

# Conemaugh School of Nursing



2022-2023 Catalog



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## Conemaugh Health System and Conemaugh Memorial Medical Center

**Conemaugh Health System**, a Duke LifePoint Healthcare health system, is the largest healthcare provider in west central Pennsylvania, serving patients in a six county region through the Conemaugh Physician Group and Medical Staff, a network of hospitals and outpatient and urgent care centers.

Conemaugh Memorial Medical Center, the system's flagship hospital is the most technologically sophisticated hospital between Pittsburgh and Harrisburg, providing the highest levels of trauma and neonatal intensive care and a committed history of training physicians, nurses and allied health providers.



Conemaugh's community hospitals include Conemaugh Miners Medical Center (Hastings), Conemaugh Meyersdale Medical Center (Meyersdale), Nason Hospital \* (Roaring Spring).

500+ licensed acute, rehab and long-term beds.

Conemaugh Health System provided care to 24,232 inpatients and 500,000+ outpatients.

Largest employer in a multi-county region.

Conemaugh Physician Group, a growing multi-specialty practice of 120+ primary care and physician specialists.

Conemaugh provides care at several outpatient locations (Conemaugh Ebensburg, East Hills, Richland, Meyersdale and Conemaugh Medical Park).

Recognized by U.S. News and World Report as a Best Hospital for Central Pennsylvania, with recognition for high performance in Cardiology and Heart Surgery, Geriatrics, Gastroenterology and GI Surgery and Pulmonology.

Teaching presence training tomorrow's professionals.

- Six Graduate Medical Education Residency Programs
  - Family Medicine
  - Emergency Medicine
  - Pharmacy
  - Sports Medicine Fellowship
  - Internal Medicine
  - General Surgery
- Conemaugh School of Nursing
- Five Allied Health Programs
  - Radiologic Technology
  - Medical Technology
  - Emergency Medical Technology
  - Surgical Technology
  - Histotechnology
- Level 1 Accredited Medical Skills Simulation Lab

\*LifePoint Hospital

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## Local Area Information

**Johnstown** is located in the Laurel Highlands, nestled on the western slopes of the Allegheny Mountains in western Pennsylvania. The breathtaking scenery and fascinating history offer a unique combination of fun and education. The Johnstown Inclined Plane is the steepest vertical, vehicular incline in the world. The view overlooks the downtown area of the city of Johnstown.

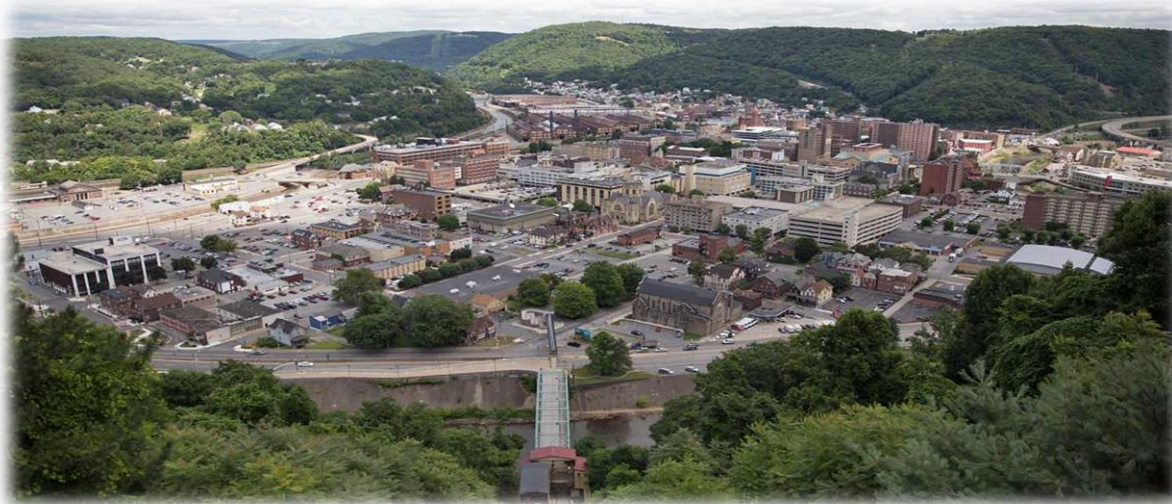
The Laurel Highlands region, with its forests, mountains, lakes and rivers, abounds in recreational opportunities during all seasons. Three ski resorts, a dozen hiking trails, including the 70-mile Laurel Highlands Trail, 15 miles of cross-country skiing trails in the Laurel Mountains, boating, fishing, swimming, snowmobiling and additional outdoor activities are available. Johnstown also offers a wealth of cultural and sporting activities, including the All American Amateur Baseball Association (AAABA) championship tournament and the Sunnehanna Amateur Golf Tournament, and was named Kraft Hockeyville USA in 2015.

Entertainment and historical opportunities are abundant in Johnstown and its surrounding area. The Pasquerilla Performing Arts Center on the campus of the University of Pittsburgh at Johnstown is the home of the Johnstown Symphony Orchestra. Additional entertainment is available from the Johnstown Youth Symphony, the Johnstown Symphony Chorus, the Johnstown Concert Ballet and the big band sound of the Johnstown Jazz Workshop.

Local theaters, with summer stock and local performers, include the Allegheny Highlands Regional Theatre, the Mountain Playhouse, the Penn Wood Players, and St. Vincent College Theater. Johnstown's Community Arts Center caters to painters and craftspeople with specialties such as watercolor, woodcarving, calligraphy, and photography. The Center features an annual fair, Log House Arts Festival, Holly Bazaar, and Festival of Trees.

The work of both local and national artists is highlighted in exhibits at the Southern Alleghenies Museum of Art on the Saint Francis University campus in Loretto, PA, and the Johnstown Art Museum. The Pasquerilla Conference Center near the Cambria County War Memorial Arena hosts numerous conferences, as well as city, state, and national events. In addition, the Point Stadium and Cambria County War Memorial Arena host sporting events and concerts.

The Flight 93 Memorial where 40 passengers and crew lost their lives while stopping an attack on the United States Capitol on September 11, 2001 is within close driving distance.





## Philosophy

### **The Conemaugh School of Nursing Faculty believes:**

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 persons 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 promotes our mission of “Making Communities Healthier”.

Nursing education is a process of transpersonal teaching-learning human care experiences, which provides the learner 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.



## Conemaugh School of Nursing

**The Conemaugh Valley Memorial Hospital** originated from community need following the Great Johnstown Flood on May 31, 1889. The flood necessitated the emergency construction of a makeshift tent facility to care for a 14-year-old girl with diphtheria on June 7, 1889. Within two weeks, numerous other tents were constructed in an orchard, between the Little Conemaugh and Stonycreek Rivers, as a health care facility. The flood resulted in the loss of 2,209 human lives. One out of every three persons was never identified and 99 families were completely annihilated; 98 children were orphaned, 322 individuals faced widowhood and 10,000 people were left homeless.

People throughout the world responded by donating funds for the construction of a hospital. Clara Barton, at the age of 67, quickly traveled to the disaster site with a small number of volunteers, making this the first disaster aid response organized by the Red Cross. Lavinia Dock, nurse, feminist, author, pioneer in nursing education, and social activist, who helped found the organization that would become the National League of Nursing, NLN, requested a leave from duty at Bellevue Hospital, New York, NY to assist Miss Barton in caring for the numerous diphtheria victims in Johnstown. On February 4, 1892, Conemaugh Valley Memorial Hospital opened its doors to patients. Today, it is a Level 1 Trauma Center staffed with 537 beds.

Four years later, on February 7, 1896, the Conemaugh Valley Memorial Hospital Conemaugh School of Nursing admitted its first class of six female students. The curriculum had a well-developed two-year plan of rigorous study and clinical laboratory experience. Four students, the Class of 1898, proudly completed the course of study as the first graduating nurses.

Jessie L. Green, (seated, third from left, first row) a graduating senior from that class, was asked to design a Conemaugh School of Nursing pin. She and her classmates wished to honor the massive contribution of the Red Cross to the recovery of their community, the founding of the Hospital and the formation of their School; thus the pin took the form of a pink cross.

