ACCREDITATION

ARIA HEALTH SCHOOL OF NURSING

Approved by: The Pennsylvania State Board of Nursing
PO Box 2649
Harrisburg, PA. 17105-2649
(717) 783-7142

Accredited by: Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road SE Suite 850
Atlanta, GA 30326
(404) 975-5000

* Student Handbook is subject to change in accordance with administrative and faculty approval

Revised: 8/2016
<table>
<thead>
<tr>
<th>SECTION</th>
<th>TITLE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>INTRODUCTION /HISTORY</td>
<td>3</td>
</tr>
<tr>
<td>II</td>
<td>CURRICULUM</td>
<td>5</td>
</tr>
<tr>
<td>III</td>
<td>ACADEMIC STANDARDS AND POLICIES</td>
<td>22</td>
</tr>
<tr>
<td>IV</td>
<td>STUDENT RIGHTS AND RESPONSIBILITIES</td>
<td>37</td>
</tr>
<tr>
<td>V</td>
<td>STUDENT HEALTH AND WELFARE</td>
<td>54</td>
</tr>
<tr>
<td>VI</td>
<td>STUDENT GOVERNMENT ASSOCIATION</td>
<td>58</td>
</tr>
<tr>
<td>VII</td>
<td>SCHOOL POLICIES</td>
<td>66</td>
</tr>
<tr>
<td>VIII</td>
<td>LEARNING RESOURCES</td>
<td>79</td>
</tr>
<tr>
<td>IX</td>
<td>MISCELLANEOUS</td>
<td>83</td>
</tr>
<tr>
<td>X</td>
<td>FINANCIAL AID POLICIES AND PROCEDURES</td>
<td>91</td>
</tr>
<tr>
<td>XI</td>
<td>APPENDICIES</td>
<td>127</td>
</tr>
</tbody>
</table>
FOREWORD

The purpose of this handbook is to provide all students with a convenient reference for general information pertaining to student life at ARIA Health School of Nursing. As Penn State University is our collaborative partner, offering supporting courses, see the handbook for the University at the following web site: See the Penn State Handbook- https://handbook.psu.edu/.

The policies and procedures in this handbook have been established to provide a safe, supportive environment for learning. As a student, you should become familiar with the material so that when the need arises, you can refer to it and follow the procedures outlined.

The ARIA Health School of Nursing does not discriminate based on race, creed, color, national origin, religion, age, gender, marital status, sexual orientation or disability, in the administration of its educational policies, scholarship program, and other school administered programs and activities.
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SECTION II</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>MISSION STATEMENT OF ARIA-JEFFERSON HEALTH</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>VISION STATEMENT OF ARIA-JEFFERSON HEALTH</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>VALUES OF ARIA-JEFFERSON HEALTH</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>PERFORMANCE IMPROVEMENT STATEMENT OF ARIA-JEFFERSON HEALTH</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>PHILOSOPHY OUTCOMES OF ARIA HEALTH SCHOOL OF NURSING</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>PHILOSOPHY</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>GRADUATE OUTCOMES</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>LEVEL OBJECTIVES</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>COURSE OUTCOMES</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>CONCEPTUAL FRAMEWORK OF ARIA HEALTH SCHOOL OF NURSING</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>EXPLANATION OF CONCEPTUAL FRAMEWORK OF ARIA HEALTH SCHOOL OF NURSING</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>CURRICULUM AND ROTATION PLAN</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>ARIA HEALTH SCHOOL OF NURSING COURSE DESCRIPTIONS</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>RELATIONSHIP OF SUPPORT COURSES TO CURRICULUM OBJECTIVES</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>COOPERATING INSTITUTIONS AND AGENCIES</td>
<td></td>
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MISSION STATEMENT OF ARIA HEALTH

The mission of Aria-Jefferson Health is to provide exceptional patient care and customer service to members of the communities served by the hospitals, and acknowledges a patient’s right to considerate and respectful care, regardless of ability to pay.

VISION STATEMENT OF ARIA-JEFFERSON HEALTH

Be the premier, integrated healthcare delivery system serving Northeast Philadelphia, nearby Bucks and Montgomery counties.

Be recognized for high quality, commitment to service, and caring behavior by all members of the hospital family.

Commitment to constantly seek improvements in service to our patients, our community, and to each other.

Be the organization to which people, businesses, and insurers turn for health-related services.

Be the standard by which others are measured.

