled.
- Cookies must be enabled.

Mobile Devices

Students may access D2L Brightspace using the Brightspace Pulse mobile application on:

- Android: Version 6.0 or later
- iOS: Version 13.0 or later

The Brightspace Pulse app supports many core LMS functions; however, mobile devices should not be considered a replacement for a computer. Some assignments, quizzes, exams, and other course activities may require a laptop or desktop computer.

Technology Recommendations

To ensure reliable access to course materials and activities, students are encouraged to:

- Use the D2L Brightspace System Check tool before the start of each semester.
- Keep their operating system, web browser, antivirus software, and other security software up to date.
- Test their webcam, microphone, and internet connection before participating in online classes, exams, or virtual meetings.

Student Responsibility: Students are responsible for maintaining technology that meets these minimum requirements throughout the program. Technology-related issues, including outdated hardware, unsupported software, or unreliable internet access, are not considered acceptable reasons for missed coursework, examinations, or assignment deadlines.

SOCIAL MEDIA, CONFIDENTIALITY, AND PROFESSIONAL CONDUCT

Students are expected to demonstrate professionalism in all settings, including on personal social media platforms and other electronic forms of communication. Students must not post, share, transmit, or discuss any patient information, photographs, videos, or clinical experiences that could directly or indirectly identify a patient or violate the Health Insurance Portability and Accountability Act (HIPAA). This prohibition applies regardless of whether patient names or other obvious identifiers have been removed.

Any unauthorized disclosure of protected health information (PHI) may constitute a violation of federal law and may result in significant legal and financial penalties. In addition, students who violate HIPAA, clinical site confidentiality policies, or program standards may be subject to disciplinary action by the program, removal from the clinical site, failure of a clinical course, dismissal from the program, and/or reporting to the appropriate regulatory or licensing authorities, as applicable.

Students are expected to use sound professional judgment when engaging on social media. Content that is unprofessional, discriminatory, harassing, or otherwise inconsistent with the ethical standards of the healthcare profession, the School of Nursing, or Conemaugh Memorial Medical Center may negatively impact clinical placement opportunities and a student's standing within the program. When there is any uncertainty regarding the appropriateness of sharing information online, students should refrain from posting.

E-MAIL AND MESSAGES

Students are expected to check their email and the D2L learning platform daily. Important announcements, course updates, and other essential communications will be posted through D2L, and it is the student's responsibility to stay informed by reviewing these messages regularly. Please be aware that Conemaugh Memorial Medical Center takes phishing emails very seriously. Every student plays an important role in protecting our health system's information technology and sensitive data. Staying alert to phishing attempts helps keep both personal and organizational information secure.

When you receive an external email, remember these important safety tips:

- **Hover over hyperlinks** before clicking to verify the destination.
- **Check the sender's email address.** Ask yourself: Do you recognize the sender, and were you expecting this email?
- **Open attachments only from trusted sources** and verified email domains.
- **Protect your personal and confidential information.** LifePoint will never ask you to provide your password or other sensitive personal information by email.
- **Report suspected phishing emails** to the Cybersecurity Team immediately if you believe you have received a phishing attempt.
- **Be cautious of urgency or threats.** Phishing emails often create a false sense of urgency, use deadlines, or make alarming claims to pressure recipients into clicking links or sharing sensitive information.

If you are ever unsure whether an email is legitimate, do not respond, click any links, or open attachments. Instead, contact the Cybersecurity Team for assistance.

MEALS AND BREAKS

1. Time for meals is scheduled daily in the student academic schedule from the School of Nursing.
2. Breaks and Lunch are provided for both classroom/clinical
3. Food and beverages may be purchased from the:
 - Coffee Bean
 - Crossroads Cafe'
 - "F" Building vending machines
 - Local restaurants
4. Dining areas, refrigerators and microwave ovens are available in the Student Lounge.

5. Students are responsible for labeling and date all food placed in refrigerator. Non-labelled items will be discarded on a weekly basis. Students are responsible for cleaning up spills and messes in the refrigerator or microwave. Cleaning supplies such as paper towels, dish soap and cleaning products will be supplied by the school.

MILITARY TIME

Military time is used on official school and hospital documents.

CHANGE OF NAME, ADDRESS, PHONE NUMBER

Students are required to notify the Secretary to the Director in writing within two weeks of any changes to their legal name, address, or phone number while enrolled in the program. The [Student Change of Address/Information Form](#) is available in the Appendix of this handbook.

Students must provide the required documentation as outlined in the applicable change form. Until all documentation requirements have been completed and an updated name badge has been issued, students must continue to use their current legal name on all program-related documentation and identification.

USE AND CARE OF SCHOOL EQUIPMENT AND FACILITIES

1. All equipment and facilities are to be used properly, kept orderly, and cleaned after use.
2. Needed repairs are to be reported to the school secretaries immediately.
3. Unwanted food is to be placed in garbage cans and not rinsed down drains.
4. Students who intentionally mishandle or damage equipment or furnishings are assessed a repair or replacement fee. Students are responsible for damages inflicted by their guests.

TIPS FOR ACADEMIC SUCCESS

Success in a nursing program requires consistent effort, effective time management, preparation, and commitment. The following strategies can help students develop strong study habits and achieve academic success:

- Attend all classes, laboratory sessions, simulation experiences, and clinical activities on time and prepared to participate.
- Prioritize academic responsibilities by completing coursework and studying before engaging in leisure activities.
- Read assigned textbooks and course materials, identifying and outlining key concepts and essential information.
- Utilize available academic resources, including the Health Sciences Library, online resources, tutoring services, and faculty support.
- Review foundational content, including Anatomy and Physiology, to strengthen understanding of nursing concepts.
- Practice medication dosage calculations regularly to develop accuracy and confidence.

- Maintain focus during class by minimizing distractions and actively participating in learning activities.
- Use a calendar or planner to track examination dates, assignment deadlines, clinical requirements, and major projects. Plan ahead to avoid conflicts and last-minute preparation.
- Establish a consistent study routine in an environment that minimizes distractions. Avoid studying in locations that encourage interruptions or reduced concentration.
- Use group study sessions effectively by first developing an individual understanding of the material before participating in group review or peer quizzing.
- Develop strong time-management skills, especially when balancing employment, family responsibilities, and academic commitments.
- Practice NCLEX-style questions regularly to strengthen critical thinking and test-taking skills.
- Review achievement test results and faculty feedback to identify areas for improvement and develop a plan for remediation.
- Take advantage of available remediation opportunities and academic support resources.
- Meet with course faculty to review examinations, clarify concepts, and develop strategies for improvement.
- Maintain a healthy balance between academic responsibilities and personal activities by limiting excessive social media use, gaming, and other distractions.
- Utilize resources available through the Nursing Student Success D2L page and the Student Success Toolkit.

ACADEMIC SUPPORT SERVICES

Throughout the program, students have a variety of resources to enhance their progression and completion of the nursing program. The following resources are available to assist them toward successful achievement of learning outcomes:

- Scheduled test reviews, case studies and tutorial concepts in nursing courses.
- Resources located in the Health Sciences Library/Computer Lab.
- Reference sources and internet access in the Health Sciences Library
- Test taking, time management and study skill sessions provided by the Associate Director.
- Clinical skills can be practiced in the Skills Lab.
- The faculty will have office time to provide individualized academic advisement.
- A referral can be made for personal counseling to the Conemaugh Behavioral Medicine Department.
- Faculty provides test reviews and discusses rationale of theory.
- The student can be provided with problem-based learning activities.
- A Faculty Resource person is assigned for assistance.
- Scheduled use of the Human Patient Simulator.
- For college courses the college has Academic Support Services. The student needs to contact the college course faculty for available resources.
- STAT Nursing and ATI Test Taking Strategies

APPOINTMENTS WITH FACULTY AND OFFICE ACCESS

Students are required to schedule appointments with faculty members for weekly clinical evaluations, faculty resource meetings, and any other individual conferences. Appointment scheduling procedures will be provided by each faculty member and outlined in the course syllabus.

When arriving for a scheduled appointment, students must check in at the front desk. Access to the faculty office suite will be provided by staff. For the privacy, safety, and security of faculty, staff, and students, the faculty office area is a restricted space. Students are not permitted to enter or exit the faculty office suite without authorization or to access the area without a scheduled appointment.

REFERRALS TO THE ASSOCIATE DIRECTOR FROM COURSE FACULTY

Referrals sent to the Associate Director, School of Nursing provide a means of communication, which addresses student difficulties concerning academic or non-academic matters. Students are encouraged to discuss any difficulties with the Associate Director. The Associate Director will initiate a student progress letter outlining areas which need improvement and resources available for assistance. These letters will be given to the student as needed.

Individual Conference for Clinical Difficulties – Students experiencing clinical difficulties will have a conference with the course coordinator and involved course faculty. Areas of concern and methodologies for improvement are to be discussed. Remediation in the clinical skills lab may be an intervention to assist the student to achieve clinical outcomes. The form is completed by the student and involved course faculty. The purpose of the conference, recommendations for improvement and student comments, will be written and kept with the student record.

Incomplete/Non Submission of Assignments – Students are responsible for submitting complete assignments in the given time frame. If a submission is incomplete or late, then the student will receive an unsatisfactory in Program Requirements # 10 - Completes assignments and adheres to course requirements. The assignment is still required to be submitted. A second assignment that is also submitted incomplete or late will result in another unsatisfactory in Program Requirements # 10 and a letter of concern from the Associate Director. If a third assignment is submitted incomplete or late, the student will be placed on probation.

PROBATIONARY STATUS

Students are informed of their academic status in the theory component of a course through written communication. Students are encouraged to take advantage of faculty assistance and the various learning resources that are available. The student is not placed on probationary status for difficulties in mastering theoretical concepts. A student may be placed on probationary status for violations involving clinical requirements, academic integrity or behavioral policies of the School of Nursing or hospital policies. A nursing course consists of theory and clinical practicum. The student experiencing difficulties should meet with the Director and/or Associate Director to clarify their academic and clinical status. A specific time period is designated to meet expected competencies and behaviors in order to progress in the curriculum as planned throughout a semester. Students

having difficulty fulfilling course learning outcomes, as determined by the course faculty, may be placed on probation.

Students are expected to follow the academic integrity and behavioral policies in order to progress in the curriculum as planned. Probationary status may also apply to absenteeism and unprofessional behavior. Students who violate academic and/or behavioral policies will be subject to corrective action. Failure to comply with behavioral policies may lead to the student being placed on probation. Failure to achieve a passing grade in the course results in involuntary withdrawal from the program.

The intent of probationary status is to assist the student toward improved academic, behavioral or clinical performance. Since the intent of probationary status is to help students work on their limitations and improve their performance toward meeting course learning outcomes and program requirements, a designated time frame will be granted to the student in order to resolve the probationary status. Students are encouraged to take advantage of tutorial sessions, additional learning opportunities, and computer resources. Students are only permitted to be placed on probation in each category; either academic/behavior probation or clinical probation.

Academic/behavioral probation is ongoing during a student's time through the program. Clinical probation will last through the course in which the probation was initiated. Clinical probation will not follow the student into the next course. Should the student not fully correct areas of weakness within the established time period, the student will be involuntarily withdrawn from the program.

PROGRAM OUTCOMES

The Conemaugh School of Nursing demonstrates evidence of achievement in meeting the following program outcomes:

1. Performance on the licensure exam: The program's three-year mean for the licensure exam pass rate will be at or above the national mean for the same three-year period.
2. Program completion: 60% of all students who begin in the Fundamentals of Nursing course in semester 1 will complete the program on time, which is six semesters.
3. Graduate Program Satisfaction: 80% satisfaction with the program by graduate at 6-12 months post-graduation.
4. Employer program satisfaction: 90% or greater of the employers will be satisfied with graduates' overall ability to function as an entry-level clinical nurse at 6-12 months post-graduation.
5. Job placement rates: 90% of the new graduate cohort will be employed in nursing by nine months post-graduation.

END OF PROGRAM STUDENT LEARNING OUTCOMES

The graduate of Conemaugh School of Nursing will:

1. Integrate theoretical knowledge of nursing and implement technical aspects of care by following standards of safe, evidence based professional practice.