For over 100 years, graduates of the Conemaugh School of Nursing have contributed their knowledge and skills to the improvement of health care.



### Conemaugh School of Nursing Mission

Conemaugh School of Nursing's purpose is to prepare the nursing graduate to seek licensure as a Registered Nurse. It is the School's educational responsibility to prepare a caring, competent, entry-level clinical practitioner who functions in a variety of health care settings and is complementary to the medical profession.

## Classes of 1898 and 1899

## Program Outcomes

**The program 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.

## Student Learning Outcomes

**The graduate of Conemaugh School of Nursing:**

1. Integrate theoretical knowledge of nursing and implements 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 setting.

## Administrative Policies

The Conemaugh School of Nursing reserves the right to select only those candidates who give evidence that they will be able to fully meet requirements and standards of the nursing program. Preference is given to those applicants who best demonstrate an overall aptitude for nursing.

The Conemaugh School of Nursing reserves the right to terminate the enrollment of the student who does not meet academic standards, financial obligations or professional behaviors. The Conemaugh School of Nursing complies with the Family Educational Rights and Privacy Act of 1974, as amended in 1976 (Public Law 93-380).

Student records are subject for review by approving accrediting and financial reviewing bodies. The Conemaugh School of Nursing reserves the right to make changes within the Catalog, Student Guide, and Program without notice; however, when possible, advance notice will be given.

The Conemaugh School of Nursing is committed to equal opportunity and does not discriminate against qualified persons on the basis of race, color, religion, creed, sex, age, national origin, ancestry, veterans status, disability, pregnancy, genetic information, or any other status legally protected by federal, state or local law in its educational admission policies, enrollment policies, financial aid, student activities, and services. Any issues should be reported to the Conemaugh School of Nursing Director.

## Curriculum

Conemaugh School of Nursing faculty have designed a curriculum plan based on Jean Watson's Human Care Theory, Concepts of Relationship-Based Care, National Patient Health Safety Goals, Pennsylvania Nurse Practice Act, Diploma nursing graduate competencies, evidence-based standards of nursing, ACEN Standards, Institute of Medicine Reports, educational theories, Department of Health Standards, ANA Standards, NCLEX-RN test plan, Department of Education Regulations, and congruence with the governing organization.

The full-time nursing program is two years in length. An academic prerequisite to first-year enrollment into the Conemaugh Nursing program is completion of college Anatomy and Physiology I and II (theory and lab valued at 8-college credits) with a minimum passing grade of "C". There are no prerequisites for the second-year. During the academic nursing program 50 nursing credits and 33 college credits are provided.

Various college and university nursing programs provide career ladder opportunities for nursing graduates toward attaining a Baccalaureate Degree in Nursing (BSN) and/or Master's Degree in Nursing (MSN). Recognition of Conemaugh nursing courses or successful achievement on challenge exams affords the Conemaugh graduate additional college credits for advanced placement in RN-BSN or RN-MSN programs. Conemaugh School of Nursing has partnerships and articulation agreements with colleges and universities which transfer a specific number of college credits and/or offer substantial discounts toward BSN, MSN and DNP programs. Here is a listing of colleges and universities we associate with: Carlow University, Grand Canyon University, Mount Aloysius College, Chamberlain College of Nursing, Drexel University, and Pennsylvania Highlands Community College.

Conemaugh School of Nursing actively encourages career advancement in nursing education. The nursing courses are taught by knowledgeable and experienced Conemaugh nursing faculty. The instructor/student ratio in the classroom setting ranges from 1:20 - 1:100, based on the nature of the course. The instructor/student ratio in the clinical setting is 1:3-1:13, based on the nature of the educational experiences.

The college courses are provided by Pennsylvania Highlands Community College (PHCC). The student progresses in knowledge and clinical competency toward meeting the student learning outcomes. Students enrolled in the program are expected to dedicate their full attention to meet the curriculum demands of the Conemaugh nursing program. Upon completion of the program requirements, the graduate receives a diploma and is eligible to take the Registered Nurse Licensure Exam (NCLEX-RN).





## Admission

Conemaugh School of Nursing welcomes individuals of diverse backgrounds to apply to our program. Applicants must be citizens of the United States or in good standing with the United States Department of Immigration. The test of English as a Foreign Language (TOEFL CB, TOEFL iBT) may be required. A composite score above 500 is required. (Or, a standard of 55 for the Pearson Test of English Academic [PTE Academic] or the International English Language Testing System [IELTS] with a score of 7.5 may be required). For new class selection, the application will be considered for admission based on seat availability.

If you are not eligible for employment in the Conemaugh Health System, you are ineligible to participate and complete clinical practicum in our organization. Inability to engage in clinical assignments to meet course outcomes will result in involuntary program withdrawal. Students must meet the requirements of all partnership agreements in order to participate in offsite clinical rotations.

Qualified applicants are considered for acceptance when all application requirements are completed. We adopt a rolling admission process, therefore applications are taken to the admissions committee in the order they are completed. All documentation submitted to the Admissions office is utilized in creating a complete picture of the applicant's eligibility and likelihood for success and is retained by the School. Any falsification, misrepresentation or omission of information in the application and financial aid process will result in denial of program admission and/or enrollment in the program.

The Admissions Committee has the final decision in granting an applicant's acceptance or rejection.

### Education Requirements for Admission

A "C" (C minus will not be accepted) grade or better in algebra, biology and chemistry is required. Applicants shall have completed work equal to a standard high school course with a minimum of 16 units, including 4 units of english, 3 units of social studies, 2 units of mathematics (one of which is algebra), and 2 units of science with a related laboratory or the equivalent. A passing score on the General Education Development (GED) test is acceptable.

Subject	Units
English	4
Social Studies	3
Mathematics	1
Algebra	1
Biology with Lab	1
Chemistry with Lab	1
Academic Electives	3 - 5
Foreign Language I & II (recommended)	2

To meet the algebra, biology or chemistry requirement if needed, an admissions representative can provide suggestions for course completion. Preference is given to an applicant with a high school grade point average of 3.0 or above, ranking in the upper one-fifth of the graduating class.

## Pre-Entrance Examination

An applicant is required to submit one standardized test score as part of the admission process. If the applicant has a Scholastic Aptitude Test (SAT) or American College Test (ACT) within five years of admission date and meets the minimum required score, a Test of Essential Academic Skills (TEAS) exam will not be required. In addition, an applicant that has obtained a Bachelor's of Science degree within five years of the admission date will be exempt from the TEAS exam. After the five-year timeframe, all high school and college prepared students must complete the TEAS exam as a step in the admission process. The applicant may take the TEAS entrance exam twice per calendar year.

### **\*Minimum required standardized test scores for admission to the School of Nursing:**

**SAT** – 1000

**ACT** – Composite of 18

**TEAS** – 58.7%

**NLN** – 70%

**Kaplan** – 60%

**HESI** – 75%

## Postsecondary Education

Applicants with postsecondary education are considered on an individual basis for admission and curriculum placement. Official transcripts of previously attended and current institutions must be submitted prior to enrollment. Our program does not offer advanced standing for LPN training.

## College Credit Transfer Policy

Nursing courses from another program are not transferable.

General education credits earned from an accredited institution within ten years of the program start date are considered for transfer. Anatomy and Physiology I and II 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. 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 semester 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.

## Health

Each applicant is required to have a pre-entrance physical health examination that will be done at the Employee Health Office at CMMC. Students should provide an updated immunization record at the time of their physical that should show documentation of 2 MMR, 2 Varicella, and Tdap vaccines. All students are required to have blood titers drawn in order to determine immunity for Hepatitis B – Hepatitis B Surface Antibody. If an immunization record is not available or up to date, blood titers will be drawn also for rubella IGG, rubeola IGG, and varicella IGG. Any vaccinations that a student may require as per the

Employee Health Immunization Policy and as per titer results will be administered to the student and provided by the school. A ten panel urine drug screen testing is required with a negative test result and testing is conducted by the Student Health Nurse within 30 days prior to the start of classes. A required one or two-step PPD – tuberculin skin test – will be done at the start of the program and then annually. A chest x-ray may be required if there is a history of a positive tuberculin skin test or if clinically indicated.