VALUES OF ARIA-JEFFERSON HEALTH

Our culture is imbued with certain values, which guide our actions and help us fulfill our mission and vision.

Safety – by valuing error prevention, identification, reduction and our response to sentinel events and awareness or identification of potential or actual errors

Service – to our patients and communities is foremost in our thoughts and actions

Integrity – continuously earning the trust of those we serve and with whom we work

Quality – by maintaining high standards of health care while continuously striving to improve

Compassion and Dignity – by caring, both physically and emotionally, for those we serve and by treating others as we ourselves would like to be treated
PERFORMANCE IMPROVEMENT STATEMENT OF ARIA-JEFFERSON HEALTH
Performance Improvement at Aria-Jefferson Health is the process by which patient care processes, patient outcomes, and patient and family satisfaction are continuously improved. The leadership of Aria-Jefferson Health has designed an organization-wide Performance Improvement Plan that is an interdisciplinary approach to achieving these goals. The plan describes how improvement priorities are defined and implemented. Aria-Jefferson Health is committed to improving the health of the communities we serve by providing compassionate, comprehensive, cost-effective, and state-of-the-art healthcare.

Philosophy and Outcomes of Aria Health School of Nursing
The philosophy and outcomes of the school are in accord with the vision, mission, values and performance improvement program of the governing body.

The philosophy and outcomes of the school are reflective of the Hospitals’ commitment to safety, education, community service and respect for the individual.

Philosophy
The Faculty of Aria Health School of Nursing believes:

Nursing is a profession that utilizes a body of knowledge integrating physiological and biopsychosocial sciences. It is a practice discipline using a holistic, dignified and caring approach across the Health – Illness Continuum. Nurses assist individuals, families, communities and society in the promotion, maintenance and restoration of optimal health and wellness. The unique role of the nurse encompasses a wide range of functions including teaching, consumer advocacy, ethical decision-making, communication, leadership and interdisciplinary collaboration. Nurses strive to promote a safe environment in all practice settings. Methodologies
employed by the nurse include application of the nursing process, nursing judgment, principles of equality and justice, and the concept of change theory. The professional nurse acts in accord with legal and regulatory guidelines.

**Nursing education** is a systematic, dynamic process through which the learner acquires knowledge of the art and science of nursing. The analysis and application of evidence-based practice, best practices and nursing informatics are emphasized. This process is accomplished through the transfer of theory to safe patient-centered practice through meaningful clinical experiences in a variety of settings.

**Education** is an ongoing process, through which the learner develops knowledge, attitudes, values, and skills to achieve an awareness of professional accountability and responsibilities. This is achieved by systematic reflection on practice as a basis for generation of new knowledge and innovation.

The **nursing curriculum** is built upon and uniquely integrated with the humanities, arts and sciences. The faculty responds to changes in technology and informatics, trends and emerging global issues. The following constructs form a foundation for the curriculum: knowledge and science, nursing process, nursing judgment, relationship-centered care, individual/family/community, context & environment, and personal and professional development. The curriculum progresses in a logical, sequential order with increasing complexity.

**Learning** is a cumulative, lifelong process by which the learner is challenged to develop an attitude of inquiry. The teaching/learning process is a shared experience between faculty and students. Faculty facilitates personal and professional development and
encourages self-directed learning through mentoring. The faculty is responsible for identifying critical knowledge for competent nursing practice, using creative strategies to engage all types of learners from diverse backgrounds, and maintaining open channels of communication to facilitate student learning. The faculty empowers the student to actively participate in learning through the use of reflective thinking. Students are responsible for theoretical/clinical preparation and communication of learning needs.

Recognizing that nursing encompasses lifelong learning with flexibility of role boundaries, the desired outcome of the nursing education program is to prepare a competent beginning nurse generalist who functions as a member of the health care team, demonstrates nursing judgment, utilizes informatics, incorporates quality improvement, is committed to lifelong learning, and applies evidence to support decisions in ambiguous situations in the delivery of exceptional care that is culturally sensitive and patient-centered.

**The individual** is unique and multidimensional, possessing universal needs and comprised of biopsychosocial, cultural, and spiritual attributes. The individual functions within the framework of family, community and society. The individual is encouraged to master developmental tasks striving toward self-actualization. The nurse guides the individual in efforts to reclaim or develop new pathways toward human flourishing (NLN, 2010). The individual is dynamic, interacting with an uncertain and complex environment.