2. Functions as a member of a multidisciplinary health care team in a variety of health care settings with the purpose of achieving safe, quality, individual, family and community care.
3. Facilitate communication among individuals, families, and communities through the implementation of interpersonal skills and information technology.
4. Incorporates human science into problem solving and critical thinking while utilizing the nursing process.
5. Achieves theory and clinical course outcomes translating into satisfactory performance as an entry-level professional nurse in a variety of health care settings.

GRADUATION

Students are required to meet all CSON graduation requirements, as published in the Student Handbook, to successfully complete the program and be eligible for nurse licensure in Pennsylvania.

To fulfill the nursing program graduation requirements, all students must:

- Complete all required program courses, including the general education and nursing courses listed in the Catalog and outlined in the Nursing Student Handbook.
- Successfully complete all required didactic general education and nursing courses with a minimum grade of C.
- Successfully complete all required clinical courses with a **Satisfactory** rating.
- Satisfy all financial obligations to the College.

GRADUATION AWARDS

The academic standing awards are determined upon completion of the graduates' academic transcripts.

The Meyer and Sally Bloom (Class Valedictorian) Award

Awarded to the student who demonstrates excellence in academic performance in the pursuit of nursing education and who possesses the highest-grade point average of the graduating class.

Criteria:

1. Demonstrates excellence in academic performance in the pursuit of nursing education.
2. Possesses the highest-grade point average of the graduating class.

The Elaine E. Behe and William L. Hughes (Class Salutatorian) Award

Awarded to the student who demonstrates excellence in academic performance in the pursuit of nursing education and who possesses the second highest grade point average of the class.

Criteria:

1. Demonstrates excellence in academic performance in the pursuit of nursing education.
2. Possesses the second highest grade point average of the graduating class.

The Karen Walker Stringent, RN, Communication and Health Teaching Award

Awarded to a student who throughout the course of study consistently models effective communication and teaching behaviors which maintain the sensitivity, value, and respect of others.

Criteria:

1. Demonstrates academic achievement in nursing (grade point average at least 3.01).
2. Demonstrates professional behaviors by proficient self-expression, both verbally and non-verbally.
3. Utilizes individualized, age specific communication techniques and teaching strategies.
4. Demonstrates ability to accurately assess another's perceptions, feelings, concerns, and understandings.
5. Conveys respect, sensitivity, patience, understanding, and concern in meeting the health teaching needs of patients, family, and community.
6. Considers community resources and referral services as an essential focus of health care promotion, maintenance, and recovery.
7. Strives to improve the care of patients without prejudicial behaviors.

The Evelyn Frye, RN/Boyd Lingenfelter, Humanitarian Award

Awarded to a student who throughout the course of study consistently models compassion, competence, and humanitarian care.

Criteria:

1. Demonstrates academic achievement in nursing (grade point average at least 3.01).
2. Approaches life with an attitude of selflessness and reveals a true concern and compassion for others.
3. Values the presence of the nurse as a healing modality in all areas of health care.
4. Demonstrates expert performance of nursing skills based on a theoretical body of knowledge and scientific rationale.
5. Exemplifies the caring aspects of the nursing role by demonstrating a high regard and reverence for persons and human life.
6. Shares the philosophy that the patient is part of the health team and it is the client's right to be involved in his health care.

The Sally Jordan Nursing Leadership and Management Award

Awarded to a student who throughout the course of study consistently models personal and

professional behaviors that lend to effective leadership and management in nursing.

Criteria:

1. Demonstrates academic achievement in nursing (grade point average at least 3.01).
2. Utilizes management and leadership skills to foster collaboration, coordination, and positive communication processes with patients, families, health team members, and others.
3. Displays exceptional insight and understanding to confront various problems and achieve resolution toward quality outcomes.
4. Is flexible and has the ability to discriminate relevant and non-relevant issues toward developing a speedy plan of action in handling a crisis situation.
5. Demonstrates ethical and professional behaviors when handling difficult circumstances.
6. Expects and embraces change as the reality of health care reform.

The Margaret Nestor, RN, Student Service Award

Awarded to the student who demonstrates outstanding contributions to the growth and welfare of the school, student body, and community.

Criteria:

1. Promotes socialization and harmonious group relationships between fellow students and faculty/student activities.
2. Donates time in organizing school and community projects.
3. Possesses the ability to stimulate others in participating in student body, school, and community functions.
4. Demonstrates outstanding contributions to the growth of the school and the welfare of the student body and community.

The Conemaugh School of Nursing Outstanding Student Nurse Award

Awarded to a student who throughout the course of study consistently models the professional excellence of the Conemaugh nurse.

Criteria:

1. Demonstrates academic excellence in nursing (grade point average above 3.25).
2. Upholds the philosophy and models the professional standards characteristic of the Conemaugh School of Nursing.
3. Displays expertise in leadership, management, critical thinking, nursing process, communication, health teaching, and ethico-legal perspectives in the role of the nurse.
4. Possesses a desire to learn beyond what is required and creates learning opportunities for self and others.
5. Exemplifies outstanding clinical skills in providing exceptional nursing care.
6. Possesses a high sense of integrity, diligence, devotion, and dedication in the pursuit of nursing education.

Spirit of the Pink Cross Award Provided by the Dana Petrunak Conemaugh School of Nursing Alumni Association Fund

Awarded to the student who throughout the course of study consistently models personal and professional behaviors that exemplify the quality professional nurse who will wear the pink cross.

Criteria:

1. Promotes the Conemaugh School of Nursing.
2. Serves as an enthusiastic leader.
3. Demonstrates a positive role model as a Student Nurse.
4. Models the quality and excellence that the pink cross stands for: exhibiting professional behavior while providing compassionate nursing care.
5. Expresses the desire to impact nursing with innovative ideas, embracing change with a positive attitude.
6. Actively participates in a nursing organization.

RECORDS MANAGEMENT

Records are maintained by the School of Nursing to serve as a source of historical information.

Confidentiality

Records maintained by the School of Nursing on behalf of its applicants, students, graduates, and employees are retained in a manner which ensures and maintains their confidentiality.

Maintenance

Records retained by the School of Nursing on behalf of its applicants, students, graduates, and program withdrawals are maintained in locked, fire-resistant files under the supervision of the Director, School of Nursing.

- Official academic transcripts for graduates are retained permanently in accordance with institutional policy and applicable regulatory requirements.
- Accepted applicant records are maintained permanently.
- Health records are maintained in the office by the Student Health Nurse for a 5-year period.
- Financial Aid records are kept in the Student Financial Services Office. (Refer to Student Financial Services Financial Aid Policies and Procedures).

Non-permanent records and/or information that exceeds the retention period are disposed of in a manner that ensures confidentiality (i.e., shredding, permanent digital deletion).

Material that is deemed relevant may be added to a specific record at any time. Material that is not relevant to a specific record may be removed and disposed in a manner that maintains confidentiality.

Custody of Records

The Hospital shall assume responsibility for the safekeeping of all records in the event of closure of the School of Nursing. The Hospital will develop an appropriate procedure for record access and transcript service in the event of school closure. If the Hospital closes, State Board of Nursing advice will be obtained regarding permanent safekeeping and availability of records. The Board shall be notified in writing of record placement.

Access to Records

- Student academic records are accessible to current faculty members, Director, School of Nursing, the Associate Director, the Academic Admissions Coordinator/Recruiter, Financial Aid Administrator, and the school secretaries.
- Health records are considered confidential, accessible to the Student Health Nurse and Employee Health Office Staff.
- Financial Aid records are kept confidential and are accessible to the Financial Aid Administrators. If requested, others with legitimate educational interest may gain access to the files. This includes Conemaugh Finance Department, Program Directors, and other qualified parties such as auditors, program reviewers and third parties for the direct administration and auditing of student accounts.
- The following persons or organizations may also have access to the student's actual record without his/her consent: State or local officers to whom state law requires information to be reported, organizations such as accrediting agencies, and official representatives of a financial aid source in connection with a student's application for or receipt of financial aid.
- In compliance with the General Education Act of 1974, as amended in 1976, this school provides the student with the right to inspect his/her own records and to challenge them. A student writes to the Director of the School of Nursing to request a review of the record. If the student believes the record contains inaccurate or misleading information, a meeting is conducted by the Director to evaluate the information. If the meeting does not resolve the conflict, the student may request a meeting with the Executive Leadership of Nursing or a designated institutional official.
- A student must give written authorization to release information relating to health, academic, and clinical performance. Such information is released only to prospective employers and educational institutions. Health records may also be released to the student.
- Rights accorded to the parents and/or students are transferred to a student who is 18 years of age or is attending an institution of post-secondary education; therefore, permission or consent is required of the student only in accordance with FERPA laws.
- Information shall be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the student.

Contents of Records

Student Academic Records are defined as those records for individuals who are currently enrolled in the School of Nursing.

Student records are filed alphabetically by year of expected program completion.

Contents include, but are not limited to:

- Application and submitted reference forms
- Official high school transcript or GED
- Official post-secondary transcripts, if applicable
- Results of pre-admission testing and/or other standardized testing scores, if applicable
- Interview summary
- Acceptance letter
- Student Achievement Outcome Data
- Copies of correspondence between the School of Nursing and the student and/or student and the School of Nursing
- Criminal Background Checks
- Code of Conduct
- Confidentiality form

The student's Conemaugh School of Nursing transcript (academic record) is kept in a separate file during enrollment.

The student's clinical nursing course evaluations and anecdotal records are kept in a separate file during enrollment.

Student Health Records are defined as those records for individuals who are currently enrolled in the School of Nursing.

Contents include:

- Student Health Cumulative Health Record
- Laboratory testing results
- Any immunization records
- Other documents as necessitated by the care required for the student during the nursing program
- After 5 years, any paper health records will be removed and disposed of in a manner that maintains confidentiality. Health records that are stored in the Employee Health Offices Computerized Medical Record are permanent.

Graduate Records are defined as those records maintained for individuals who completed the program and who were awarded a diploma. The complete record at program completion is retained for 5 years. After 5 years, student files are reviewed and maintained following LifePoint retention policy.

In a separate file the Conemaugh School of Nursing academic transcript and is retained permanently on hard copy ad infinitum.

Inactive Records are defined as those records maintained for individuals who did not complete the program. The entire record is retained for 5 years.

Contents include any or all of the following:

- Application and submitted reference forms
- Official high school transcript or GED
- Official post-secondary transcripts, if applicable
- Results of pre-admission testing and/or other standardized testing scores
- Interview summary
- Acceptance/rejection letter
- Child Abuse and Criminal Clearance forms
- Code of Conduct
- Student Achievement Outcome Data Form
- Confidentiality form
- Copies of correspondence between the School of Nursing and the student and/or the student and the School of Nursing
- Academic record (transcript)
- Nursing course evaluations and anecdotal forms

After 5 years, student files are reviewed and maintained following LifePoint's retention policy.

- Academic transcript, if applicable
- School of Nursing and the individual's correspondence concerning program detachment, if applicable

Review of Student, Graduate, and Inactive Records

1. The individual may request to review his/her record. A written request is made to the Director of the School of Nursing. Within 48 hours of the request, at the convenience of the Director, the individual may review the record. The record must be reviewed in the presence of the Director, School of Nursing, or designee.
2. The individual may not examine records for which he/she waived rights.
3. The individual may add a written statement to his/her record.

Release of Record Information

1. Personally identifiable information is released only with written consent, except in emergency situations or in connection with financial aid from which the student has applied or received.
2. The student signs a form granting permission for release of information and forms permitting release of grades from Penn Highlands Community College or Portage Learning. The forms are signed at registration and are kept in the student's record.
3. Students must sign an Authorization for Release of Protected Health Information for any request for health records.

Release of Academic Record

1. An official transcript is signed by the Director of the School of Nursing and imprinted with the official seal of the Conemaugh Valley Memorial Hospital School of Nursing.
2. An unofficial transcript is not imprinted with the official seal.

3. Transcripts are requested from the Secretary to the Director, School of Nursing, by a written statement signed by the student or graduate.
4. The School of Nursing will release a transcript upon receipt of a written request from the graduate.
5. The envelope containing the official transcript is signed by the Director, School of Nursing, if the official transcript is not sent directly to an agency.
6. Transcripts from other institutions that are part of the student's record may not be sent to a third party.
7. Official transcripts and academic records will be released only if all current financial obligations are met.