All health status examinations must be submitted prior to enrollment in the Conemaugh School of Nursing. The flu vaccine is **MANDATORY**. It will be available through the Student Health Nurse from October – December. If a student has received the vaccine at a location other than the school, documentation must be submitted to the Student Health Nurse. Anyone not receiving and/or providing documentation of the flu vaccine will not be permitted to participate in clinical experiences. The COVID vaccine is **MANDATORY**. This is a CMS guideline. Students must have either two doses of the Pfizer or Moderna vaccine or one dose of the J&J vaccine prior to the start of classes. Medical or religious exemption requests and forms for either the flu or COVID vaccine are available from the Student Health Nurse. Requests for medical or religious exemptions must be received in a timely manner in order to be processed for approval prior to the start of classes. N95 Respirator Fit Testing may be done annually for students who are required to wear a N95 during clinical rotations.



## Criminal Clearances

Students are required to provide a Federal Cogent Criminal Clearance, a Criminal History and Record Information Check (Act 34 Clearance) and a Pennsylvania Child Abuse History Clearance (Act 33 Clearance) prior to enrollment in Semester I. Criminal clearances must be completed no earlier than six months prior to the start date of classes. Any individual convicted of one of the prohibitive offenses will not be eligible for program enrollment or if enrolled, will be terminated from the program. Additionally, if a student comes to our facility and they have not been a resident of Pennsylvania for the past two consecutive years, they must go through the Department of Aging for an additional clearance per the Older Adults Protective Services Law.

Felonious acts prohibit licensure as a registered nurse by the State Board of Nursing at any time. Conviction of a felony includes judgment, and admission of guilt or a plea of nolo-contendere. Ten years must have elapsed from the date of conviction and/or an applicant for licensure satisfies the qualifications contained in the Act of the State Board of Nursing. (Refer to “The Controlled Substance Drug, Device and Cosmetic Act,” Act of April 14, 1971, P.L. 233, No. 64.) The offenses that will result in non-admission or program termination may be obtained upon request from the Conemaugh Health System Human Resources. There may be other convictions that could lead to denial of licensure. Potential students should be aware that prohibitive offenses (as identified by the Department of Health, Act 169, of 1996, as amended by Act 13 of 1997) would prevent employers in many health care facilities from hiring them even though they obtained a license from the State Board of Nursing. The following questions asked by the Pennsylvania State Board of Nursing should be answered as “No” (if “Yes,” the applicant should contact the Pennsylvania State Board of Nursing for guidance):

- “Have you ever been convicted, pleaded guilty or entered a plea of nolo-contendere, or received probation without verdict, accelerated rehabilitative disposition (ARD) as to any felony or misdemeanor including any drug law violations, or do you have any criminal charges pending and unresolved in any state or jurisdiction? You are not required to disclose any ARD or other criminal matter that has been expunged by order of a court.”
- “Have you withdrawn an application for a license, certificate or registration, had an application denied or refused, or for disciplinary reasons agreed not to reapply for a license, certificate or registration in any profession in any state or jurisdiction?”
- “Have you had disciplinary action taken against your license, certificate or registration issued to you in any profession in any other state or jurisdiction?”

In accordance with Human Resources policy, students who reapply for admission to the School do not need to submit Criminal Clearances (Child Abuse, FBI fingerprinting and PA Criminal Check). The returning student will be required to provide original clearances dated no more than five years from the student’s anticipated graduation date. The student must also sign an Attestation Form, indicating that there have been no criminal activity/incidents from the date on the original clearances until the present day.

## CPR Certification

Consistent with Hospital policy, students are required to have current certification in Basic Life Support. Curriculum and testing must include Adult 1 and 2-Rescue CPR, Infant/Child CPR, and Adult, Infant and Child Conscious and Unconscious Obstructed Airway. A CPR certification session is scheduled by the school during enrollment prior to patient care provisions on the clinical area. Failure to comply may interfere with meeting course outcomes.



## Social Security Number

All students must have a Social Security number prior to entering the Conemaugh School of Nursing.

## Transfer Students

Transfer students are welcomed and follow our standard admission process. In addition to the application, official grade transcripts from all high schools, colleges, nursing schools and postgraduate institutions attended are required. Transfer credits may be granted if courses are deemed equivalent to courses required by the Conemaugh School of Nursing curriculum. Courses considered for transfer must have been completed with a grade “C” (C minus will not be accepted) or better and no greater than ten years old. The candidate may be required to take an entrance exam as part of the admission process. Transfer credits are not utilized in the computation of the student’s overall grade point average.

## Reinstatement

If a student wishes to reapply to the nursing program, they will be instructed to follow the admission process and submit appropriate documentation the same as first time applicants. The student’s academic and performance records are reviewed prior to granting admission. During the withdrawal period, the applicant must have demonstrated continued academic ability, be viewed by the faculty as possessing an aptitude for nursing and show evidence of commitment to the learning process. The Admissions Committee determines the placement and conditions under which the student may reenter. In the case of a student who earns an “F” in a college course or Conemaugh School of Nursing course or an “unsatisfactory” clinical grade in a nursing course, eligibility for readmission is forfeited.

Students who withdraw for personal reason(s) or are academically withdrawn may reapply for the following class and repeat the course. If a lapse of more than one year has occurred, the student may be required to repeat course and clinical content. All requests are evaluated on an individual basis and readmission is not guaranteed. A student is permitted one re-admission to the Conemaugh School of Nursing.

The School believes that often students who return to the program may have corrected previous academic performance or resolved personal difficulties. Their current enrollment reflects the quality of the student who pursues continued educational development.

The Conemaugh School of Nursing’s academic transcript will reflect all course grades earned. The course grade and credit value determines the calculated grade point average each semester, and as the student progresses in the curriculum plan, a cumulative grade point average is determined.

For the student who previously withdrew from the program, their former grades remain on the academic transcript for repeated courses but are no longer counted in the student’s current enrollment grade point average.

## Acceptance into the Program

The Admission Committee selects the best candidate to offer program admission: one who demonstrates a commitment to the educational process and who has an aptitude for nursing. Candidates are notified in writing of the decision. All students who accept admission must pay the registration fee, including readmissions. Applicants are required to comply with established health requirements prior to enrollment.

Any physician recommendations must be followed. One class is enrolled in the Fall of each year. A student currently enrolled at Conemaugh as a full-time student cannot be enrolled as a full-time student in any other educational program.

All preadmission requirements and prerequisite college course credits with a passing grade of “C” or better must be met prior to enrollment.

## 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 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 the writing of 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 206 - Microbiology - 3 credits**

This course is designed to introduce students to the fundamental concepts of microbiology, and the application of those concepts to human disease. Lecture will include the study of microorganisms, their metabolic processes, and their relationship to disease.

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

Co-requisite(s): BIO 216 Microbiology Lab

**BIO 216 - Microbiology Lab - 1 credit**

This course is designed to introduce students to the fundamental concepts of microbiology, through the application of those concepts to human disease. Laboratory work includes culturing, staining, studying, and identifying 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 the 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 165 - 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.

## **Taught by Conemaugh School of Nursing**

**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 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: 8 weeks - 5 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. The patient's life style and potential for rehabilitation are analyzed. A range of acute and chronic alterations in health care are addressed. Attention is given to musculoskeletal, diabetes mellitus, gastrointestinal, cardiovascular, and respiratory system alterations in health. Supervised clinical experiences correlate with nursing theory. Students begin to care for a multiple patient assignment and gain experience in intravenous and phlebotomy skills. 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 encourages collaboration with a multidisciplinary health team. Students focus on meeting individualized health needs of every patient in an expanding patient assignment. Nursing consideration is given for patients with oncology, male/female reproductive problems, hematologic, valvular heart disease and abdominal aortic aneurysm. Emphasis is placed on maintaining dignity, respect and sensitivity to one's self and others. Clinical case studies address acute and chronic situations to help the patient and family reduce health risks and make modifications in life style to reinforce basic prioritization, decision-making and delegation activities. The student begins to provide and prioritize care for a multiple-patient assignment in the clinical setting.