**Health** is a state of complete physical, mental and social well-being, not merely the absence of disease or infirmity (World Health Organization, 1947). Individuals define health in relation to their values and culture, personality and lifestyle. The Health-Illness Continuum is represented by attainment of optimal health and wellness by the individual.
Healthcare is a right of every individual. Nurses assist individuals with health promotion and optimal health & wellness across the lifespan.

The environment consists of everything that surrounds the individual and is affected by physical, economic, social and political influences.

The School of Nursing is committed to the community. Students and faculty participate in community-centered activities promoting health and quality care for diverse populations.

**Graduate Outcomes**

Graduates of the program will function as beginning nurse generalists in the provision of patient-centered care derived from the use of informatics, evidence-based practice, quality improvement and interdisciplinary collaboration to:

1. Advocate for patients, families and communities in ways that promote their self-determination, integrity and ongoing growth as human beings (*Human Flourishing*).

2. Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe quality care for diverse patients within a family and community context (*Professional Development*).

3. Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families and communities (*Spirit of Inquiry*).

4. Make judgments in practice substantiated with evidence that integrates nursing science in the provision of safe quality care and promotes the health of patients within a family and community context (*Nursing Judgment*).
## LEVEL OUTCOMES

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<tr>
<th>FIRST LEVEL</th>
<th>SECOND LEVEL</th>
<th>THIRD LEVEL</th>
<th>CAPSTONE</th>
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<tr>
<td><strong>Human Flourishing:</strong> Implements safe, evidence-based patient centered care for the individual while valuing human diversity.</td>
<td><strong>Human Flourishing:</strong> Collaborates with individuals, families and health care team members to support patient advocacy, based on biopsychosocial and developmental needs.</td>
<td><strong>Human Flourishing:</strong> Coordinates care of individual, families and communities based on biopsychosocial and developmental needs.</td>
<td><strong>Human Flourishing:</strong> Coordinates with the interdisciplinary team to support individuals, families and communities to formulate effective health related strategies to achieve optimal health promotion and illness prevention.</td>
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<td><strong>Professional Identity:</strong> Examines the role of the professional nurse as change agent within the standards of ethical nursing practice.</td>
<td><strong>Professional Identity:</strong> Identifies principles of professional role development and change strategies within the ethical and legal standards of nursing practice.</td>
<td><strong>Professional Identity:</strong> Applies nursing leadership and management concepts to create strategies for change within the standards of nursing practice.</td>
<td><strong>Professional Identity:</strong> Implements one’s evolving role as a nurse that reflects integrity and a commitment to evidence-based practice, advocacy, and safe, quality care for diverse patients within a family and community context.</td>
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<tr>
<td><strong>Spirit of Inquiry:</strong> Demonstrates a spirit of inquiry in the preparation and performance of nursing care.</td>
<td><strong>Spirit of Inquiry:</strong> Utilizes evidence-based concepts of nursing practice to ensure the delivery of quality care to individuals and families.</td>
<td><strong>Spirit of Inquiry:</strong> Integrates evidence from biopsychosocial sciences and nursing in prioritizing the complex health needs of individuals, families and communities.</td>
<td><strong>Spirit of Inquiry:</strong> Selects evidence-based knowledge from biopsychosocial sciences and nursing in prioritizing and meeting the complex health needs of individuals, families and communities.</td>
</tr>
<tr>
<td><strong>Nursing Judgment:</strong> Identifies critical thinking skills when applying the nursing process to the care of individual patients.</td>
<td><strong>Nursing Judgment:</strong> Applies critical thinking skills to determine the priority nursing care needs of individuals and families.</td>
<td><strong>Nursing Judgment:</strong> Demonstrates sound nursing judgment to assist individuals, families and communities with complex health problems using an interdisciplinary approach</td>
<td><strong>Nursing Judgment:</strong> Synthesize knowledge of nursing care utilizing sound nursing judgment to assist individuals, families and communities with complex health problems using an interdisciplinary approach</td>
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Approved 6/24/2013
| COURSE OUTCOMES |
|-----------------|-----------------|-----------------|-----------------|
| **FIRST LEVEL** | **SECOND LEVEL** | **THIRD LEVEL** | **CAPSTONE**    |
| Human Flourishing: Nursing 110 | Human Flourishing: Nursing 210 | Human Flourishing: Nursing 310 | Human Flourishing: Nursing 410 |
| Implements safe, evidence-based patient centered care for the individual while valuing human diversity. | Incorporates knowledge of patient centeredness to implement health promotion and teaching “for patients and families” within a caring environment to promote human flourishing. | Incorporates concepts of patient centeredness through consideration of biopsychosocial and developmental needs of individuals with complex medical surgical problems and their families. | Coordinates with the interdisciplinary team to support individuals, families and communities in evaluating their health state in making health related decisions to achieve optimal wellness. |
| Nursing 111 | Nursing 211 | Nursing 311 | Nursing 410 |
| Implements the nurse’s role while providing safe, evidence-based patient centered care to promote human flourishing. | Incorporates obstetrical, pediatric (when age appropriate), mental health patients and their families, as well as health care team members when advocating for patients based on biopsychosocial and developmental needs. | Incorporates patient centeredness to deliver respectful, culturally competent nursing care in a variety of healthcare settings. |  |
| **Professional Identity:** Nursing 110 | **Professional Identity:** Nursing 210 | **Professional Identity:** Nursing 310 | **Professional Identity:** Nursing 410 |
| Examines the role of the professional nurse as change agent within the standards of ethical nursing practice. | Applies the concept of change while maintaining personal and professional accountability within the standards of nursing practice. | Applies the standards of professional and evidence-based practice to create change in the management of care of the individuals with complex medical surgical problems and their families. | Implements one’s evolving role as a nurse that reflects integrity and a commitment to evidence-based practice, advocacy, and safe quality care for diverse patients within a family and community context. |
| Nursing 111 | Nursing 211 | Nursing 311 |  |
| Relates the role of the professional nurse as change agent to the standards of ethical nursing practice. | Recognizes the role of the obstetrical, pediatric and mental health nurse to effect change while maintaining ethical and legal standards of care. | Employs strategies to effect change in the delivery of care to individuals, families and communities incorporating the role of nursing leadership and management to promote optimal health outcomes. |  |