Preparation of Final Record

Transcripts are compiled, and then signed, by the Director, School of Nursing

INSTRUCTIONS FOR ACCESSING TRANSCRIPT REQUEST FORM

Click here for [Transcript Requests](#)

FERPA AND STUDENT PRIVACY

Under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), students attending a post-secondary institution have the right to privacy regarding their educational records. Once enrolled, these rights belong to the student, not the parent, regardless of the student's age. The post-secondary institution cannot release educational records or information to parents without the student's written consent, except in limited circumstances permitted by law.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student 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 when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Students enrolled at the CSON are "eligible students."

- Eligible students have the right to inspect and review their own education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records. Schools may charge a fee for copies.
- Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the

school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, eligible students may request that the school not disclose directory information about them.

HIPAA: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

The Health Insurance Portability and Accountability Act (HIPAA) is a federal law that protects the privacy and security of patients' health information. Students are responsible for maintaining the confidentiality of all patient information encountered during classroom, laboratory, simulation, and clinical experiences.

Students may access patient information only when it is necessary to provide care or complete assigned educational activities. Protected Patient Health Information (PHI) must never be shared with unauthorized individuals or discussed in public areas, on social media, or through unsecured electronic communication including Artificial Intelligence platforms.

Any actual or suspected breach of patient confidentiality must be reported immediately to the clinical instructor or program administration. Violations of HIPAA may result in disciplinary action by the SON and clinical agency, removal from the clinical setting, dismissal from the program, and may also result in civil or criminal penalties under federal law.

HITECH ACT: SEPT 2010

The Health Information Technology for Economic and Clinical Health (HITECH) Act strengthens the privacy and security protections established by HIPAA. The Act requires notification when protected health information is breached and increases penalties for violations of patient privacy.

Student Responsibilities and Obligations:

- Patients' Protected Health Information (PHI) cannot be used or shared with anyone unless the patient authorized it, or in certain specific situations
- PHI: Protected Health Information / may be written, oral, electronic or faxed/ it is individually identifiable health information about a patient (name, SS#, address, diagnosis, MR #, account #, DOB, H & P, license, photograph, etc.)
- Always be cognizant of where you are and who is around when discussing patients/care
- Avoid speaking in hallways, waiting rooms, elevators, parking shuttle
- Never discuss patients' care with your family, friends
- Never look at medical records of patients that you are not caring for and never electronically access your friends, family, or neighbors' MRs/ you can be terminated for it and face legal prosecution
- Never throw papers containing patient information into the trash---use the shredder boxes that are in each dept.
- Patient records should NEVER leave the facility
- Under no circumstances is it permissible to copy and paste or photograph any PHI from the electronic medical record and send electronically outside Conemaugh Health System; this includes entering PHI into Artificial Intelligence platforms.
- When speaking with patients about their care: speak softly and close curtains in semi-private areas. Before speaking in front of others in the room, make sure patient allows this
- Minimum Necessary: Each position or role here has access to only the minimum necessary amount of PHI needed to perform their job
- Audits are done routinely to look for patterns of excessively high numbers of patient records accessed by users who accessed others with the same name, address, or any questionable access

Notice Of Non-Discrimination, Equal Opportunity, And Diversity Initiatives

Conemaugh Health System and Conemaugh School of Nursing and Allied Health Programs affirm its commitment to nondiscrimination, equal opportunity, and the pursuit of diversity. Conemaugh School of Nursing and Allied Health Programs does not discriminate on the basis of sex or gender or in a protected class which includes the following: race, ethnicity, religion, color, national origin, sex, age (40 years and over), ancestry, individuals with disabilities, veteran status, sexual orientation, height, weight, genetic information, marital status, gender identity, caregiver status or familial status, in the administration of any of its educational programs, activities or with respect to employment or admissions to the Conemaugh School of Nursing and Allied Health educational programs and activities operated by recipients of Federal financial assistance.

Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, age, or disability.

This policy is in accord with local, state, and federal laws, including Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972,

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975. Inquiries regarding these regulations, policies or complaints of discrimination should be referred to Conemaugh Health System Patient Relations at 814-534-9000.

Inquiries or complaints regarding Title IX and the Title IX regulations should also be referred to the Title IX Coordinator, Patricia Huber-Smith, RN, BSN, at 814-534-9485 or phubersm@conemaugh.org and/or the Director and Associate Director of the School of Nursing. Title IX information can also be found in the Campus Safety and Security Report on the School of Nursing and Allied Health Education website: www.conemaugh.org.

STUDENT FINANCIAL OBLIGATIONS

Students are responsible for payment of tuition and fees for the courses that they are enrolled in each semester. Failure to satisfactorily attend or complete courses does not absolve a student from his or her financial obligations for those courses. Students who apply for financial aid are responsible for payment of any balance not covered by financial aid.

Tuition And Fees

Information regarding current tuition and fees is available on the school website www.conemaugh.org/student-financial-services and at the Student Financial Services Office. Tuition, fees, and expenses are published each academic year on an estimated basis and are subject to change.

All students will be charged per credit for tuition and comprehensive fees each semester. The comprehensive fees will be charged to all students enrolling in credit courses and is determined based on enrollment status. This fee supports the services provided to students and covers expenses related to health, testing, skills/sim lab, activities, etc.

Additional supplies are purchased through outside vendors and are not included in the tuition and fee amounts billed.

A \$25 late fee is assessed to an account not paid by the due date. Additional late fees are charged in 30-day increments if balances remain unpaid. The late fees process also applies to students on a payment plan who are not meeting the payment schedule.

Students with outstanding financial obligations may not be permitted to advance in the program or participate in graduation until the financial obligations are met. At the discretion of School Administration, students may also be prevented from attending class and clinical.

The Student Financial Services Office makes every attempt to contact each student to arrange satisfactory payment of the outstanding amount. If all efforts have been exhausted and the debt is still outstanding, the unpaid account is referred to a private collection agency based on the outstanding balance and the delinquency is attached to his or her credit report.

Payment Of Tuition and Fees

Students become responsible for tuition and fees at the time of registration. All financial arrangements for tuition and fees must be made on or before the tuition due date for each semester or registration may be cancelled. Students are billed by semester for all enrolled courses including the general education courses. Payment is due two weeks prior to the first day of each semester.

Students must have one of the following payment methods in place by the tuition due date each semester:

Payment of Balance in Full

The school accepts cash, check, money orders, and credit/debit payments. Payments may be mailed to the school or at the Student Financial Services Office during regular business hours. Payments are not accepted over the phone.

Approved Financial Aid

It is the responsibility of the student who intends to use financial aid to cover their account balance to complete all parts of the financial aid process by the deadlines established by the Student Financial Services Office. Costs not covered by financial aid are the responsibility of the student and must be paid on or before the tuition due date.

Payment Plan

Successful enrollment in a payment plan requires a completed agreement, payment of a \$25.00 enrollment fee, and payment of the first month's payment. Additional information regarding the payment plan may be obtained through the Student Financial Services Office.

Third Party Payments

Students whose tuition and fees are funded through a third party, such as a business or agency, must have written documentation from the third party submitted to the Student Financial Services Office upon registration or by the tuition due date.

FINANCIAL AID

The Student Financial Services Office supports the mission, vision, and values of the institution in its operational practices. The Student Financial Services Office helps students pursue all available forms of financial assistance to bridge the gap between the cost of school and their available resources. Financial aid will be offered to an eligible student and most financial aid is determined on the basis of financial need as determined by the Free Application for Federal Student Aid (FAFSA).

Conemaugh satisfies the definition of an eligible institution under the Higher Education Act of 1965 as an institution of higher education. The institution's approval to participate in the student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Programs) is documented in the Program Participation Agreement (PPA) and the Eligibility and Certification Approval Report (ECAR).

Applicants for federal financial assistance must submit the FAFSA at www.studentaid.gov. **The school code is 006537.** Accepted students should submit the FAFSA by May 1st prior to the academic year for which funds are being requested. Transfer students should submit the FAFSA upon acceptance. Students are given additional information regarding financial aid and how to apply upon acceptance.

Receiving Financial Aid:

1. The determination of aid is based on the complete information provided on the FAFSA.
 2. Financial aid is given on the basis of financial need and continuing satisfactory academic progress.
 3. Financial need is determined by establishing the difference between the cost of attendance and the student aid index (SAI) as determined by FAFSA.
 4. Satisfactory academic progress is evidenced by meeting the criteria for promotion at the end of each term.
 5. When a student fails to maintain satisfactory academic progress, he or she is withdrawn from the program.
 6. Eligibility for federal student loans is determined by making academic progress and corresponds to an enrollment period. The standard is based on the School of Nursing's academic year.
- First-Year Student or Level 1 – All students enrolled in credits in accordance with the first-year curriculum plan are considered first-year undergraduate or level 1 students for the awarding of Title IV funding.
 - Second-Year Student or Level 2 – All students enrolled in credits in accordance with the second-year curriculum plan are considered second-year undergraduate or level 2 students for the awarding of Title IV funding.

As a for-profit institution, CMMC is subject to the clock-to-credit hour conversion requirements instituted as part of the Department of Education's program integrity regulations. CMMC is required to use a formula to calculate how many credits a student is completing for the awarding of Title IV financial aid purposes only. The clock-to-credit hour conversion factor for the School of Nursing is 30 hours per week as determined by the Department of Education and the program's accreditor, ACEN (Accreditation Commission for Education in Nursing). The nursing courses in the curriculum plan are subject to the clock-to-credit hour conversion only; the college general education courses in the School of Nursing curriculum plan are not subject to the clock-to-credit hour conversion.

Overpayment

Overpayment occurs when a student receives more financial aid than he/she is eligible to receive. Overpayments occur due to an error by either the school or the student.

Overpayment due to Student Error:

If the overpayment is caused by an error on the part of the student and cannot be eliminated during that same award year by adjusting later disbursements, the student is ineligible for additional financial aid disbursements until the overpayment is repaid in full or payment arrangements are made to the awarding source.

Referring Overpayments to the Department of Education:

The school can only refer overpayments to the Department of Education (FSA's Debt Resolution Services) for collection if they were caused by student error. The amount of the overpayment must be \$25 or more. To refer overpayments to the Department of Education, the referral must follow the format in The Federal Student Handbook.

Once an overpayment has been referred to the department, the school is not able to make additional disbursements of federal aid until notified by the Department of Education. After the overpayment has been referred to the Department, the school has no further responsibility unless the student wishes to make repayment. The school is then required to collect the money on behalf of the Department.

Referral of Fraud Cases:

If the school suspects that a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, the suspicions and evidence will be reported to the Office of Inspector General (OIG) at <https://oig.ed.gov/contact-us>.

Department of Education Deadline for Verification:

Each year the Department of Education issues a deadline for the last day on which corrections will be processed. Students who fail to complete the verification process by this date forfeit any federal financial aid for which they may have been eligible. In this case, any funds disbursed by the school would be treated as an overpayment due to an error by the school.

STUDENT LENDING CODE OF CONDUCT

Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools are committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools' officers, employees or agents and education loan lenders, Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools has adopted the following:

- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools do not participate in any revenue-sharing arrangements with any lender.
- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools do not permit any officer, employee or agent of the school who is employed in the Student Financial Services Office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor, or servicer.

- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools do not permit any officer, employee or agent of the school who is employed in the Student Financial Services Office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools do not permit any officer, employee or agent of the school who is employed in the Student Financial Services Office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors.
- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools do allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.
- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools do not assign a lender to any first-time borrower through financial aid packaging or any other means.
- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools recognize that a borrower has the right to choose any lender from which to borrow to finance his/her education.
- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.
- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools will not request or accept any assistance with call center or Student Financial Services Office staffing.

VETERANS

Conemaugh recognizes the sacrifice of those who have served in the United States Armed Forces. Thank you for your service!

If you are a veteran, service member, survivor, or dependent of a veteran, you may be eligible for veterans' educational benefits to help you achieve your educational goals if you attend one of the following Conemaugh programs:

- Nursing
- Radiologic Technology

For information about using military educational benefits at Conemaugh, contact our Veteran Certifying Officials in the Student Financial Services Office. You can also log on to the U.S. **Department of Veteran Affairs** website by visiting <https://benefits.va.gov/gibill/> for additional information about educational benefits. The VA Certificate of Eligibility or Statement of Benefits obtained from the Department of Veterans Affairs needs to be submitted to the Veteran Certifying Officials in the Student Financial Services Office.