**Medical Surgical Nursing III: 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 utilization of clinical case studies, use of 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 allow 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 process 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 Regional Intensive Care Nursery (RICN) 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.

**Complex Medical Surgical Nursing: 8 weeks - 6 credits**

This course emphasizes the complex and multiple medical-surgical problems experienced by patients. Knowledge is expanded on the acute phase of illness and the advanced nursing care of adults with acute and chronic alterations in health. Course content is focused on HIV, obesity, burns, hepatic, neurological and renal difficulties, as well as other complex system disorders. Students are also introduced to the role of the nurse in case management. The psychosocial and spiritual dimension involves the co-creation of coping skills for the individual and family. Community resources are stressed. The clinical practicum provides an expanded opportunity to prioritize and organize the health care needs of multiple acutely ill patients. The student anticipates and alters their plan of care to the ever changing health status of the complex patient. Time management and a higher level of clinical judgment are required. Critical thinking and problem-solving is fostered by the use of a patient simulator and clinical case studies.

**Critical Care Nursing: 8 weeks - 6 credits**

This course analyzes advanced nursing concepts for the comprehensive care of individuals with life threatening illness. Central to the scope of the course is the development of advanced knowledge and clinical skills in the critical care environment. Course content consists of respiratory, cardiac, shock, traumatic brain injury, spinal cord injury, trauma emergencies, and natural or man-made disasters. Ethico-legal issues involved with life threatening illness are addressed. Critical care and emergency services foster growth in nursing judgment, prioritization of care and decision-making. The clinical practicum requires the utmost collaboration of the interdisciplinary health team for patients and families coping with a life threatening situation. Case studies and the patient simulator allow synthesis of theory to clinical practice in caring for patients at high risk for multi-system failure.

**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.

**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

**Prerequisite**

Human Anatomy & Physiology I (3 credits)  
 Human Anatomy & Physiology I Lab (1 credit)  
 Human Anatomy & Physiology II (3 credits)  
 Human Anatomy & Physiology II Lab (1 credit)

**Total 8 college credits**

**First Year – 40 Weeks**

Fall Semester I (16 Weeks)

Course	Credits	Theory	Lab	Clinical	Hours
Fundamentals	10	90	42	138	270
General Psych*	3**	45	0	0	45
Human Development*	3**	45	0	0	45

Semester I - Average weekly contact hours: 24  
 Total college credits: 6      Total nursing credits: 10  
 Total semester credits: 16      Nursing theory/clinical ratio: 1:2  
 Holidays: Labor Day, Thanksgiving Recess  
 Semester Break: 1-2 weeks

Spring Semester II (16 Weeks)

Course	Credits	Theory	Lab	Clinical	Hours
Medical Surgical I	5	45	10	80	135
Medical Surgical II	5	45	10	80	135
Microbiology*	3**	45	0	0	45
Microbiology Lab*	1**	0	45	0	45

Semester II - Average weekly contact hours: 24  
 Total college credits: 4      Total nursing credits: 10  
 Total semester credits: 14      Nursing theory/clinical ratio: 1:2  
 Semester Break: 1 week

Summer Semester III (8 Weeks)

Course	Credits	Theory	Lab	Clinical	Hours
Medical Surgical III	5	45	0	90	135
Pharmacology*	3**	45	0	0	45

Semester III - Average weekly contact hours: 24  
 Total college credits: 3      Total nursing credits: 5  
 Total semester credits: 8      Nursing theory/clinical ratio: 1:2  
 Holiday: Memorial Day      Semester Break: Summer

\* indicates college course  
 \*\* indicates college credit

**Program Hours**

Nursing Theory hours: 420  
 Nursing Clinical hours: 990  
 Science Lab hours: 45  
 College Theory hours: 360  
**Total Program hours: 1815**

**Prerequisite to Second Year**

None

**Second Year – 40 Weeks**

Fall Semester IV (16 Weeks)

Course	Credits	Theory	Lab	Clinical	Hours
Mental Health	5	45	0	90	135
Maternal Child	5	45	0	90	135
Diet Therapy*	3**	45	0	0	45
Sociology*	3**	45	0	0	45

Semester IV - Average weekly contact hours: 24  
 Total college credits: 6      Total nursing credits: 10  
 Total semester credits: 16      Nursing theory/clinical ratio: 1:2  
 Holidays: Labor Day, Thanksgiving Recess  
 Semester Break: 1-2 weeks

Spring Semester V (16 Weeks)

Course	Credits	Theory	Lab	Clinical	Hours
Complex Medical Surgical	6	45	0	135	180
Critical Care	6	45	0	135	180
English*	3**	45	0	0	45

Semester V - Average weekly contact hours: 26  
 Total college credits: 3      Total nursing credits: 12  
 Total semester credits: 15      Nursing theory/clinical ratio: 1:3  
 Semester Break: 1 week

Summer Semester VI (8 Weeks)

Course	Credits	Theory	Lab	Clinical	Hours
Advanced Nursing	3	15	0	90	105
Critical Thinking*	3**	45	0	0	45

Semester VI - Average weekly contact hours: 20  
 Total College Credits: 3      Total nursing credits: 3  
 Total Semester Credits: 6      Nursing theory/clinical ratio: 1:6  
 Holiday: Memorial Day  
 Semester Break: Summer

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.

## Academic Policies and Promotion

Students advance through the program by meeting standards of academic achievement, attendance, professional behavior, financial obligations, hospital policies, school policies, and program requirements. Promotion of the student is based on:

1. Meeting course requirements.
2. Demonstrating mastery of all course outcomes.
3. Maintaining satisfactory performance in previously learned courses and clinical competencies.
4. Adhering to program requirements.
5. Achieving a passing grade of no less than a “C” in all courses within the curriculum plan.
6. Receiving a clinical performance grade of “Satisfactory” in each nursing course.

It is recommended that you follow Conemaugh School of Nursing’s schedule of classes. If you opt to take a college course prior to the School’s curriculum plan and receive a “D” or “F” grade, you will be required to retake the college course during the scheduled time. Only one repeat of a “D” or “F” grade will be permitted.

A student with an “Incomplete” grade is not eligible for promotion until all course requirements are fulfilled/completed within the time frame established by faculty.

The student is expected to inform family members and/or significant others of grades and School status. For financial aid purposes, students are required to maintain satisfactory academic progress. Please see the Satisfactory Academic Progress Policy for more information.





## Academic Standing

Academic standing is determined by a grade point system. Theory grades are determined on a percentage basis with a letter grade equivalent. The student's academic quality point average (QPA) is obtained by multiplying the number of credit hours by the number of quality points. The total number of quality points is then divided by the total number of credit hours to determine the QPA. A cumulative QPA will be maintained for each student to establish class rank. Courses transferred into the program are not calculated in the determination of the term QPA.

The honor roll scale at Conemaugh School of Nursing is: 3.0-3.5 QPA, Honors; 3.51-3.99 QPA, High Honors; and 4.0 QPA Highest Honors.

## Grading System

**The grading scale at Pennsylvania Highlands Community College (PHCC)  
(Percentage grade for each letter grade is determined by the course faculty.):**

Grade	Quality Point	Description
A	4	Superior/Excellent
B	3	Good/Above Average
C	2	Satisfactory/Average
D	1	Pass/Unsatisfactory
I	0	Incomplete
F	0	Failure
W	0	Withdrawal
S	0	Satisfactory
U	0	Unsatisfactory
RD	0	Report Delayed
AU	0	Audit

### Grading scale at Conemaugh School of Nursing:

Letter Grade	Percentage	Quality 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

## Auditing Courses

With permission from the Director, Conemaugh School of Nursing, and course coordinator, qualified individuals may audit a nursing course. Taking tests, fulfilling assignments and class attendance is required. The following privileges are not available to persons who audit:

1. A final grade recorded on a transcript
2. Clinical experience
3. Individual tutorial sessions

The cost of auditing a nursing course is 25% of the course tuition and the cost of related fees for the course and semester. Auditing college courses is the decision of the college. Determination of the cost is according to college policy.