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| **Spirit of Inquiry:** Nursing 110  
Appreciates the importance of a spirit of inquiry in the preparation and performance of basic nursing care. | **Spirit of Inquiry:** Nursing 210  
Utilizes evidence based concepts of nursing practice to improve the quality of care for patients with selected medical surgical problems and their families | **Spirit of Inquiry:** Nursing 310  
Incorporates concepts and principles from nursing and biopsychosocial sciences in the care of individuals with complex medical-surgical problems and their families. | **Spirit of Inquiry:** Nursing 410  
Selects evidence-based knowledge from biopsychosocial sciences and nursing in prioritizing and meeting the complex health needs of individuals, families and communities. |
| Nursing 111  
Applies principles of biopsychosocial sciences when providing evidence-based care with a focus on medication administration. | Nursing 211  
Applies evidenced-based principles of nursing practice to provide quality biopsychosocial care to obstetrical, pediatric, mental health patients and their families. | Nursing 311  
Incorporates concepts and principles from nursing and biopsychosocial sciences in the care of individuals with complex medical-surgical problems within their families and communities. |  |
| **Nursing Judgment:** Nursing 110  
Initiates critical thinking skills while applying the nursing process in the basic nursing care of individuals. | **Nursing Judgment:** Nursing 210  
Utilizes evidence-based resources to apply sound nursing judgment while caring for medical-surgical patients and their families. | **Nursing Judgment:** Nursing 310  
Demonstrates sound nursing judgment with an interdisciplinary approach, to assist individuals with complex health problems and their families. | **Nursing Judgment:** Nursing 410  
Synthesize knowledge of nursing care utilizing sound nursing judgment to assist individuals, families and communities with complex health problems using an interdisciplinary approach. |
| Nursing 111  
Utilizes critical thinking skills while applying the nursing process in the delivery of safe care to patients with acute medical problems. | Nursing 211  
Uses critical thinking skills when providing nursing care of obstetrical, pediatric and mental health patients and their families. | Nursing 311  
Demonstrates sound nursing judgment in the performance of professional nursing activities among diverse populations. |  |