Conemaugh will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 33 Post 9/11 GI Bill® or Chapter 31 Vocational Rehabilitation benefits.

CMMC INSTITUTIONAL REFUND POLICY

Students who withdraw from a Conemaugh program may be entitled to a tuition and fee refund. Tuition and fee refunds for courses taken at Conemaugh are subject to a scale based on period of attendance. The last date of attendance is determined according to the federal regulations by the Program Director of the student's program.

If a student withdraws from a modular semester (terms within a semester) and does not begin attendance in a course in the second term, then the tuition charges for that course will be removed from the account.

The institutional refund calculation applies to both the tuition and fees charged for the semester. Fees that are not attendance related, such as payment plan, late, application, and registration fees are non-refundable, and the institutional refund calculation does not apply to these types of fees. The refund schedule is based on weeks of attendance. For refund purposes, a week begins on the Monday at the start of the semester's first scheduled classes.

Withdrawal within first week	100% refund
Withdrawal within second week	80% refund
Withdrawal within third week	60% refund
Withdrawal within fourth week	40% refund
Withdrawal within fifth week	no refund

The institutional refund policy is applicable to Conemaugh courses that are billed by Conemaugh. The refund policy applies to students who withdraw from the institution regardless of whether the withdrawal is either voluntary or involuntary.

General education courses through another institution such as Pennsylvania Highlands Community College will be subject to that institution's refund policy.

RETURN OF TITLE IV FUNDS POLICY

Students who would like to withdraw from their courses need to contact the Program Director or Associate Director to officially withdraw and complete a withdrawal form. Students who withdraw, stop attending, or are terminated from their program of study must be evaluated to determine if any of the Title IV funds received on their behalf need to be returned to The Department of Education. This federal student aid process is called the Return of Title IV Funds and supersedes any other school refund policy. The Return to Title IV calculation determines the portion of aid received during the payment period in which they were enrolled that was earned aid or unearned aid that needs to be returned to the appropriate Title IV programs. The steps in the calculation of the Return of title IV Funds are as follows:

1. Determine the total charges for the payment period and any charges still owed by the student for the payment period. The return calculation is completed on a payment period basis.
2. Determine the date that the student withdrew. The withdrawal date for a student who officially withdraws or unofficially withdraws is the last date of academic attendance as determined by the school's attendance records.
3. Determine the amount of Title IV aid that was disbursed and could have been disbursed for the payment period.
4. Determine the percentage of Title IV aid earned by dividing the calendar days completed in the period by the total calendar days in the period. Then multiply the percentage of Title IV aid earned by the total Title IV aid disbursed and that could have been disbursed for the period.
5. Determine if the student is due a post-withdrawal disbursement or if the Title IV aid may be returned.
6. Calculate the amount, if any, of unearned Title IV aid due from the school and/or the student.
7. Determine the return of funds by the school and/or the student. The Department of Education required funds to be returned in the following order:
 - Unsubsidized FFEL/Direct Stafford Loan
 - Subsidized FFEL/Direct Stafford Loan
 - FFEL/Direct PLUS (Parent)
 - PELL Grant
 - Any applicable other Title IV Program.

The responsibility to repay unearned Title IV funds is shared by the school and the student. The student's share is the difference between the unearned Title IV funds and the school's share. The school's share is allocated in the order of repayment of Title IV funds as listed in the above order. The school must return the Title IV program funds as soon as possible but no later than 45 days after determining the student has withdrawn. If the amount to be returned exceeds the school's portion, this may result in a balance on the student's account for which the student is responsible to pay the school. The student's responsibility for loan repayment will be in accordance with the terms of his or her promissory note. The amount a student must repay in title IV grant funds is limited by which the original overpayment amount exceeds 50% of the total grant funds disbursed or could have been disbursed during the payment period.

If the student received less Title IV aid than the amount earned, the school must offer a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement. A post-withdrawal disbursement of grant funds must be made within 45 days after the date of the school's determination that the student withdrew. A post-withdrawal disbursement of loan funds must be offered to the student within 30 days of the date of the school's determination that the students withdrew and allow the student at least 14 days to respond to accept or decline the funds.

All post-withdrawal disbursements are applied to the student's account first and any resulting credit balance either from a post-withdrawal disbursement or from the Return of Title IV calculation will be disbursed as soon as possible and no later than 14 days after the calculation.

Professional Judgment Policy

Students and families may at times experience unique situations and Student Financial Services may adjust, with appropriate documentation, the FAFSA or cost of attendance allowances that are specific to a student's situation. This is called Professional Judgment (PJ) and the determinations are made on a case-by-case basis. There are two categories of professional judgment situations that students or families may pursue based on special and unusual circumstances. A student may have both special and unusual circumstances. Verification must be completed for a selected student prior to any professional judgment (PJ) considerations can be made to adjust any values used to calculate the student aid index (SAI).

Special Circumstances

Special Circumstances are changes in financial or family circumstances that may impact a student's eligibility for federal financial aid. Examples of special circumstances include but are not limited to:

- Change in employment status, income, or assets
- Change in housing status (e.g., homelessness)
- Tuition expenses at an elementary or secondary school
- Additional family members enrolled in college
- Medical, dental, or nursing home expenses not covered by insurance
- Child or dependent care expenses
- Severe disability of the student or other member of the student's household
- Other changes or adjustments that impact the student's costs or ability to pay for college

Steps to Request a Special Circumstance Professional Judgment

Conemaugh Student Financial Services will begin processing special circumstance requests after June 1, prior to the start of the award year. Professional judgment requests cannot be processed after a student ceases to be eligible, including when a student is no longer enrolled.

1. Complete the Free Application for Federal Student Aid (FAFSA) online at **fafsa.gov**.
 - A PJ request cannot be processed until the FAFSA application is completed.

- If a student's FAFSA is selected for verification or conflicting information needs resolved, all documentation needed for verification must be turned in to Student Financial Services.
- 2. Contact Conemaugh Student Financial Services (814) 534-9890 or (814) 534-3402 to request a Professional Judgment.
 - Student Financial Services will let you know what documentation is required to review your request for professional judgment.

Processing and Notification of Special Circumstance Professional Judgement Outcomes

1. Once all documentation has been submitted, allow 2-4 weeks for review and processing. Processing time can take longer during peak times.
2. Unusual Circumstance requests will be determined as quickly as practicable, but no later than 60 days after the student enrollment commences.
 - After 60 days, incomplete requests will be denied but can be completed at a later date if the student is still eligible.
3. Students will be notified via postal mail or email of the outcome of the Dependency Override.
 - If Approved - Students should submit any outstanding or unsatisfied requirements and view and accept their financial aid awards.
 - If Denied – Students will need to add parental information on the FAFSA.
 - Log back in to your FAFSA at studentaid.gov to complete and resubmit your FAFSA with parental information.

Unusual Circumstances

Unusual circumstances are conditions that support a change to a student's dependency status based on a unique situation. This process is called a dependency override and is done on a case-by-case basis.

Unusual circumstances include but are not limited to:

- Human trafficking as described in the Trafficking Victims Protection Act of 2000
- Legally granted refugee or asylum status
- Parental abandonment or estrangement
- Student or parental incarceration

Unusual circumstances DO NOT include:

- Parents refuse to contribute to the student's education
- Parents will not provide information for the FAFSA or verification
- Parents do not claim the student as a dependent for income tax purposes
- Student demonstrates total self-sufficiency

Steps to Request an Unusual Circumstance Professional Judgment

Conemaugh Student Financial Services will begin processing special circumstance requests

after June 1, prior to the start of the award year. Professional judgment requests cannot be processed after a student ceases to be eligible, including when a student is no longer enrolled.

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Processing and Notification of Unusual Circumstance Professional Judgment Outcomes

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3. Students will be notified via postal mail or email of the outcome of the Dependency Override.
 - If Approved
 - Students should submit any outstanding or unsatisfied requirements, then view and accept their financial aid awards.
 - If Denied
 - Students will need to log back in to your FAFSA at studentaid.gov to complete and resubmit your FAFSA with parental information.

PROFESSIONAL JUDGEMENT RESPONSIBILITY AND DOCUMENTATION

It is the responsibility of Student Financial Services to use sound judgment when considering the use of Professional Judgment. Student Financial Services must keep in the students' file sufficient documentation to support the decision to exercise Professional Judgment. All information used to determine a Professional Judgment will be documented.

VERIFICATION POLICY

Some students who apply for federal financial aid may need to have their information verified. Students selected for verification must provide additional information, such as a federal IRS tax transcript, W-2 etc.

Selection Of Applications to Be Verified

CMMC will verify all accepted student files who have been selected for the verification process by the Department of Education

Verification Selection and Professional Judgment (PJ)

Verification must be completed for a selected student prior to any professional judgment (PJ) considerations can be made to adjust any values used to calculate the student aid index (SAI).

Student Notification of Requirements

Students selected for verification will receive written notice stating that additional information is necessary for their student aid file. This notification letter also states what additional information is required, in addition to the fact that no financial aid can be disbursed until all required information is received and verified. Along with the letter of notification, selected students will receive a verification worksheet to be completed and submitted with the other required information. The notification letter will instruct students to submit the required information to Student Financial Services.

Time Requirements for Submission of Required Information

All requested information must be submitted in a timely fashion allowing for review and corrections, if applicable, to be completed. The letter received will include a date in which the student needs to submit the verification information. Students are notified that financial aid cannot be processed, awarded, or disbursed until verification is completed.

Information To Be Verified

Students who are selected for verification are placed in a verification group by the Department of Education to determine which FAFSA information must be verified.

- V1 – Standard Verification Group
 - Tax filers must verify AGI, income earned from work, income tax paid, untaxed portions of IRA distributions, untaxed portions of pensions, IRA deductions & payments, tax exempt interest income, education credits, foreign income exempt from federal taxation, and family size.
 - Non-tax filers must verify income earned from work and family size.
- V4 – Custom Verification Group
 - Student identity and statement of purpose must be verified.
- V5 – Aggregate Verification Group
 - This is essentially a combination of V1 and V4 requiring the verification of the items listed in V1 and V4. Results must be reported within 60 days following the first request to the student for documentation of identity.

Verifying Application Information

When all required information is received, the ISIR and the information submitted for verification purposes are entered on a verification worksheet checklist and compared. If there are errors or discrepancies, then corrections may need to be made. If the entire student information is correct, then the aid that the student is eligible for is awarded and disbursed. The verification process is reviewed and completed by the financial aid administrators.

During the verification process there are times when the Financial Aid Administrator has the authority to change ISIR information based on the Department of Education regulations. Within these regulations, there may be times when there may be more than one process that can be followed. The Financial Aid Administrators treat all students consistently and equitably. For example, if the filer of a joint return has become widowed, divorced, or separated since filing the return, it may be necessary to determine the individual's income and taxes paid using the joint return and W-2 forms. In this instance, Conemaugh Student Financial Services uses the tax table method as outline in the Federal Student Aid Handbook.

Correction Procedures

When the verification process determines that corrections must be made to a student's application information, Student Financial Services makes the necessary corrections through a Department of Education website.

After the necessary corrections have been processed, the student's revised financial aid will be determined based on the revised eligibility. The student is advised of changes to their student aid index (SAI) and Title IV aid changes and will receive an updated financial aid notification stating the changes via email and/or mail. At this time, the student will have the opportunity to accept or decline the aid.

CONEMAUGH SCHOOL OF NURSING STUDENT ASSOCIATION CHAPTER (CSON SNAP)

Student Nurses Association of PA (SNAP) is a student run organization in the state of Pennsylvania and is part of the National Student Nurses' Association (NSNA). The Conemaugh School of Nursing has a SNAP chapter and all nursing students at CSON are members of SNAP.

The function of SNAP is to promote and encourage nursing student participation in community affairs and activities toward improved health care and the resolution of related social issues, to introduce student nurses to a professional organization and promote leadership.

The Health and Student Services Coordinator is the faculty advisor for Conemaugh School of Nursing Student Nurses Association Chapter (CSON SNAP).

CONEMAUGH SCHOOL OF NURSING STUDENT NURSES'

ASSOCIATION (CSON SNAP) CHAPTER BYLAWS

ARTICLE I NAME OF THE ORGANIZATION

- Section 1** The name of this organization shall be the Conemaugh School of Nursing Student Nurses' Association (CSON SNAP) Chapter, a constituent of the National Student Nurses' Association (NSNA), Inc. and the Student Nurses' Association of Pennsylvania (SNAP).