## Repeating Nursing Courses

A student who repeats a nursing course will have both grades identified on the academic transcript of the program. The last grade earned will be the grade used in computing grade point average. Since nursing courses are composed of theory and clinical practicum, both components must be repeated. Current tuition and fees are charged for repeating a course.

## Conemaugh Nursing Courses

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. The student experiencing difficulties should meet with the Director and/or Associate Director to clarify their academic and clinical status. A student who has not met all course learning outcomes and program requirements may be dismissed or given a period of time, by the Director, Conemaugh School of Nursing, in which to correct the areas of unsatisfactory performance.

## Evaluation of Clinical Performance

Determination of the clinical performance grade is based on the student meeting established standards of achievement, attendance and program requirements.

The final clinical grade indicates that the evaluation was based on consistency in performance and that adequate time for evaluation in meeting outcomes has occurred.

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

**Unsatisfactory (U)** - Failure to meet one or more of the course learning outcomes and/or program requirements

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



## 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, academic/behavior probation and clinical probation, **once** during their time through the program. Should the student not fully correct areas of weakness within the established time period, the student will be involuntarily withdrawn from the program.

## Withdrawal

Withdrawal refers to the non-completion of the program. The decision to withdraw is discussed between the student and the Director/Associate Director, Conemaugh School of Nursing. Upon withdrawal, the student must return the Hospital photo identification badge, library materials, parking tag, and any other School/Hospital-owned property. Arrangements must be made to meet financial obligations. Applicable tuition refund will be outlined by the Student Financial Services according to policy. See Institutional Refund Policy on page 37. Appropriate withdrawal forms for scheduled classes from Pennsylvania Highlands Community College must be completed by the student at the college. Failure to withdraw from a PHCC college course will result in an “F” grade being recorded on the PHCC academic transcript. Official transcripts are released when all obligations are fulfilled.

## Involuntary Withdrawal (Dismissal)

Individuals who have been terminated from employment within the Conemaugh Health System are unable to engage in the clinical practicum experience designed in the school’s curriculum. This action will result in denial of enrollment in the school since the individual cannot meet required competencies and program outcomes. If the faculty deems that a student does not meet the standards necessary for successful performance as a professional nurse, involuntary termination may be required. Reasons for withdrawal:

1. Unsatisfactory performance in theory or clinical practice
2. Failure to meet guidelines identified in probationary status
3. Failure to meet course and program requirements
4. Failure to meet math competency requirements
5. Possession of illegal drugs on Hospital premises
6. Divulging confidential information except to proper authorities
7. Violation of academic integrity
8. Damaging Hospital or School property
9. Violation of Hospital rules, regulations, standards, values or policies
10. Discourteous behavior to others
11. Non-fulfillment of financial obligations
12. Non-attendance
13. Loss of clinical privileges

### **Voluntary Withdrawal (Resignation)**

A student who plans to withdraw from the program during any term must make an appointment to discuss his or her intention with the Director/Associate Director, Conemaugh School of Nursing. It is also recommended that the student meets with Student Financial Services to discuss impact to student account. After this meeting, the student has one week to submit a letter verifying the voluntary withdrawal to the Director. The Associate Director, Conemaugh School of Nursing, will notify faculty. Appropriate withdrawal forms for scheduled classes at Pennsylvania Highlands Community College must be completed by the student at the college. The Director will document and submit the withdrawal date based on the letter of resignation and/or the last date of attendance. Students may withdraw “W” from nursing courses two weeks prior to completion without incurring course failure “WF” as a documented grade. A student who withdraws from the program and wishes to return must repeat the admission process.

### **Math Competency**

Competency in math calculation is expected as a nursing course prerequisite requirement to the clinical component for safe administration of medications. Students are expected to earn at least 85% on examinations of dosage calculation. Tutorial sessions, work-sheets, and computer assisted instruction are available. Students must demonstrate satisfactory ability to calculate dosages to be offered the opportunity to administer medications in the clinical setting. A student is afforded three opportunities to achieve a passing grade. Failure to pass math competency results in involuntary program withdrawal. Maintaining math calculation competency for safe administration of medications is required to meet course outcomes and progress in the curriculum as planned. Medication dosage calculation questions will be part of meeting theory grade requirements and clinical learning outcomes.

### **Professional Accountability**

As a potential registered nurse, students are to abide by Hospital and School regulations and expectations. Inappropriate behavior, dress, grooming, language, and attitude are not tolerated. A student who continues to exhibit this behavior can be placed on probationary status or dismissed from the program. Students have a responsibility to monitor other individuals’ patterns of practice. Mistakes and errors can lower the standards of practice expected in providing quality patient care. The person who conceals the mistakes of others is as guilty of that error as the actual participant.

The faculty and administration rely on the mailbox and email system and emails to disseminate information. It is the student's responsibility to check mailboxes and emails daily for communications. Except in an emergency, individual notes are not hand-delivered to students.

## Classroom Attendance

Students are expected to attend and be punctual for all classes. **Students who arrive after lecture begins are not permitted to enter the classroom; likewise, students who leave the classroom are not permitted to re-enter.** Absenteeism may affect grades and could result in academic failure. In the event of unavoidable absence, the student is responsible for information presented in class. Appointments should not be made during scheduled course activities or School functions. Students with special considerations should take these up with the Student Health Nurse.

If an unavoidable absence is required, prior arrangements should be made with the course coordinator. In the event of an absence, it is the student's responsibility to contact the instructor at the beginning of the school day of return for makeup requirements. Makeup work for an excused absence must be completed within the time frame established by the faculty. Reporting absence for classroom theory is not mandatory except for a scheduled exam.

All students are expected to be prompt for a scheduled class and to remain for the entire period. Attendance will be taken for scheduled class time. Students with an attendance problem may be required to meet with the Director. When 10% of the course theory hours are missed, there will be a 1% reduction in the final theory grade percentage at the completion of the course. When 20% of the scheduled theory is missed, there will be a 2% grade reduction in the final theory grade for the course. The situation will be reviewed by the course faculty and the Director, School of Nursing, prior to the final documented grade reduction.

In the event that a clinical and/or classroom absence(s) are related to a communicable illness, i.e. COVID, and requires quarantine, the course faculty, Associate Director, and Director will review the situation prior to documenting a final grade.

## Clinical Attendance

Regular and prompt attendance during clinical experience facilitates students' accomplishment of student learning outcomes. Assigned time for clinical experience is necessary for students to demonstrate application of classroom theory to develop skills and judgment, and to give instructors the opportunity to evaluate achievement in accomplishing course outcomes. Fifteen percent or more of clinical hours missed per nursing course is reason for dismissal. In the event of a labor dispute in the clinical setting, it may be required that clinical time lost is made up. Students are not expected to cross a strike line. Reporting absence or tardiness is required. Failure to notify the School in a timely manner results in forfeiture of clinical experiences. It is the students' responsibility to contact the course coordinator at the beginning of the school day they return from their absence to obtain a structured alternative assignment.

Reporting absences or tardiness for all scheduled clinical practicum is required. The procedure for notification is to call your assigned clinical instructor. Notification should be a minimum of one hour prior to the scheduled clinical experience. Speak clearly and identify yourself. Failure to notify the School in a timely manner will result in forfeiture of clinical experiences and an unsatisfactory clinical evaluation.

In the event that a clinical and/or classroom absence(s) are related to a communicable illness, i.e. COVID, and requires quarantine, the course faculty, Associate Director, and Director will review the situation prior to documenting a final grade.

A structured alternate learning assignment developed by the course faculty is required for each clinical absence day, except in the case of a mandatory court appearance or death of a family member. Additionally, a student who misses scheduled clinical time due to documented hospitalization, emergency room care for themselves or an immediate family member is **not** given an alternate assignment.

Immediate Family Member:

Students' spouse, parent, child, sister, brother, legal guardian or ward, grandparent, great-grandparent, grandchild, great-grandchild, mother or father-in-law, daughter or son-in-law, sister or brother-in-law, stepchild, stepmother, stepfather, stepsister, stepbrother, or any individual living with the student. Up to three days of excused absence is granted in one week.