Approved by Faculty Organization: 06/24/2013
CONCEPTUAL FRAMEWORK
OF ARIA HEALTH SCHOOL OF NURSING
The Aria Health School of Nursing Conceptual Framework Framework appears on page 18. The Core Values – *exceptional caring, excellence, holism, diversity, integrity, patient-centeredness and ethics* – are located at the base, much as the roots of a tree, for they are essential to nursing. The Integrating Concepts – *context and environment; knowledge and science; personal and professional development; quality, and safety; relationship centered care, and teamwork* – grow from the Core Values. The faculty sees the Integrating Concepts and Core Values becoming part of the whole that is nursing as the student grows in his/her ability to deliver safe, quality relationship-centered care. The concepts are threaded throughout the curriculum. Our intent is for our graduates to “use their skills and knowledge to enhance human flourishing for their patients, communities and themselves”; to use sound nursing judgment to “continually develop their professional identity and to approach all problems with a spirit of inquiry” (NLN, 2010). We believe “all essential program-specific core nursing practice competencies and course outcomes are subsumed in these four general aims” (NLN, 2010) – our program outcomes. Achievement of these outcomes will lead to professional nursing practice.
### ARIA HEALTH SCHOOL OF NURSING CURRICULUM AND ROTATION PLAN
#### AHSN/PSU Collaborative

**CURRICULUM IS SUBJECT TO CHANGE.** *See Section III for Terminal Curricular Offerings Policy; Please Note:*

- Math 21 prerequisite for Chem 101 & Stat 200
- Students who transfer college level algebra are eligible for Chem 101 & Stat 200
- Remedial math or placement testing is required for Math 21

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

#### FRESHMAN 13 WEEKS

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<td>Biology 141/142 (Physiology/Lab)</td>
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<td>HDFS 129</td>
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<td>NURS 251 (Health Assessment)</td>
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#### SENIOR 13 WEEKS

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<td>Biology 297C (Adv. Pharmacology)</td>
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<td>Humanity Elective</td>
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#### Capstone 10 weeks

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<td>Nursing 410 (Capstone)</td>
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#### GENERAL EDUCATION REQUIREMENTS 13 WEEKS

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<td>Humanity Elective</td>
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#### PSU RN – BS

##### Collaborative Requirements

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<td>English 15</td>
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<td>Math 21</td>
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<td>Nutrition 251</td>
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<td>Language Requirement</td>
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</tr>
</thead>
<tbody>
<tr>
<td>Art of Theatre 105</td>
<td>3</td>
<td>40</td>
</tr>
<tr>
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<td>3</td>
<td>40</td>
</tr>
<tr>
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</table>

**BASED ON TRANSFER CREDIT**

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**FTM Holloway School of Nursing Curriculum and Rotation Plan**

**AHSN/PSU Collaborative**

**CURRICULUM IS SUBJECT TO CHANGE.** *See Section III for Terminal Curricular Offerings Policy; Please Note:*

- Math 21 prerequisite for Chem 101 & Stat 200
- Students who transfer college level algebra are eligible for Chem 101 & Stat 200
- Remedial math or placement testing is required for Math 21

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

Nursing 110 – Foundations of Nursing I (10 credits) introduces students to concepts and skills integral to the practice of professional nursing. Nursing concepts related to health, wellness and illness, cultural diversity, stress management and the individual, family and community are explored. The nursing process and therapeutic communication are introduced. Emphasis is placed on skills; students receive experience in both the clinical laboratory and clinical settings. **Pre-requisite:** BCLS for Healthcare Provider. **Co-Requisites:** Biology 129 – Mammalian Anatomy, Biology 141 – Physiology, Biology 142 – Physiology Lab

Nursing 111 – Foundations of Nursing II (10 credits) builds on the concepts of Nursing 110 and introduces concepts and skills related to medication administration, pain, perioperative care, oncology nursing, end-of-life care, oxygenation and professional roles and issues. The student will have experiences in both the Nursing Arts lab and selected clinical settings. Emphasis is on the refinement of skills within the context of caring for the individual in a manner that supports the development of critical thinking and professional behaviors. **Prerequisites:** Nursing 110, Biology 129, Biology 141, Biology 142. **Co-Requisites:** Microbiology 106/107, Biology 297A, Pathophysiology

Nursing 210- Introduction to Medical-Surgical Nursing (12 credits) provides an overview of pathophysiologic concepts of selected medical –surgical disturbances. Diagnostic tests, treatment modalities and nursing interventions relevant to patient health state are discussed. Nursing skill development is facilitated in the clinical setting where students will perform procedures related to the medical-surgical patient. Emphasis is placed on evidence-based practice, critical thinking and use of the nursing process. **Prerequisites:** All First Level nursing courses. **Pre-Requisite-all first level nursing courses, nutrition; Pre/Co-Requisites: Bio 200 (pharm), psych 100, N251