ARTICLE II PURPOSE AND FUNCTION

Section 1 Purpose

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
- B. To provide programs representative of fundamental and current professional interest and concerns.
- C. To aid in the development of the whole person, his/her professional role, his/her responsibility for the health care of people in all walks of life.

Section 2 Function

- A. To have direct input into standards of nursing education and influence the education process.
- B. To influence health care, nursing education and practice through legislative activities as appropriate.
- C. To promote and encourage participation in community affairs and activities towards health care and the resolution of related social issues.
- D. To represent nursing students to the consumer, to institutions, and other organizations.
- E. To promote and encourage students' participation in interdisciplinary activities.
- F. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability, or economic status.
- G. To promote and encourage collaborative relationships with nursing and health-related organizations.

ARTICLE III MEMBERS

Section 1. CSON SNAP School Constituent

- A. School constituent membership is composed of active members who are of the NSNA and SNAP association and who have submitted the official application for NSNA Constituency Status containing the areas of conformity, and upon meeting such other policies as the NSNA and SNAP Board of Directors may determine, shall be recognized as a NSNA Constituent.

- B. CSON SNAP Chapter shall be composed of at least ten members from Conemaugh School of Nursing or the total school enrollment if less than 10. There shall be only one chapter on this school campus.
- C. For yearly recognition as a constituent, a CSON SNAP officer and/or faculty advisor of the CSON SNAP Chapter shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and function (NSNA Bylaws Article III), membership (NSNA Bylaws Article IV), representation to NSNA meetings (NSNA Bylaws Article VII).
- D. CSON SNAP Chapters is an entity separate and apart from NSNA and its administration of activities, with NSNA and SNAP exercising no supervision or control over these immediate daily and regular activities. NSNA and SNAP have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of CSON SNAP Chapter or the members thereof. In the event any legal proceedings are brought against NSNA and SNAP, CSON SNAP Chapter will indemnify and hold harmless the NSNA and SNAP from any liability.

Section 2. Categories of CSON SNAP Constituent Membership

- A. Active members:
 - 1. All students enrolled in CSON, a state-approved program, which leads to licensure as a registered nurse.
 - 2. Active members shall have all the privileges of membership and voting privileges.
- B. Active membership shall be renewable annually.

Section 3 Categories of CSON SNAP Non-Constituent Membership

- A. Sustaining members:
 - 1. Sustaining membership shall be open to any individual or organization interested in furthering the development and growth of CSON SNAP Chapter.
 - 2. This membership is not open to those eligible for active membership.
 - 3. Sustaining members shall be non-voting members.

Section 4.

Active CSON SNAP membership may be extended six months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program.

ARTICLE IV DUES

Section 1.

- A. The Annual NSNA dues for active and sustaining members shall be the cost that is set by NSNA plus SNAP dues payable for the appropriate dues year. The dues year for membership shall be a period of twelve consecutive months. CSON SNAP Chapter does not collect school dues.

- B. National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent (SNAP) the dues received on behalf of the constituent. CSON SNAP Chapter participates in the NSNA Total Membership Plan and NSNA membership dues are included in the school's activity and tuition fees.

ARTICLE V OFFICERS

Section 1 Composition

- A. The Officers of the CSON SNAP Chapter will consist of: President, Vice President, and Secretary. The terms of office are for one year unless the student is agreeable to continue in the office for the second year of school, if members of the school chapter agree.
- B. The Health and Student Services Coordinator serves as the CSON SNAP Faculty Advisor.

Section 2 Duties of the Officers shall consist of

- A. President
 - 1. Shall preside at all meetings of this association, appoint committees as needed, perform all other duties pertaining to the office and represent this association as needed.
 - 2. Meets with the CSON SNAP Faculty Advisor regularly to plan meetings and activities.
 - 3. Delegates selected duties to the Vice President.
 - 4. Second year – senior – student.
- B. Vice President
 - 1. Shall assume the responsibility of the office of President in the event of the vacancy occurring in the office until the next regular election.
 - 2. Shall preside at meetings in the absence of the President.
 - 3. Shall assist the President as needed.
 - 4. First year – freshman – student.
- C. Secretary
 - 1. Shall record and distribute the minutes of all meetings to the Faculty Advisor for distribution to members of the chapter.
 - 2. Assist the president with official correspondence.
 - 3. First or second year – freshman or senior – student.
- D. CSON SNAP Faculty Advisor
 - 1. Assists in preparation of agendas for meetings.
 - 2. Proofreads minutes prior to distribution.
 - 3. Serves as parliamentarian at the CSON SNAP Chapter meetings.
 - 4. Serves as a resource person.
 - 5. Keeps copies of the minutes from the meetings.
 - 6. Coordinates community services activities on behalf of the CSON SNAP Chapter.

Article VI ELECTIONS

Section 1 Election of Officers

- A. Elections shall be held annually.
- B. All nominations shall be made from the floor.
- C. Candidate for an office must be in good standing in the CSON both academically and clinically as determined by Director, Associate Director, and faculty.
- D. All elections shall be by secret ballot or online voting system.
- E. In the event of a tie, a re-vote shall be held to break the tie.
- F. If an officer is withdrawal from the CSON or resigns from the position, a review of the previous election results will determine the replacement for that office. If this involves the President, then the Vice President will assume the responsibilities of President.
- G. The President for the CSON SNAP Chapter is the Vice President of the CSON SNAP Chapter from the prior year unless that student does not want to hold the office.

Article VII MEETINGS

Section 1 Membership Meetings

- A. Bi-monthly meetings shall be scheduled during the academic year. All class members, CSON SNAP Chapter Faculty Advisor, and any appointed committee faculty and staff members are required to attend the scheduled meetings.
- B. Announcement of meetings will be communicated through email and D2L.
- C. Meetings will follow the Robert Rules of Order.

Article VIII DELEGATES

Section 1 Purpose and Function

- A. To serve as spokesperson for the CSON SNAP Chapter at the annual state and/or national conventions.
- B. Present to the state and national organizations all proposed resolutions or proposed amendments to bylaws.

Section 2 Qualification and Appointment

- A. The officers, members, and Faculty Advisor for the CSON SNAP Chapter will appoint delegates for the annual state and/or national convention who meet the qualifications.

Section 3 Delegate Representation at State and National Convention

- B. School constituents:
 - 1. The CSON SNAP chapter, when recognized as an official NSNA constituent, shall be entitled to one voting delegate, and alternate at the NSNA/SNAP House of Delegates, and shall be entitled to an additional voting delegate and alternate for every (50) members.

2. The school chapter delegate(s) and alternate shall be a member(s) in good standing in the chapter and shall be selected and elected by members of the school chapter.
3. The school association shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed by the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks before the annual meeting.

STUDENT ATTENDANCE AT CONVENTIONS AND COMMUNITY SERVICE PROJECTS

The faculty and administration highly value the learning experiences associated with students attending conventions and community service projects. In the best interest of the student, the following criteria are considered for attendance at outside experiences:

1. Minimum grade of 80% in nursing theory. For conventions only.
2. Satisfactory performance in clinical practicum. For conventions only.
3. Be an active member in student organizations and school functions.
4. Be endorsed by the Advisor of Conemaugh SNAP, nursing faculty, and the Director of the School of Nursing.
5. Appearance and behavior that reflects the values of caring and the profession of nursing.
6. Passing grade in the college courses.
7. Sign SNAP Convention Waiver and provide it to the SNAP Advisor.

The [SNAP Convention Waiver](#) can be found in the Appendix.

STUDENT SERVICES

Student Services Committee along with CSON SNAP plans school sponsored activities throughout the academic year. All students at Conemaugh School of Nursing and Allied Health Programs are members of the Student Services Committee.

The Goal/Mission of the Student Services Committee is “to empower students by providing comprehensive support and resources that promote academic excellence, personal well-being, and professional growth.”

Rules and Regulations

ARTICLE I: *Name*

This organization shall be known as the Student Services Committee of the Conemaugh School of Nursing and Allied Health Programs

ARTICLE II: *Purpose and Function*

Section I: To provide the students with the opportunity to voice their opinions and to provide input into the School of Nursing and Allied Health Programs.

Section II: To serve as a channel of communication, which fosters a cooperative

relationship between students and faculty.

Section III: To provide an environment in which the student practices self-discipline, leadership, responsibility, citizenship, and democratic participation.

Section IV: To serve as an avenue for the evaluation and resolution of class concerns.

Section V: To stimulate professional involvement.

ARTICLE III: *Membership and Voting*

Section I: Students enrolled in each class in the School of Nursing and Allied Health Programs shall be voting members.

Section II: Faculty Advisors are non-voting members.

ARTICLES IV: *Election of Class Officers*

Section I: Officers for each class and program shall be president, vice president, secretary.

Section II: Officers are elected by the respective class members by secret ballot or on-line voting system. The Faculty Advisor will preside over the organizational meeting. Nominations for offices are made from the floor. Students nominated must express willingness and consent to perform the duties of the office and must be in good standing academically and clinically as determined by the Director, Associate Director, Allied Health Program Directors, and Faculty.

Section IV: The terms of office shall be one academic year.

ARTICLE V: *Faculty Advisor*

Section I: The Faculty Advisor for the Student services Committee is the Health and Student Services Coordinator.

ARTICLE VI: *Duties of Elected Officers*

Section I: *President*

- a. Prepares the agenda in consultation with the faculty advisor prior to the scheduled meeting.
- b. Submits proposed class projects for approval to the Faculty Advisor and Director, School of Nursing and Allied Health Programs.
- c. Communicates student activity information to the class and serves as the point of contact for addressing and forwarding student concerns through the appropriate chain of command.
- d. Performs other related duties, as necessary.
- e. Provides guidance to the Vice President concerning fulfilling the President's duties in the event of the President's absence.
- f. Serves on school committees as assigned.

Section II: *Vice President*

- a. Assists the President by conducting designated activities.
- b. Assumes all duties of the President in his/her absence.

- c. Performs other duties associated with the office.
- d. Serves on school committees as assigned.

Section III: *Secretary*

- a. Takes accurate minutes of all meetings and submits to Faculty Advisor within one week of meeting for proof reading and formatting.
- b. Performs other related duties, as necessary.

Section IV: *Faculty Advisor*

- a. Assists in preparation of agendas for meetings.
- b. Proofreads and formats minutes prior to distribution to students.
- c. Serve as parliamentarian at class meetings, utilizing Robert's Rules of Order.
- d. Serves as a resource person for the class.
- e. Keep copies of minutes and all documents concerning class business.
- f. Clarifies class concerns and desires with the appropriate resource person.

ARTICLE VII: *Meetings*

Section I: At least four (4) regular meetings shall be scheduled during the academic year. All nursing students and the faculty advisor(s) are required to attend the scheduled meetings. Allied Health Students are encouraged to attend the meetings.

Section II: Special meetings shall be called at any time upon request of the President of the class and the Faculty Advisor.

ARTICLE VIII: *Quorum*

To constitute a quorum at class meetings, at least 10 individuals must be present.

Section IX: *Vacancies*

If a class officer is unable to fulfill the duties of the elected position, resignation is to be voiced to the faculty committee chairperson/ advisor. The original election results will determine the replacement unless this involves the President, then the Vice President will assume the responsibilities of the President. The individual with the next highest vote count in the vacant category will assume the office if interested.

CONEMAUGH MEMORIAL MEDICAL CENTER HEALTH SCIENCES LIBRARY

The Conemaugh Memorial Medical Center's Heath Sciences Library, Room F-205 is located on the second floor of the "F" Building (across the street from the entrance to the main hospital). The library is staffed from 0800 to 1600, Monday through Thursday, except on major holidays.

By utilizing a personal Conemaugh ID Badge, patrons have admission to the library 24/7. A security camera system is always in operation. Absolutely no eating and/or drinking are permitted by the computers in the main library. Smoking is prohibited. Restrooms and a water fountain are located near the elevator.

An atmosphere conducive to study is to be maintained at all times in the library. Patrons have admittance to a small private study area located in the outer hallway as well as a large group study area located in the main library. A photocopy machine is available for patron use in the library.