Close Family Member:

Student's aunt, uncle, first cousin, niece, nephew, grandparent-in-law, great-grandparent-in-law, or any "ex-in-law/spouse." One day of excused absence is granted in one week.

If a student arrives 15 minutes late for clinical, they are marked for one-half day absent in addition to tardy and are required to complete an alternate clinical assignment.

Alternate clinical assignments do not replace the value of skill performance and professional judgment afforded in the clinical setting in meeting course outcomes. All students are expected to be prompt for scheduled clinical or community experience and to remain for the entire period. Alternate clinical assignments will be challenging and will take at least 50% of the time to complete as the hours of clinical missed. Faculty teaching the theory content of the clinical alternate assignment will develop a key for correction of the student's submitted written alternate assignment. Due dates will be determined by the course. Failure to complete the assignment in a satisfactory manner will result in an incomplete and subsequent failure to progress in the program.

Arriving more than 15 minutes late for clinical is recorded as tardy and missing one-half day of clinical time. Total absent time is documented on final transcripts and on the Graduate Readiness for Employment Summary. Since the School of Nursing is part of Conemaugh Memorial Medical Center, the School normally does not close due to inclement weather.

## **Student Employment**

Employment may be necessary while enrolled in the program for some students. These guidelines apply:

1. The School assumes no responsibility for employment.
2. School uniform and/or photo identification badge may not be worn at the employment site.
3. The employment schedule must not interfere with the academic schedule.
4. The student may not perform duties of a professional registered nurse.
5. If currently licensed as a Practical Nurse, a student may work in that capacity.
6. The School is not responsible for the student during employment hours.
7. Excessive hours of employment may negatively impact academic success.



## **Educational Facilities**

The Conemaugh Memorial Medical Center Main Campus houses the library, classrooms, offices, computer center, skills lab, simulation lab, and a variety of audiovisual materials. Conemaugh Health System facilities, Home Health visits, doctors' offices and selected community resources are used for clinical nursing practice. Clinical experiences are correlated with theory. Students participate in selection and evaluation of new materials and recommended additions to the Health Sciences Library. The computers, audiovisuals and printed materials are located in the Library and adjacent to the computer center. Conemaugh Memorial's copyright policy can be found in the School of Nursing Student Guide.

## **Facilities**

Locker rooms allow students to store their belongings while at the School. Students are to provide their own lock. Lockers are to have a secured lock in place at all times. The Organization and School are not responsible for property maintained lost, stolen, or brought to the Campus.

## **Books and Uniforms**

Books and uniforms are purchased by the student through outside vendors and are not included in the tuition and fee amounts billed. Approximate costs for books and uniforms are listed on the academic year cost sheet. Graduation ceremony attire is required and the cost is included as part of graduation fees.

## **Transportation and Parking**

Students are responsible for providing their own transportation to class and clinical experiences. Transportation costs are variable and are determined by distances and modes of transportation. Not all clinical sites utilized by the program are accessible by bus transportation. Students must make their own transportation arrangements. All students are encouraged to park at Masonic Temple or Habits lot #21A. Shuttle service is available from 5:00 am - 8:00 pm Monday through Friday only at Masonic Temple.

## **Housing**

All students are responsible for their housing needs. Many apartments in the vicinity of the Hospital offer housing to Conemaugh students. Information pertaining to accommodations in the community is commonly posted on the student bulletin boards. An Apartment/Housing rental list is available with the Academic Admissions Coordinator/Recruiter.

## **Meals**

Meals may be purchased in the CrossRoads Cafe or students may carry meals from home. A small kitchenette is provided in the Student Lounge. Several restaurants are located within one or two blocks of the Hospital.

## **Health, Well-Being and Health Insurance**

Expense of medical care and hospitalization is the student's responsibility. Conemaugh promotes health and well-being and adheres to the provision of a drug-free, smoke-free environment. It is Conemaugh's

policy that students be physically and mentally fit. It is strongly recommended that each student possess health insurance. Health services are available.

Mental health services are also available. When there is a charge for such services, the student's health insurance carrier is billed. If the student is found not to have health insurance, the student is responsible for payment.

In compliance with the requirements of the Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 and Subsequent Amendment, Conemaugh prohibits the unlawful manufacturing, possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of its activities. This Substance Abuse Policy is in effect throughout Conemaugh and is distributed yearly to all students. Annual educational sessions on substance abuse are presented. If a problem of substance abuse is suspected or documented, Conemaugh's Substance Abuse Policy is implemented, and drug and alcohol screening/testing is done as deemed appropriate.

Confidentiality is maintained.

Legal sanctions, under the Controlled Substance, Drug, Device and Cosmetic Act or comparative legislation, may include probation, fines or imprisonment.

Periodic dental care and examination, eye care, orthopedic appliances and care related to pregnancy are the responsibility of the student or the student's family. In the event of illness, the student is to secure care from a physician of choice at personal expense. Certification of care by the physician should be submitted to the student health nurse where health records are maintained during enrollment.

**Latex Allergies:** The environment of various clinical sites cannot assure that the area is latex free. Those individuals who have latex allergies may require accommodations that the School cannot provide. The School cannot assure that all learning sites utilized in the education process can be latex free.

## Accommodations to Achieve Learning Outcomes

Students needing reasonable accommodations for testing and skill performance are to make an appointment with the Director, Conemaugh School of Nursing, to discuss the nature of the accommodation required by the School. Requests for reasonable accommodations must be documented two months prior to enrollment. Expenses for the learning assessment are the responsibility of the student. Results may be shared with the Student Health Nurse. The school complies with all federal, state and local statutes and regulations. It is the policy of the school to oversee that the policies and practices are administered consistently without discrimination. Reasonable accommodations will be made for a known applicant with a disability unless the accommodation would impose an undue hardship on the operation of the facility. At the request of the student, documentation of a learning disability or physical limitation with the type of reasonable accommodation provided by the School will be submitted to the State Board of Nursing for NCLEX-RN testing accommodations.

## Counseling Services

- Counseling Services are designed to assist the student in academic and professional adjustment.
- Academic counseling is provided by the faculty, the Academic Admissions Coordinator/Recruiter, the Associate Director, and/or the Director. Areas include: NCLEX-RN examination, test taking skills, interviewing skills, and resume writing.
- Referrals and consultations are made as necessary.
- The Health Nurse for Students will also assist in referral of community resources.

## Dress Code

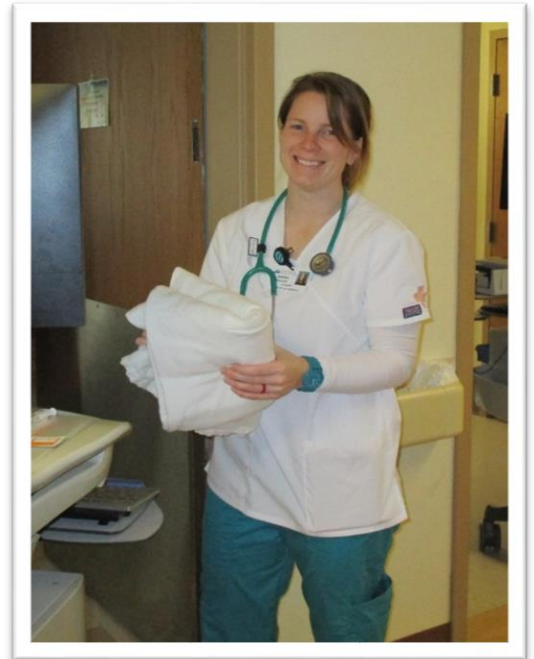
Grooming and attire worn by individuals connected with the School of Nursing should reflect an image of respect and professionalism in an academic and hospital setting. Dress that is appropriate, modest and in good taste is expected on all Conemaugh Memorial Medical Center Campus areas. Students are to be properly groomed and hair clean. Every impression made on patients and the public is significant, regardless of department, location or assignment.