Nursing 211- Family Nursing (12 credits) introduces the student to the biopsychosocial aspects of the family, utilizing a holistic approach and including the obstetrical, pediatric and mental health client. The family is recognized as the basic unit of our course. The experiences of wellness and illness are viewed as family-centered events. The student also explores the effects of stress and adaptive behaviors on the family’s physiologic and psychosocial well-being. **Pre-Requisite-** psych 100, **Pre-Requisite/Co-Requisites: Psych 470, HDFS 129

Nursing 310- Advanced Medical Surgical Nursing (12 credits) explores the concepts of nursing care of acutely ill individuals, manifesting complex, multisystem health problems. The goal of this course is for the student to participate in the restoration of health using evidence-based practice while prioritizing the care of the acutely ill individual. Attainment of this goal is achieved through critical thinking, use of the nursing process and interdisciplinary collaborative approach. Communication is an integral part of the nursing process; therefore, effective oral and written communication is emphasized. Although attention is directed to immediate health problems, the student is encouraged to view the client as part of the family and community. Knowledge of psychosocial and developmental tasks is applied t care of the individual and family. The effect of critical illness on the client and family is discussed. **Pre/Co-Requisites: Bio 297 C (adv. Pharm). Prerequisites:** All first and Second level nursing courses.
Nursing 311- Nursing Leadership/Community Health (12 credits) explores the concepts and process of leadership and management of care for individuals, families, and communities within the health care delivery system. Leadership in Nursing provides students the opportunity to identify, analyze, and synthesize concepts of leadership and management as they apply to professional practice. The course will explore prevention, restoration, rehabilitation, and maintenance of optimal health state and function and the influence of community and environmental issues upon the health of populations. The components of evaluation and modification of care, teaching for health maintenance, and home health care management are also explored. Co-Requisites: N200W (research): All first and second level nursing courses.

Nursing 312- Capstone 1 Senior Seminar-(3 credits) designed to prepare the student for the National Council Licensing Examination (NCLEX-RN). Due to the changing nature of nursing and the focus of the examination, the administration and faculty of the School of Nursing have committed to providing every graduate with the tools required to ensure NCLEX success. The course will include utilization of the NLN diagnostic test for predicting success, review of principles and design of the test plan, practice testing sessions, articulation with a national review course, obtaining a faculty mentor and utilizing individual test scores to develop each student’s unique preparation plan. Prerequisites: All first, second & third level nursing courses.

Nursing 410- Capstone II- (8 credits) Capstone is a culminating experience where students synthesize and apply nursing knowledge in preparation for transition into professional nursing practice. The experience is designed to encourage professional socialization and accountability. This course offers the opportunity to apply theory to practice using the critical thinking and psychomotor skills gained during the nursing program. The student will apply nursing judgment to the professional role, participate in interdisciplinary collaboration and integrate cross-disciplinary knowledge. The capstone experience will foster professional development through self-directed and interactive learning and self-awareness and feedback of strengths and opportunities for growth. Students will apply these principles to clinical practice with an assigned Aria Health registered nurse preceptor. Pre-Requisite(all Penn State and Nursing coursework).

Assessment Technology Institute (ATI)

The faculty of ARIA Health School of Nursing integrate a variety of ATI resources into the curriculum to assist students in acquiring and retaining critical nursing knowledge. ATI resources promote student learning through auditory and visual means. Through utilization of the ATI resources, individual knowledge deficits are identified and remediated upon with the goal of content mastery student success. Testing, remediation and retesting in specified content areas encourage students to learn on a deep level.

This assessment of strengths and weaknesses is conducted on various levels, from the admission Test of Essential Academic Skills (TEAS), fundamental nursing skill, content mastery, comprehensive knowledge of content, test taking skills, and professional development. Close to, and after graduation, live and virtual reviews continue to strengthen application of nursing knowledge for NCLEX and professional success. The school uses aggregate student performance for evaluation of the curriculum. It is mandatory that students complete all ATI assignments in order to progress in the curriculum. Please refer to each course’s syllabus for specific ATI assignments.