To meet hospital and educational needs, the library is Wi-Fi accessible and supports seven dedicated computer workstations with one networked printer. These computers allow Internet/Intranet access and also log on to the following library provided databases: *Clinical Key*, *UpToDate*, *AccessMedicine*, *AccessSurgery*, *AccessEmergency Medicine*, *STAT!Ref*, *Rehabilitation Reference Center*, *EBSCOhost*, *R2*, and *OVID*. The library staff offers database guidance to patrons utilizing either one-on-one or small group instruction.

All patrons must complete an Application for Library Privileges form before they are permitted to sign-out library materials. It is mandatory that all new Conemaugh students and residents have an orientation to the Health Sciences Library.

The preference is that all library materials should be signed-out during normal operating hours. If you must check a book out after staffed hours, be sure to **legibly sign and date** the book card, found in a pocket at the back of the book. Leave the signed card on the circulation counter, to enable the Librarian to sign-out your materials the next working day. There are three categories of circulation for library materials: two weeks, overnight and non-circulatory. Bound volumes of journals and RESERVE materials do not circulate.

The library collection is comprised of medical, nursing, and allied health textbooks as well as some additional books of interest pertaining to the medical field. Depending on the item in the collection, textbooks and journals are available in either print or electronic formats with online access primarily obtained through multiple full-text databases. The library maintains an Online Public Access Catalog (OPAC) called Cyber Tools that is searchable with an A-to-Z list and/or by keyword, author, title, and subject. The print library is organized according to the National Library of Medicine (NLM) Classification System. Materials that are not currently available in the library's collection may be acquired through Interlibrary Loan. All requested articles will be sent to the patron's Conemaugh email account.

Most materials have a two-week circulation period that may be renewed in person, by phone or email. If there are other patrons waiting for the same materials, renewal may be denied. Library materials may be returned after staffed hours by depositing them in the book drop-box located, in the library, in front of the circulation counter. Library patrons will be charged with the current cost of \$0.25 per day/per item for overdue materials. This charge will be retroactive to the original due date of the materials. Email reminders are sent out weekly on overdue materials and library privileges are suspended after three reminders. When this occurs, the Librarian will attempt to contact the patron by phone, email, or letter to rectify the situation.

Until the overdue materials are returned and the patron's fine is paid in full, all future library privileges are suspended. If the materials are not returned, the patron will be billed the current retail replacement cost of the non-returned materials plus a \$10.00 per item processing fee. If the material is no longer available to purchase, then the cost of a comparable item will be billed. All fine monies will be applied toward a library fund to be used for the replacement of lost or stolen items. If the patron is a student or resident, the Librarian will exercise their right to contact the appropriate Program Director and impede the student's or resident's graduation until the situation is rectified.

A Computer Lab, Room F-206 (located in the outer hallway from the main library area), is available to meet hospital and educational needs with two networked printers and thirty-five dedicated computers that allow Internet/Intranet and all purchased database access. Entry may be gained 24/7 using a personal Conemaugh ID Badge and the reader beside the computer lab door. Smoking, eating, and drinking are **absolutely prohibited** in this area. Care is to be taken in handling computer equipment. The Librarian can provide guidance to patrons, students, and residents.

The Health Sciences Library employs a Print Manager program on the computers in the main library and the computer lab. This program is designed to help manage unnecessary printing. Both bullet point and screen shot instruction sheets are posted near all the printer workstations in the library and the computer lab. The Librarian is available to provide instruction and assistance with the Print Manager program.

FIRE/ELECTRICAL/DISASTER PLAN/SAFETY CODES

Read document [here](#).

DRUG FREE WORKPLACE/SCHOOL

STUDENTS AND FACULTY OF THE CONEMAUGH SCHOOL OF NURSING:

In compliance with Federal Regulations set forth by Drug Free Workplace Act of 1989, and the Drug Free Schools and Communities Amendment Public Law 101-226 and subsequent amendments: which requires all institutions of higher learning to adopt and implement a program that prohibits, prevents, and educates pertaining to the illegal possession, distribution, or use of illicit drugs and alcohol by students and faculty. This document is prepared to disseminate information about drug and alcohol abuse, its prevention, and the consequences related to use and abuse of such substances.

The Drug and Alcohol-Free Workplace Policy established by Conemaugh Health System requires all students and faculty to be physically and mentally fit, free of impaired behavior that adversely affects safety and performance. Conemaugh Health System prohibits the unlawful manufacturing, possession, use, dispensation, or distribution of any illicit drugs and/or alcohol on its property by employees, students, volunteers, and contracted personnel. Anyone found to be in violation of these standings as set forth by the Substance Abuse Policy and Drug and Alcohol-Free Workplace Policy will be subject to disciplinary action, including suspension or termination. A referral may be made for counseling or rehabilitation. Such action is independent of prosecution by local, state, and / or federal authorities.

In conjunction with the policies set forth by the legislatures and Conemaugh Memorial Medical Center, Conemaugh School of Nursing and Allied Health Programs will inform students and faculty about the dangers involved with the use of illicit drugs and abuse of alcohol, the availability of student/faculty counseling and rehabilitation services/assistance programs, the penalties that may be imposed for the violation of laws and policies set forth and provide information on preventing drug and alcohol abuse.

Dangers Associated with the Use of Illicit Drugs and Alcohol

Dependence on drugs and alcohol is a serious public health problem. Dependency is prevalent in all regions of the country and transcends all ethnic and socio-economic groups. Most individuals who abuse a substance deny their dependency, resulting in conflict and family difficulties. Serious consequences to dependency include mental health illness including paranoia and depression, as well as physical illness including damage to the brain, central nervous system, heart, liver, and kidneys.

All drugs – even over-the-counter and legal prescriptions – have possible side effects that can cause impairments for some people. However, these drugs are regulated and risks are written on the packaging. With illegal drugs, there are no guidelines, and you can never be sure of their strength or purity. Most, if not all, illegal drugs are mixed with impurities. You may not always get what you think you’re getting!

Too much alcohol, too fast, can kill you. It is always okay not to drink. If you do choose to drink, make healthy choices. The human brain continues major development through age twenty-five. Drinking during this critical developmental period – especially drinking to the point of getting drunk – may impair brain function for the rest of the person’s life. Memory, motor skills, and coordination can be affected. Alcohol consumption causes a number of marked changes in behavior. Repeated use of alcohol can lead to dependence.

All drugs and alcohol will affect how you act and will impair your judgment. The result is an undesirable, uncontrollable outcome of potentially permanent damage and possibly death. Provided is a chart describing drugs of abuse and effects.

Also available is a DEA Resource Guide, Drugs of Abuse, 2020 edition found at;
<https://www.getsmartaboutdrugs.gov/sites/default/files/2025-03/Drugs-Abuse-2024.pdf>

Preventing Drug and Alcohol Abuse

Preventing drug and alcohol abuse is a difficult task. A personal resolve to never begin using drugs is effective for some individuals, while “Just Say No” or simply being fearful of addiction and the associated problems are enough for others. Many factors are associated with an individual’s risk for drug abuse; protective factors can reduce this risk.

Drug and alcohol abuse can be prevented when protective factors are integrated into an individual’s life. Being involved in extracurricular activities such as exercise, shopping, playing sports or music, or volunteering in community service organizations can provide a healthy direction for an individual’s attention. Education is an effective defense to understanding the health risks. Personal effects as well as legal consequences can curtail temptation.

The key to success is a matter of understanding your strengths and weakness. An individual who possesses a strong self-esteem, who had parental involvement with clean, consistent enforcement of limitations have a strong balance of risk and protective factors.

To increase your self-esteem and assist you in remaining drug and alcohol free, surround yourself with positive, like-minded friends, find activities that you enjoy and help you relax, discover a new interest, develop your talents, and learn positive coping mechanisms.

Potential Legal Sanctions

Dependency on illicit drugs and alcohol can lead to a life of complication, misfortune, and regrets. The illegal use or trafficking of such substances and their abuse has an effect on the individual as well as society.

Legal sanctions under local, state, and federal law for unlawful possession, use or distribution of illicit drugs and alcohol include: The Commonwealth of Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act #64 of April 14, 1972; Monetary fines ranging up to \$250,000 and/or imprisonment up to 50 years for violation of its provisions. Under PA Criminal Code Section 6307-6308; and 21 US codes 811, 844, 853, 881, 922; it is an offense if anyone “attempts to Purchase, Purchases, Consumes, Possesses, or Transports Illegal Substances.” Punished by provisions of the law. These sanctions are specific to the substances and amount, as well as the offense.

Drugs of Abuse and Federal Trafficking Penalties can be found at Drugs of Abuse, A DEA Resource Guide, 2024 Edition <https://www.getsmartaboutdrugs.gov/sites/default/files/2025-03/Drugs-Abuse-2024.pdf>

DRUG AND ALCOHOL COUNSELING/ASSISTANCE PROGRAMS FOR STUDENTS AND FACULTY

- Have you ever used drugs or alcohol? Before school? To release anger? By yourself? To alleviate stress? To establish friendship?
- Have you lied to family or friends about drug or alcohol use?
- Have your grades at school dropped?
- Have you “blacked out” as a result of drinking or drug use?
- Has your life been taken over by alcohol or substance use?

If you have answered “yes” to any of these questions, be aware that you may have a drug or alcohol problem. If you or someone you know needs help with drug and/or alcohol abuse, you are encouraged to contact the director or student health nurse for referral assistance. All such matters are handled confidentially.

DRUG AND ALCOHOL TREATMENT LOCAL RESOURCE GUIDE

The following is a list of local agencies for drug and alcohol services, mental health counseling, and domestic violence. Please also contact the Student Health Nurse for other needed resources. Substance Abuse and Mental Health Services Administration co – www.samhsa.gov – has a website that can help locate services for substance abuse and mental health treatment.

The following are a list of local agencies to help:

- Conemaugh Counseling – 814-534-1095
- New Visions Chemical Dependency Program – 814-534-1627
- Women’s Help Center – 814-536-5361
- Victim Services – 814-288-4961
- Cambria County Drug and Alcohol Program – 814-536-5388
- Cambria County Drug Coalition – 814-619-4505
- Cambria County Crisis – 1-877-268-9463
- Tobacco and Nicotine Cessation PA Quitline – 1-800-QUIT-NOW
- Alcoholic Anonymous (AA) – 814-283-4772
- Narcotics Anonymous (NA) – 1-800-913-2720
- National Suicide Prevention Lifeline – 988
- Overdose Survivor Hotline – 814-269-4700
- SAMSHA National Helpline – 1-800-662-HELP (4357)

PARKING

All students are encouraged to park at Wagner Lot #24, Surf and Turf Lot # 26, or Habits Lot #21A. The shuttle service is available from 5:00 am – 8:00 pm Monday through Friday only at the Wagner and Surf and Turf Lot. . Student parking for the Lee Campus is located in Lot I (across from the train station). Violation of this policy will result in school notification and the student will be verbally warned for a first offense. A second offense will constitute a documented written warning, and the student will be placed on probation. A third offense will result in the student not being permitted to engage in learning activities at the Medical Center and campus locations. **Students employed by Conemaugh Memorial Medical Center are reminded that while on campus as a student you must park in your assigned parking areas.**

Shuttle Service:

- Shuttle service from the Main Campus to the Lee Campus is available Monday through Friday from 0530 until 1610.
- Shuttle service is not available on weekends or holidays.
- Shuttle service will Drop off and pick-up at 1111 Franklin Street (side), the main entrance of Conemaugh Memorial Medical Center, and the Good Samaritan Crosswalk on Franklin Street.
- Vehicles must be registered with the Security Department (extension 9730). A Conemaugh Memorial Medical Center tag must be visible in the vehicle at all times while parked on the campus.

Special Note: If a student must cross Franklin Street, please use the crosswalk, and exercise extreme caution. Students are encouraged to use the basement tunnel anytime or during inclement weather.

USE OF ELEVATORS

The elevator in the F Building may be used at any time if available. The elevators in the hospital should not be used by more than a few students at a time in order to leave room for patients and visitors. Use stairs when possible. Do not enter an elevator with a patient who is in a hospital gown on a gurney or wheelchair unless you are transporting that patient. If a patient is entering the elevator, students and all employees should step off the elevator to allow them privacy. Follow proper elevator courtesy. Let people get off the elevator before entering.

ANNUAL CAMPUS SAFETY AND SECURITY REPORT

We encourage members of the Conemaugh School of Nursing and Allied Health community to use this report as a guide for safe practices on and off campus. The annual report is available online at www.conemaugh.org.