The student photo ID badge must be worn at all times on upper chest. Lack of a hospital photo ID badge requires a badge to be immediately purchased from the security department for a fee. If a student needs to be sent off of clinical to obtain a new ID badge then it will be documented as absent for the clinical or theory time and an alternate assignment could be required.

At the discretion of the instructor/assigned staff, extremes in appearance or in attire will result in student dismissal from the learning experience. Repeated violation may result in probationary status or program dismissal by the Director, School of Nursing.

### Required Clinical Attire:

**Uniform** – The complete school uniform consists of the white or teal top with school logo, teal slacks, photo ID badge, white leather shoes, white socks and facial coverings. Scrub clothing is the appropriate attire in senior level courses. Any uniform that appears discolored, stained, soiled or torn must be replaced. Since areas requiring scrub clothing as clinical dress tend to be cool, a clean white long sleeve shirt without a logo may be worn (no thermal underwear) under the uniform scrub top. The faculty will provide guidance for clinical attire for Mental Health and Community experiences.



**Photo Identification Badge** - A Conemaugh Memorial Medical Center photo identification badge is to be worn at all times. The ID badge is to be worn on the upper chest with photo and information visible. The badge is to be unadorned.

**Shoes** - **White** low heeled oxford or strap shoes, or leather tennis shoes are acceptable. Backless shoes are not permitted on the clinical area. The shoes are not to have fabric or a conspicuous logo printed on the shoe. Soles of the shoes must be white or neutral in color unless otherwise approved by the Director. White shoes and white laces are expected to be clean and look professional.

**Wristwatch** – The watch cannot be distracting and must have a second-hand sweep. **No Apple Watches or smart watches of any type are permitted.**

**Undergarments** - Men are to wear white non-logo printed tee shirts under the tunic top. Women are to wear appropriate white or beige undergarments. A white non-logo long sleeve shirt may be worn under the tunic top (No thermal underwear). **White socks** must be worn with clinical attire.

**Lab Coat** - Professional appearance is essential in patient care areas as a representative of the nursing profession. A lab coat with the student's photo ID badge can be worn on the clinical setting. Lab coats should not be worn when providing direct bedside care provisions. Clean, non-wrinkled lab coats and the

student's photo ID badge must be worn over classroom attire when the student goes to the clinical area for their patient assignment. No warm-up jackets or hoodies are permitted to preassess.

**Makeup and Implants** - Subtle makeup is acceptable. Exposed and under the skin facial implants are not permitted. Natural and subtle eyelashes and eyelash makeup is acceptable.

**Contact Lenses/Glasses** - Contact lenses must be a natural eye color and not distracting. Glasses must have clear lenses and frames that are not distracting in shape, color or pattern. Due to COVID, all students must wear protective eyewear.

**Hair** - Hair is to be clean and neatly groomed, appropriately styled and colored. (Unnatural hair color, purple, green, blue, pink, etc., is not permitted.) Ribbons, headbands or hair ornaments are not allowed with the uniform. Long hair is to be pinned neatly above the uniform collar or held secure with an elastic hair tie in a ponytail or braid down the back. Hair should not fall forward when providing patient care. No messy buns. Men must be clean shaven or mustaches and beards neatly trimmed. No man buns.

**Hygiene** - Daily bathing, use of deodorants and mouth care are expected. Clean dental hygiene and teeth in good repair are required. Perfumes/colognes should be avoided. Cigarette smoke on hair, breath and clothing can be unwelcome odors to others. Fingernails are to be trimmed short and kept clean. Due to an infection control hazard, no nail polish, acrylic nails or glue-on nails and nail ornamentation may be worn with the uniform. Fingernail length must promote client and employee safety and not hinder patient care. Nails should not exceed 1/4" in length beyond the fingertip.

**Jewelry** - Bracelets are not to be worn on the clinical area. The only rings that can be worn are an engagement ring and the wedding band. The rings allowed should not cause injury or compromise the integrity of gloves. Pierced jewelry is to be conservative and tasteful and limited to two pieces in the ear lobe. Exposed jewelry on the body and/or nose or tongue is not permitted on clinical or when pre-assessing. Gauged/spacer earrings or ear bars are not accepted. Daith piercing for medical reason must have a note from the MD given to the Student Health Nurse. Neckwear is to be inconspicuous. A necklace, pendant and/or medal can be worn under the uniform.

**Gum Chewing** - Chewing gum detracts from a professional appearance and is not permitted during clinical experiences, clinical preparation, or on the school campus.

**Tattoos** - Body tattoos need to be covered by clothing, appropriate makeup or a skin-toned Band-Aid at all times when representing the school, such as at preassessment.

**Tongue** – Having a forked/sliced tongue is not permitted. No tongue jewelry is permitted.

**Required Classroom Attire** - Patterns of good attire are part of professional image. Students are expected to be conservatively clothed in the learning center and in the Hospital. Required classroom attire for the academic setting is the Conemaugh School of Nursing polo shirt, ID badge and facial covering. The shirt, with the embroidered logo on it, is to be worn with **dress slacks** or khakis. No jeans of any type or color are permitted. Clothes must fit appropriately and may not be so tight as to reveal undergarments. No yoga or sweat pants. If cold, a non-logo white shirt or turtle neck jersey may be worn under the polo shirt. **Only the approved black Conemaugh logo jacket may be worn in cool weather or a plain black zip-up jacket with no hood or logo's.** Shoes should be tennis, loafers, leather sandals, boots or a shoe that is secure on the foot with a heel back strap. Shoes and clothing are to be clean and in good repair.

**Permitted in Campus Classrooms:**

- Non-frayed non-faded waist high dress pants that are black, brown, navy, white, gray, or khaki
- School of Nursing polo shirts in the specified colors with the Conemaugh School of Nursing logo
- Conemaugh School of Nursing logo black jacket
- Conservative, appropriate colored underwear that is not visualized under garments
- Clean and pressed clothes in good condition
- Clean and well-kept shoes or leather sandals that are secure to the foot with a heel back strap.

**Not Permitted in Campus Classrooms:**

- Technical devices - blue tooth, ear buds or non-approved electronic devices
- Tight fitting or sloppy clothing
- Head coverings/baseball caps
- Clothing that has holes or is frayed or torn
- Not wearing appropriate underwear
- Underwear being visible or skimpy
- Flip flops, croc's
- 3"- 4" spiked heeled shoes or boots
- Bare feet
- Dirty or worn shoes
- No jeans of any color
- Hip huggers, shorts, or Capri pants
- Lounge pants, sweat pants, scrub pants, leggings, or yoga pants
- Excessive cosmetics or jewelry
- Non-Conemaugh School of Nursing logo sweatshirt/jacket
- No hoodies
- Pierced tongue or facial jewelry
- Gauging/spacer in the ear lobes and ear bars
- Perfumes/colognes
- No smart watches of any type

## Conduct

Professional success depends upon more than academic achievement. The student is expected, as are Conemaugh employees, to adhere to high standards of personal and professional conduct. This includes appropriateness of dress, politeness to others, cooperation, dependability, confidentiality, and accountability. Integrity is essential. Hospital policies and standards have been adopted for the welfare of patients. Corrective action will occur if policies and standards are not followed. Students are expected to attend class and meetings, assemblies and graduation.

All employees/students are expected to conduct themselves at all times in accordance with the Code of Conduct and other health system policies. Inappropriate conduct, disruptive behavior or any other inappropriate actions caused by alcohol/drug use at any time on campus, at any designated social functions (whether on or off premises) or while representing the school in any way, will be cause for corrective action up to and including dismissal from the program.

### Smoke-Free Shift, Alcohol-Free Workplace Policies

It is the policy of Conemaugh Memorial Medical Center to prohibit smoking as well as the use of smokeless tobacco by all physicians, employees, students, patients, and visitors on all identified Conemaugh Memorial property. Smoking is not permitted during the school day. The use of tobacco products by physicians and employees on all identified Conemaugh Memorial property compromises the image of Conemaugh Memorial as a health care institution.