- ATI remediation is a requirement for select ATI testing/assignments as outlined in each course syllabus. See each course syllabus for specific guidelines for related to remediation

*See Penn State Course Syllabi for Penn State Abington Course Description*
## RELATIONSHIP of SUPPORT COURSES To CURRICULUM OUTCOMES

<table>
<thead>
<tr>
<th>Curriculum Outcomes</th>
<th>Support Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Human Flourishing:</strong> Advocate for patients, families and communities in ways that promote their self-determination, integrity and ongoing growth as human beings.</td>
<td>Philosophy 10, Philosophy 103; Psychology, Sociology, Abnormal Psychology, Human Growth and Development, CAS, Patient Education &amp; Nutrition</td>
</tr>
<tr>
<td><strong>2. Professional Development:</strong> Implements one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe quality care for diverse patients within a family and community context.</td>
<td>Psychology, Statistics, English, Communications, Arts, Speech; Writing in the Social Sciences, Informatics, Nursing Research, Mathematics 35, Philosophy, Sociology</td>
</tr>
<tr>
<td><strong>4. Nursing Judgment:</strong> Make judgments in practice substantiated with evidence that integrates nursing science in the provision of safe quality care and promotes the health of patients within a family and community context.</td>
<td>Communication, Arts, Speech; Math 35, Pathophysiology, Physiology, Sociology, Psychology, Informatics, Patient Education, Health Assessment, Statistics, Philosophy, Nursing Research</td>
</tr>
</tbody>
</table>
COOPERATING INSTITUTIONS AND AGENCIES

THE PENNSYLVANIA STATE UNIVERSITY
All courses taught by The Pennsylvania State University are conducted at the School of Nursing. In cases of low enrollment, the student may request a seat at the Abington campus pending Penn State approval.

The courses provide the student with the necessary background and knowledge for the practice of nursing. The courses taught by Penn State University instructors facilitate student participation in the education mainstream by providing a broader academic environment. In collaboration with the University students have the opportunity to pursue the Bachelor of Science in Nursing post-licensure.

ARIA- JEFFERSON HEALTH-FRANKFORD, TORRESDALE, and BUCKS CAMPUSES
Aria-Jefferson Health is a not-for-profit community teaching hospital that operates two modern facilities in Northeast Philadelphia: Frankford and Torresdale Campuses, and one in Bucks County: Bucks Campus, as well as satellite locations. Aria-Jefferson Health provides students with a variety of clinical experiences throughout the curriculum.

The three campuses of Aria-Jefferson Health are utilized, in conjunction with other agencies, on all three educational levels with the School of Nursing. The following services are available: Medical/Surgical, Telemetry, Emergency, Critical Care, Oncology, Cardiovascular Medicine and Surgery, and Orthopedics, in addition to a variety of outpatient clinics and services.

THE CHILDREN'S HOSPITAL OF PHILADELPHIA
This world renowned pediatric hospital offers experience in the care of infants and children.

ST. CHRISTOPHER'S HOSPITAL FOR CHILDREN
This well-known pediatric hospital offers experience in the care of infants and children.

FRIENDS HOSPITAL
This center is utilized for the management of both inpatients and outpatients with mental health needs. It offers a unique philosophy of care and exposure to a variety of treatment modalities.

ARIA PROFESSIONAL HOME HEALTH
A Home Health Agency of Aria-Jefferson Health, located in the Northeast that provides services to patients in the home environment.

LANKENAU HEALTH EDUCATION CENTER
A health facility that provides learning opportunities for youth groups in health and wellness topics.

HOLY REDEEMER HEALTHCARE SYSTEM
Holy Redeemer is a suburban acute care facility where students experience care of the obstetric patient.

INGLIS HOUSE
A skilled nursing care facility for adults with physical disabilities. Services include long-term, rehabilitative medical and nursing care, physical, occupational and speech therapies and social enrichment programs designed to maximize the independence of people with physical disabilities.
SENIOR CENTERS
Students provide blood pressure screenings, health education programs and informal teaching sessions for seniors at a variety of centers in the Philadelphia region.

SPIN (SPECIAL PEOPLE IN NORTHEAST)
Special People in Northeast (SPIN) is a day care center located in Northeast Philadelphia where students observe growth and development, communicate with children, and learn age-appropriate approaches to health and safety education programs with the children and their families.

MAGEE REHABILITATION HOSPITAL
This rehabilitation hospital offers the student the opportunity to participate in the interdisciplinary care of individuals after stroke, amputation, spinal cord injury and brain injury.