CONEMAUGH SECURITY

Located in the main hospital, next to the Emergency Department, Security operates 24 hours a day, 365 days a year. The telephone number for non-emergency calls is extension 9730 on campus or call 814-534-9730 from off campus. Please dial 222 for Emergency calls when on campus or dial 911 when off campus.

PENNSYLVANIA STATE BOARD OF NURSING APPROVAL

Approval – Conemaugh School of Nursing has appeared on the list of approved nursing schools since the list was compiled in 1918 by the Pennsylvania State Board of Nursing, PO Box 2649, Harrisburg, PA 17105. Phone (717) 783-7142. Fax (717) 783-0822. www.dos.state.pa.us.

ACCREDITATION COMMISSION FOR EDUCATION IN NURSING, INC.

Accreditation – The School is accredited by the Accreditation Commission for Education in Nursing, Inc., 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326 Phone (404) 975-5000 Fax: (404) 975-5020

ACEN MISSION STATEMENT

The Accreditation Commission for Education in Nursing (ACEN) supports the interests of nursing education, nursing practice, and the public by the functions of accreditation. Accreditation is a peer-review, self-regulatory process by which non-governmental associations recognize educational institutions or programs that have been found to meet or exceed standards and criteria for educational quality. Accreditation also assists in the further improvement of the institutions or programs as related to resources invested, processes followed, and results achieved. The monitoring of certificate, diploma, and degree offerings is tied closely to state examination and licensing rules and to the oversight of preparation for work in the profession.

Graduates of the ACEN-accredited programs outperform other graduates on licensure and advanced-certification examinations. The ACEN focuses on curriculum, faculty, and student outcomes.

ACEN's goals are:

- Supporting nursing education and transition-to-practice programs in obtaining and maintaining accreditation
- Promoting peer-review
- Advocating for self-regulation
- Fostering quality, equity, access, opportunity, mobility, and preparation for practice, or transition-to-practice, at all levels of nursing preparation
- Developing standards and criteria for accreditation

APPENDIX

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2026-2027 ACADEMIC CALENDAR

Semester I

August 24, 2026 - December 11, 2026
Last day to drop without a W – August 28, 2026
Last day to drop without a WF – November 25, 2026
Labor Day - September 7, 2026
Thanksgiving Recess - November 26, 2026 – November 29, 2026
Semester Vacation - December 12, 2026 - January 3, 2027

Semester IV

Term I – August 24, 2026 – October 16, 2026
Last day to drop without a W – August 28, 2026
Last day to drop without a WF – October 2, 2026
Term II - October 19, 2026 - December 11, 2026
Last day to drop without a W – October 23, 2026
Last day to drop without a WF – November 25, 2026
Labor Day - September 7, 2026
Thanksgiving Recess - November 26, 2026 – November 29, 2026
Semester Vacation - December 12, 2026 - January 3, 2027

Semester II & V

January 4, 2027 – April 19, 2027
Last day to drop without a W – January 8, 2027
Last day to drop without a WF – April 5, 2027
Semester Vacation – April 20, 2027 – April 25, 2027

Semester III & VI

April 26, 2027 - June 18, 2027
Last day to drop without a W – April 30, 2027
Last day to drop without a WF – June 4, 2027
Memorial Day - May 31, 2027
Senior Luncheon and Graduation Rehearsal – June 23, 2027
Graduation – June 24, 2027

JA/sls
4/7/2026

Note: The School reserves the right to make such calendar changes as it deems necessary.

CURRICULUM

Prerequisite to First-Year Enrollment

Anatomy and Physiology I and II - 8 college credits

An official college transcript must be received prior to program enrollment, giving evidence that at least a “C” grade (C minus is not accepted) was attained in the Anatomy and Physiology courses. These courses must be equivalent to eight college credits and possess separate laboratory components.

There are no Prerequisites to Second-Year Enrollment

DESCRIPTION OF COURSES TAUGHT BY PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE

BIO 202 - Human Anatomy and Physiology I - 3 credits

This course introduces the student to the structure and function of the human body. This is a semester long introduction to Human Anatomy and Physiology and prepares the student for Human Anatomy and Physiology II. Course topics will include the organization of the body at the molecular, cellular, and tissue levels, and homeostatic mechanisms associated with the endocrine, integumentary, skeletal, muscle, and nervous systems.

- Prerequisite(s):
 - BIO 104 Principles of Biology I or accepted by CSON or high school biology within the last five years
- Co-requisite(s):
 - BIO 212 Human Anatomy and Physiology Lab

BIO 212 - Human Anatomy and Physiology Lab I - 1 credit

This course introduces the student to the structure and function of the human body. This is a semester long introduction to Human Anatomy and Physiology Lab applications. Students will experience and apply the material learned in lecture through experimentation and application of the scientific method to the following topic areas. Course topics will include the organization of the body at the molecular, cellular, and tissue levels, focusing on the integumentary, skeletal, muscle, and nervous systems.

- Prerequisite(s):
 - BIO 104 Principles of Biology I; or accepted by CSON; or high school biology within the last five years
- Co-requisite(s):
 - BIO 202 Human Anatomy and Physiology I

BIO 204 - Human Anatomy and Physiology II - 3 credits

This course is the second half of a yearlong introduction to Human Anatomy and Physiology. Course topics will include the organization of the body systems at the molecular, cellular, and tissue levels, and homeostatic mechanisms associated with the cardiovascular, respiratory, lymphatic, digestive, urinary, and reproductive systems.

- Prerequisite(s):
 - BIO 202 Human Anatomy and Physiology I or accepted by CSON
- Co-requisite(s):
 - BIO 214 Human Anatomy and Physiology II Lab

BIO 214 - Human Anatomy and Physiology Lab II - 1 credit

This course is the continuation of BIO 212 Human Anatomy and Physiology I Lab. Students will experience and apply the material learned in lecture through dissection and application of the scientific method to the following topic areas: cardiovascular, muscular, lymphatic, respiratory, digestive, urinary, reproductive, and endocrine systems.

- Prerequisite(s):
 - BIO 202 Human Anatomy and Physiology I or accepted by CSON
- Co-requisite(s):
 - BIO 204 Human Anatomy and Physiology II Lecture

ENG 110 - English Composition I - 3 credits

This course emphasizes the techniques of writing expository essays with stress upon careful thinking, word choice, sentence structure, and methods of organization. Students practice writing clear, coherent, and unified paragraphs and essays. Editing skills and the use of correct grammar and mechanics are also emphasized. Students are taught research skills and are required to write an argumentative research paper. This is the standard college English composition course.

- Prerequisite(s): Placement Testing

HSC 146 - Pharmacology - 3 credits

This course emphasizes drug therapy as an integral part of health care. Students will develop a theoretical knowledge base of major drug classifications and be able to relate this knowledge to the pharmacologic aspects of client/patient care. This study of pharmacokinetics and pharmacodynamics assists in analyzing patient responses to drug therapy.

- Prerequisite(s):
 - BIO 202 Human Anatomy and Physiology I and BIO 212 Human Anatomy and Physiology Lab I;
 - BIO 204 Human Anatomy and Physiology II and BIO 214 Human Anatomy and Physiology Lab II

BIO 209 - Medical Microbiology – 3 credits

This course focuses on disease-causing microorganisms and human defenses, while exploring the foundational principles of microbiology, including cell biology, nutrition and metabolism, genetics, growth, and control.

- Prerequisite(s):
 - BIO 104 Principles of Biology I or accepted by CSON

BIO 219 - Medical Microbiology Lab - 1 credit

This course provides a hands-on overview of topics and protocols used in the microbiology lab, including cell morphology, metabolism, genetics, growth, and control. Laboratory work includes culturing and isolation through aseptic transfer, staining, media prep, and identification of microorganisms.

- Prerequisite(s):
 - BIO 104 Principles of Biology I or accepted by CSON
- Co-requisite(s):
 - BIO 206 Microbiology

PSY 100 - General Psychology - 3 credits

This course is a general introduction to the scientific study of the brain, behavior, and mental processes of humans and animals, with emphasis on the goals of psychology: to describe, explain, predict, and control behavior. Students examine the substance of psychology such as biopsychology, sensation and perception, learning, memory, cognitive processes, affective behaviors, and mental illness through an examination of the theories, principles, and methods of research used in the field. Examples and applications enable the student to acquire the elements of critical thinking as adapted to the research environment. Students produce an APA formatted research paper. This course applies the fundamental principles of psychology as a natural science. Students explore current research through reading original empirical research and write an APA formatted analytic research paper.

PSY 130 - Human Development Across the Lifespan - 3 credits

This course covers various aspects of human development across the life span. It focuses on theoretical issues, developmental tasks, human differences, and applications of knowledge with the area of human development. Human development is a broad field that looks at the changes, processes, and challenges encountered in daily living. Life span development examines the body of knowledge we call development. This course will expose students to the wide range of environmental factors, from physical to multicultural, aging, typical and atypical interactions between the organism and the environment, the normal and the challenges, the success, and the failures of living.

SOC 100 - Introduction to Sociology - 3 credits

This is an introductory course that will familiarize the student with the basic principles and theories associated with sociology. This course will prepare students to look critically at a variety of social issues. Critical thinking is emphasized as students are provided thought provoking opportunities in challenging them to examine their diverse world.

HSC 270 - Diet Therapy for Nursing Students - 3 credits

Nutrition plays a vital role in maintaining good health and preventing chronic disease. Nutritional therapy in clinical situations is an adaptation of the principles of normal nutrition. Proper application of these principles can maximize restoration of health. This course introduces the nursing student to the fundamentals of medical nutrition therapy with direct application to the nursing process. The course provides an introduction of human nutrition including nutritional requirements, metabolism, and nutritional biochemistry. Nutritional needs and problems across the lifespan are addressed. Nutritional therapeutics for specific disease states are thoroughly examined.

HSC 167 - Critical Thinking & Ethics in the Health Sciences - 3 credits

This nonclinical course examines the components of critical thinking, decision making, logic, ethico-legal principles, and regulations, and handling difficult situations in the health care environment. The learner clarifies personal values, cultural perspectives, and gains increased appreciation for human uniqueness, autonomy, and freedom of choice.

DESCRIPTION OF COURSES TAUGHT BY PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE

A nursing course consists of theory and clinical practicum. The students must successfully pass both components to progress to the next course and in the program.

Fundamentals of Nursing: 16 weeks - 10 credits

This course introduces the student to the role of the professional nurse as a member of the health care team. The theory of Relationship-Based Care and Watson's Theory of Nursing are the foundation of providing holistic, culturally sensitive, compassionate care. Key components are data collection, assessment skills, reflective critical thinking, logical problem-solving, utilization of the nursing process, ethico-legal aspects, health promotion through the teaching-learning process, development of basic nursing knowledge, and the historical background of the nursing profession. Mathematics for drug calculation and basic pharmacological principles are presented. Students are introduced to specific patient care concepts through the care of patients experiencing surgery and those with select musculoskeletal and eye and ear disorders. The clinical practicum provides students with the opportunity to demonstrate basic technical skills and accountability through the human-to-human caring transaction with the patient and family.

Medical Surgical Nursing I: 16 weeks - 10 credits

This course builds upon previously learned knowledge and technical skills. Physical assessment, data collection, and interview skills are enhanced to obtain a comprehensive health history. Students focus on meeting individualized health needs of every patient; their lifestyle and potential for rehabilitation are analyzed as well as encouraged collaboration with a multidisciplinary health team. A range of acute and chronic alterations in health care are addressed. Attention is given to the gastrointestinal, musculoskeletal, cardiovascular, integumentary, reproductive, hematological, and respiratory systems. In addition, alterations in health for patients with diabetes mellitus and oncologic disorders are discussed. Supervised clinical experiences correlate with nursing theory. Emphasis is placed on maintaining dignity, respect, and sensitivity to oneself and others. Clinical case studies address acute and chronic situations to help the patient and family reduce health risks and make modifications in lifestyle to reinforce basic prioritization, decision-making, and delegation activities. Students begin to gain experience with intravenous and phlebotomy skills as the course progresses. Critical thinking skills are enhanced through case studies addressing excellence in nursing care in the human-to-human interaction of nurse and patient.