As a leader in medicine and the community, Conemaugh Memorial has an obligation to its patients and to the public to strongly assert the risks of tobacco use. Establishment of a tobacco free environment makes such a statement. Patients have often expressed their concerns when they smell smoke on their caregiver. Visitors express their concern of the lingering smoke at building entrances. Seeing employees smoke or using tobacco in front of the Conemaugh Memorial campus buildings reflects negatively on us as a healthcare institution. The cigarette butts that frequent the sidewalks and parking lots are an eyesore, taking away from the beauty and cleanliness of our campuses. Compliance with the policy will be monitored and disciplinary action will occur if violated.

It is the policy of Conemaugh that employees and students be physically and mentally fit. The effects of substance abuse, i.e. physical and psychological dependence and impaired behavior, can adversely affect personal safety and performance, as well as become a threat to patient safety. Therefore, Conemaugh will comply with the requirements of the Drug Free Workplace Act of 1988 and Drug Free Schools and Committee Act Amendment of 1988 (Public Law, 101-226, Section 1213).

Conemaugh therefore prohibits the unlawful manufacturing, possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as a part of its activities. This policy serves notice to those involved in such activities that Conemaugh reserves the right to refer those involved for prosecution under the Controlled Substance, Drug, Device and Cosmetic Act, (PA Act #64), or any comparative legislation. Legal sanctions may include probation, fines or imprisonment.

## Graduation

Candidates for graduation from the School must have satisfactorily completed all academic and clinical requirements. Students are encourage to complete a Program Evaluation Form prior to graduation. All students who borrow a federal direct student loan are required to complete the online exit counseling. All



fees and outstanding debts must be paid and all Hospital property, i.e., Library materials must be returned before a diploma is granted. Students are encouraged to attend graduation activities. Clinical professional image standards are up-held for the graduation pictures and participation in the ceremony.

The diploma and pin of the Conemaugh School of Nursing are awarded at the graduation ceremony. Graduates receive recognition for academic honor roll placement. Special awards are presented to those individuals who exemplify excellence in professionalism, academic and/or clinical performance.

## **Licensure**

No application for licensure as a registered nurse shall be considered unless accompanied by a fee determined by the Board by regulation. Every applicant, to be eligible for examination for licensure as a registered nurse, shall furnish evidence satisfactory to the Board that he or she is of good moral character, has completed work equal to a standard high school course as evaluated by the Board and has satisfactorily completed an approved program of professional nursing. Approved programs shall include baccalaureate degree, associate degree, diploma nursing programs and programs in transition from approved diploma-to-degree-granting programs when all other requirements of the Board have been met.

(a) The Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64), 2 known as “The Controlled Substance, Drug, Device and Cosmetic Act,” or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:

(1) at least ten (10) years have elapsed from the date of conviction;

(2) the applicant satisfactorily demonstrates to the Board that he has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violations; and

(3) the applicant otherwise satisfies the qualifications contained in or authorized by this act. As used in this subsection the term “convicted” shall include a judgment, an admission of guilt or a plea of nolo contendere. An applicant's statement on the application declaring the absence of a conviction shall be deemed satisfactory evidence of the absence of a conviction, unless the Board has some evidence to the contrary.

## **Temporary Practice Permit**

The State of Pennsylvania and most other states allow the graduate to practice Professional nursing under a Temporary Practice Permit up to one year or until results of the Licensure examination are received. If the graduate fails the licensure examination, the Temporary Practice Permit expires immediately.

## **Employment Potential**

It has been our experience that graduates who actively sought employment as a graduate nurse were able to procure it. Nursing shortages exist in many areas of the United States. Proposed changes via health reform and the United States Department of Labor statistics indicate that employment opportunities for registered nurses will continue to grow significantly. Statistics on employment are available in the office of the Director, Conemaugh School of Nursing. According to the Bureau of Labor Statistics, the annual

mean wage for a registered nurse position in the Johnstown area of Pennsylvania in May of 2021 was \$77,600, with a median hourly wage of \$37.30.

## **Transcript Services**

Upon program completion, an initial unofficial transcript is issued without charge. Upon written request, all official and unofficial transcripts are furnished free of charge. When requesting a transcript, give your name at the time of graduation, the year of graduation, and the address where the transcript is to be sent. Official transcripts are not issued to the graduate unless sealed in an envelope that is signed by the Director.

Course outlines will be mailed on a fee per document basis. Contact the Secretary to the Director for specific information.

The School reserves the right to withhold the release of the transcript from student and graduates who are in debt to the School. Persons in this situation may discuss this matter with the Director, Conemaugh School of Nursing.

## **Tuition and Fees**

Information regarding current tuition and fees is available on the school website <https://www.conemaugh.org/education/school-of-nursing/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.

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

## **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.

## **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.

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 will have a hold on their account and may not be permitted to advance in the program, receive records including transcripts, health, etc., or participate in graduation until the hold is cleared. 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.

## **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 seeks to help the schools provide an excellent education by assisting students in receiving aid for which they are eligible.

The basic philosophy of the Student Financial Services Office at Conemaugh Memorial Medical Center is to help students achieve their educational potential by assisting students and families in determining the best way to meet their educational expenses. 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.fafsa.ed.gov](http://www.fafsa.ed.gov). **The school code is 006537.** Accepted students should submit the FAFSA by May 1<sup>st</sup> 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 expected family contribution (EFC) 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. The Department of Education made a clock-to-credit hour regulation change effective 7/1/2021. As a result, 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.

### 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 students 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. If a student fails to make SAP, the student's financial aid is cancelled and the student is withdrawn from the

program entirely. As a result, Conemaugh does not offer an appeal process by which a student who is not meeting SAP standards can petition the school for reconsideration of his or her eligibility of Federal Student Aid (FSA) funds.

Transfer credits that count toward the student’s program are counted in the calculation of satisfactory academic progress. Incomplete courses, course withdrawals, and unsuccessful course completion are considered to be credits not completed and are not counted toward satisfactory academic progress.

A student who is withdrawn from the program may reapply for admission and is considered on the basis of the admissions policies. A student who previously failed to make SAP is given a financial aid warning at readmission. The student may continue to receive FSA funds for one payment period after re-admittance. Should the student fail to meet SAP after that payment period, he or she loses his or her financial aid eligibility and is again withdrawn from the education program. A student is only permitted one re-admission to a Conemaugh program of study.

### **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 nonrefundable 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. 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 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 student 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.

## **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'



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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:

- EMT

- Paramedic
- Medical Technology
- 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.

Note: A covered individual is any individual who is entitled to educational assistance under Chapter 31 Vocational Rehabilitation and Employment or Chapter 33 Post 9/11 GI Bill benefits.

For veterans utilizing the Chapter 33 Post 9/11 GI Bill and for training beginning on or after August 1, 2018, the Monthly Housing Allowance (MHA) payment amounts are based on the Department of Defense's Basic Allowance for Housing (BAH) rates for an "E-5 with dependents" for the zip code of the campus or training location where the student has a majority of classes. Conemaugh's main campus (1086 Franklin Street, Johnstown, PA 15905) is the location where all students attend the majority of their classes. For a list of additional clinical sites, please visit [www.conemaugh.org/education](http://www.conemaugh.org/education).

## **Student Financial Services Office Contact Information**

The Student Financial Services Office handles all financial aid, bursar/billing functions, enrollment verification, and student account services. The office is located in the education building and the administrators can be reached at 814-534-9890 or 814-534-3402.

## **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 • 717-783-7142 • FAX 717-783-0822. [www.dos.state.pa.us](http://www.dos.state.pa.us)

## **Accreditation**

Conemaugh School of Nursing is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) 3390 Peachtree Road, NE, Suite 1400, Atlanta, Georgia 30326 • 404-975-5000 • FAX 404-975-5020 • [www.acenursing.org](http://www.acenursing.org). 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 Mission

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.



## Purpose

The purpose of the ACEN is to provide specialized accreditation for all levels of nursing education and transition-to-practice programs located in the United States, U.S. Territories, and internationally.

## Goals

As the leading authority in nursing accreditation, the goal of the ACEN is to be a supportive partner in strengthening the quality of nursing education and transition-to-practice programs through:

- 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



### **General Disclaimer**

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