Medical Surgical Nursing II: 8 weeks - 5 credits

This course enhances, as well as emphasizes, the ongoing progression of multiple medical-surgical problems that patients may encounter. There is an increased emphasis on collaboration with the multidisciplinary health team. Students focus on meeting individualized health needs of every patient in expanding patient assignments. Course content focuses on community-oriented health, epidemiology, urinary, Alzheimer's, delirium, dementia, brain tumors, endocrine disorders, head and neck cancer, leukemia, and multiple myeloma. The student provides priority care for a multiple patient assignment focusing on maintaining care utilizing caring values. Clinical emphasis is on the acute and chronic care of patients by using priority decision-making and delegation activities. Critical thinking skills are fostered in this course by utilizing clinical case studies, using the patient simulator, and care of patients on the clinical units.

Mental Health Nursing: 8 weeks - 5 credits

This course focuses on patients with mental health needs, personality disorders, psychiatric disorders, homelessness, substance abuse, and violence. The human caring occasion allows the identification of behavioral patterns, developmental theories, and therapeutic communication. The student aids the patient in attaining a higher degree of harmony. Experience in 1:1 interaction as well as group processes allows for the opportunity to analyze the dynamics of patient and self. Clinical experiences in acute, chronic, and community settings foster mastery of interpersonal skills based on the patient's thoughts, feelings, and behaviors. Communication skills are enhanced through student participation in individual and group health teaching exercises. Clinical conferences allow discussion of ethico-legal issues, innovative treatment, political issues, holistic nursing care, healing, and giving hope in helpless situations. The student gains competency in transpersonal human care interactions to enhance harmony and openness to diversity.

Maternal/Child Nursing: 8 weeks - 5 credits

This course focuses on the uniqueness of mother-infant developmental processes and the family structure. Conception, pregnancy, childbirth, and infant to adolescence are studied. In addition, social health issues of sexually transmitted disease and teenage pregnancy are addressed. Emphasis is on prevention and the promotion and maintenance of health during this developmental process, fostering critical thinking, anticipatory guidance, and the exploration of community resources. Clinical experiences in maternity, pediatrics, and Neonatal Intensive Care Unit (NICU) settings allow the student to synthesize knowledge of normal, abnormal complications and illness. Additional clinical experience is provided in the community setting. Clinical case studies emphasize the individuality of mother, father, infant, child, adolescent, and significant others. Physical, psychosocial, and cognitive development theories are integrated with the nursing care of different age groups. The course's family-centered approach brings forth a deep respect for the wonders and mysteries of life.

Integrated Nursing Care in Complex and Critical Care Settings: 16 weeks - 12 credits

This course integrates the advanced concepts of complex medical-surgical and critical care nursing to prepare students for the comprehensive management of acutely and critically ill adults. Central to the scope of the course is the development of advanced knowledge and clinical skills in complex medical-surgical and critical care environments. Emphasis is placed on the care of individuals experiencing multi-system health challenges, including but not limited to HIV, obesity, burns, hepatic, renal, cardiac, respiratory, neurological, and traumatic conditions. Students develop

advanced clinical judgment and critical thinking through case studies, simulation, and direct patient care. The course explores the nurse's role in interdisciplinary collaboration, emergency response, and the ethical-legal issues related to life-threatening illnesses. Psychosocial and spiritual support, coping strategies for patients and families, and the use of community resources are woven throughout. The clinical practicum challenges students to prioritize and manage care for multiple high-acuity patients, adapting the plan of care to rapidly changing conditions while fostering decision-making skills and time management.

Advanced Nursing and Leadership: 8 weeks - 3 credits

This course cultivates the transition of novice to an entry-level professional nurse position who provides excellence in care provisions to every patient. It addresses theories of leadership, management, and advanced concepts of nursing care. Prioritization of care, delegation, quality improvement, personnel performance, ethico-legal issues, and the power of nurses to influence public health policy is addressed. Clinical experiences involve the accountability for the total care of a group of patients. Students gain confidence with experience in leadership and management skills. Clinical judgment, collaboration with the health team, and evaluating the effectiveness of the nursing process enhances critical thinking, decision-making, and flexibility. Central to the development of independence is the demonstration of self-directed learning. Clinical case studies and the examination of advanced nursing concepts lead to preparation for the NCLEX-RN examination.

The weekly class schedule may vary because of final examination week and holidays. Vacation periods are incorporated throughout the Curriculum Plan. While the credit hours listed for the Pennsylvania Highlands Community College are accurate, the number of class hours may vary due to departmental policy and holidays. Time may be allotted for lab set up and clean up.

CHANGE OF NAME, ADDRESS AND PHONE NUMBER FORM

Student Name: _____

Student ID #: _____

Program Enrolled In: _____

NAME CHANGE: *Please submit this form and legal documentation; marriage certificate or divorce decree AND proof of social security card name change and driver's license.*

Former Name: _____

New Name: _____

ADDRESS CHANGE

Previous Address: _____

New Address: _____

PHONE NUMBER CHANGE

Previous Phone Number: _____

New Phone Number: _____

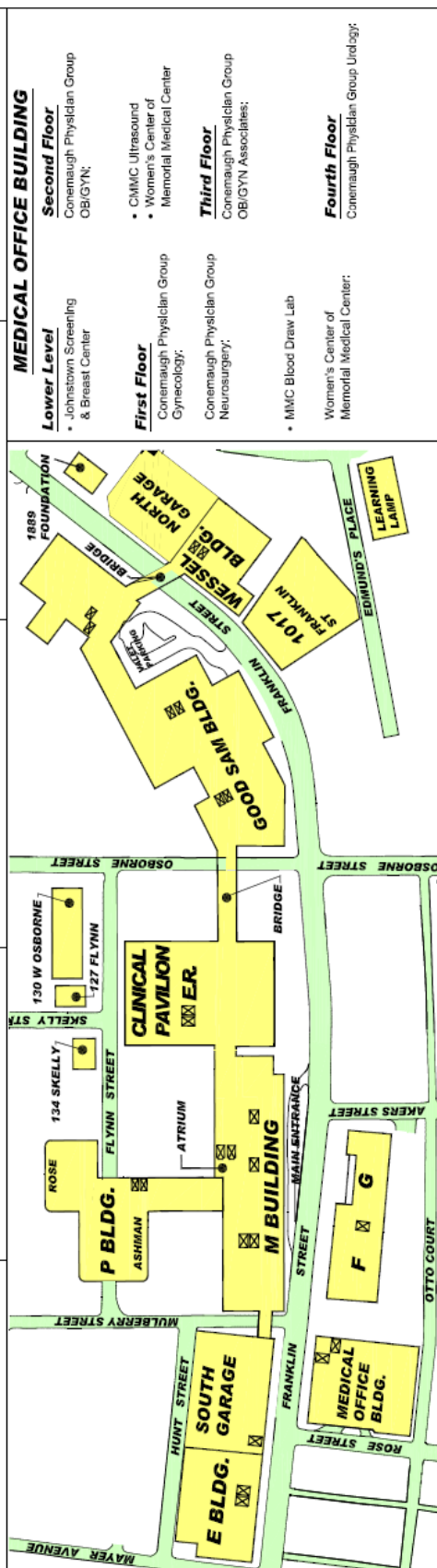
Student's Signature: _____ Date: _____

7/15

Reviewed 9/16, 8/17, 2/2020, 8/2022

Revised 8/2022

MAIN CAMPUS DIRECTORY

[illegible]

MAIN CAMPUS

INTERIOR WAYFINDING MAP



Site Plan
Not To Scale
Architectural Planning and Design
01 January 2016



REASONABLE ACADEMIC ACCOMMODATIONS REQUEST FORM
CONEMAUGH SCHOOL OF NURSING AND ALLIED HEALTH
PROGRAMS

Accommodation Form Submission Requirements:

1. Once ALL fields are completed, submit the form to the Student Health Nurse.
2. When information is missing, or any required documentation is not provided, delays may occur.
3. Section II of the form **must** be completed by a practitioner authorized to diagnose the condition that establishes the basis for the accommodation request (for example, licensed physician, psychologist, certified registered nurse practitioner, physician assistant, optometrist, or audiologist).
4. The accommodations requested must be **specific** (if extended time, separate room, etc.) and in compliance with the Federal Americans with Disabilities Act (ADA).
5. A copy of a most recent evaluation related to the diagnosis and/or any applicable testing results **must** accompany the accommodation form for the request to be considered complete.
6. Additional documentation may be requested, and it is the responsibility of the student to obtain and submit.

SECTION I: Completed by the student requesting accommodations.

Name _____ DOB: _____
Date _____ Phone Number _____
Email _____
School of _____

Reason for Request

- ☐ Learning Disability _____
- ☐ ADD/ADHD _____
- ☐ Chronic Illness _____
- ☐ Psychological _____
- ☐ Traumatic Brain Injury/Concussion _____
- ☐ Cognitive Impairment _____
- ☐ Other _____

How long have you been treated for any of the above which you checked? _____
Check any areas that you feel are directly impacted by your disability:

- ☐ Memory
- ☐ Attention/Concentration
- ☐ Organization/Planning/Time Management
- ☐ Communication
- ☐ Intellectual
- ☐ Problem Solving/Critical Thinking/Manage Stressful Situations
- ☐ Motor/Observation Abilities
- ☐ Behavioral/Social Attributes
- ☐ Classroom Seating

What accommodations are you requesting of the Conemaugh School of Nursing and Allied Health Programs?

List any accommodations (if any) you received in the past and the school you attended.

SECTION II: Completed by a Licensed Healthcare Provider: This section **must be** completed by a practitioner authorized to diagnose the condition that establishes the basis for the accommodation request (for example, licensed physician, psychologist, certified registered nurse practitioner, physician assistant, optometrist, or audiologist).

Student Name: _____ **DOB:** _____
Specific Diagnosis (es): _____

Treatment and medication history:

Date of initial diagnosis(es) and treatment: _____

Date of most recent evaluation/testing: _____

It is required that you attach a copy of the evaluation/testing that supports the diagnosis(es).

Current treatment/medication status:

Specific Accommodations(s) requested:

Licensed Healthcare Provider's Name (type or print legibly):

Licensed Healthcare Provider's Signature:

Date: _____

Address:

Phone Number: _____

Please note: All information contained in this form along with documentation from medical records and/or evaluations will be kept confidential.

SECTION III: Completed by the Student Health Nurse, Director, or Associate Director

Plan for Academic Accommodations:

Student Health Nurse, Director, or Associate Director

Signature _____

Date _____

SECTION IV: Completed by the student after a plan for Academic Accommodations have been formulated as noted in Section III and a discussion has occurred with the student, Student Health Nurse, Director, or Associate Director.

I, _____ (Print Student Name), have submitted the required documentation and participated in the development of my academic accommodation plan. I authorize the Student Health Nurse, Director, and Associate Director to share and discuss my accommodation plan with faculty and professional staff of the Conemaugh School of Nursing and Allied Health Programs, as necessary for its implementation.

I understand that I am expected to arrive on time for all scheduled testing sessions. If I anticipate being late, I will promptly notify the appropriate faculty member(s). I acknowledge that additional time will not be granted due to late arrival. I also understand that the School is not required to make accommodations that are unduly burdensome or that fundamentally alter the nature of the Schools programs.

Should any changes to my academic accommodation plan be necessary, including the discontinuation of accommodations, I will notify the Student Health Nurse, Director, or Associate Director. I am aware that updated documentation from a licensed healthcare provider will be required before any changes can be implemented.

I accept responsibility for maintaining ongoing communication with faculty and staff to support the appropriate application and effectiveness of my academic accommodations.

Student Signature: _____ Date _____

7/2025 PHS

SNAP CONVENTION WAIVER

I, _____ (print), a SON student will attend the Student Nurses' Association of Pennsylvania (SNAP) Convention on _____, 20 _____. I understand I am responsible for the SNAP Convention Registration Fee and lodging accommodations unless this is covered by other means. I will be responsible for travel expenses and meals. I understand that I will need to meet all the criteria to attend the convention as mentioned in the Student Guide and will need to maintain the criteria up until the date of the convention. I understand that attendance at the SNAP State Convention is considered clinical time. I also understand that I do need to obtain any course material from faculty or other students that I missed due to attending the convention. If I am unable to attend, I will notify the SNAP Advisor at least 2 weeks prior to the Convention date to allow for another student to take the position. If I am unable to find another student to take my place at the convention, I am aware that I will not be reimbursed by the SNAP Convention Registration Fee and the lodging accommodation fees.

Signature

Date