The PHILADELPHIA PROTESTANT HOME (PPH) and other life care facilities
The Philadelphia Protestant Home is a life care facility located in Northeast Philadelphia. Students provide personal care for residents while also gaining exposure to different levels of healthcare services available to elders living in the Philadelphia region.

VITAS HOSPICE
Students experience care of patients at end of life and their families. The experience focuses on enhancing comfort and overall quality of life.

SCHOOL DISTRICT OF PHILADELPHIA and regional schools
Students partner with a school nurse and observe the role of the nurse in the school and community.

This list of agencies is not all-inclusive and is subject to change, as the need exists.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERMINAL CURRICULAR OFFERINGS</td>
<td>24</td>
</tr>
<tr>
<td>ACADEMIC STANDARDS POLICY</td>
<td>26</td>
</tr>
<tr>
<td>ATTENDANCE POLICY FOR NURSING</td>
<td>26</td>
</tr>
<tr>
<td>EXAMINATION POLICY</td>
<td>27</td>
</tr>
<tr>
<td>ASSIGNMENT POLICY</td>
<td>28</td>
</tr>
<tr>
<td>MEDICATION ADMINISTRATION EXAM POLICY</td>
<td>29</td>
</tr>
<tr>
<td>GRADING SYSTEM</td>
<td>30</td>
</tr>
<tr>
<td>Calculation of Grade Point Average</td>
<td></td>
</tr>
<tr>
<td>ACADEMIC WARNING POLICY</td>
<td>30</td>
</tr>
<tr>
<td>ACADEMIC PROBATION POLICY</td>
<td>31</td>
</tr>
<tr>
<td>ACADEMIC DISMISSAL POLICY</td>
<td>31</td>
</tr>
<tr>
<td>TRANSCRIPT DEFINITIONS</td>
<td>32</td>
</tr>
<tr>
<td>W: Withdraw</td>
<td></td>
</tr>
<tr>
<td>WP: Withdraw Passing</td>
<td></td>
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<tr>
<td>WF: Withdraw Failing</td>
<td></td>
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<tr>
<td>I: Incomplete</td>
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<tr>
<td>IP: In Progress</td>
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<tr>
<td>Withdrawal from a Penn State Course</td>
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<tr>
<td>P: Pass</td>
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<tr>
<td>F: Failure in Clinical or Theory</td>
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<tr>
<td>CHANGE IN STATUS</td>
<td>32</td>
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<tr>
<td>Nursing Course Withdrawal</td>
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<td>Administrative Withdrawal</td>
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<tr>
<td>Auditing a Nursing Course</td>
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<tr>
<td>Leave of Absence/Interruption of Studies</td>
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<tr>
<td>Process for Return to School after Interruption of studies</td>
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<tr>
<td>Withdrawal from the Nursing Program</td>
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<tr>
<td>ACADEMIC ACHIEVEMENT</td>
<td>34</td>
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<tr>
<td>Promotion Policy</td>
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<td>Graduation Policy</td>
<td></td>
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<tr>
<td>Readiness for Licensure</td>
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</tr>
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</table>
Terminal Curricular Offering Policy (Effective Fall 2016)

Course Failure after Course Completion

Subject to the academic dismissal, or other applicable policies, any student who fails a terminal offering of a course* will be provided the opportunity to participate in the intersession for the terminal course.

The terminal course intersession will require students to participate in a 3-week intersession for the failed course consisting of 24 theory hours, 32 clinical hours and one 100 question comprehensive exam. The student will be responsible for paying the intersession course fee out-of-pocket (cost TBD), as the intersession will not be eligible for financial aid.

In order to progress, the student must complete the intersession in its entirety and pass both the theory (78%) and clinical portion of the intersession. There will not be a withdrawal option (“W”, “WP”, “WF”) in the intersession course offering. Failure to complete the intersession course in its entirety will constitute course failure.

Students who have chosen to withdraw from the terminal course or are not otherwise eligible to repeat the course, will not be permitted to attend the terminal course intercession.

*with the exception of Nursing 312 and Nursing 410.

Student Withdrawal from Terminal Curricular Offering

Students who withdraw from a terminal offering of a nursing course (i.e. “W”, “WF”, “WP”) prior to the completion of the course, either administratively or on their own accord, will forfeit the right to continue in the nursing program and complete the nursing curriculum as offered.
Leave of Absence related to Terminal Curricular Offering

If a student requests a Leave of Absence in the term prior to a terminal curricular offering of a nursing course, or while enrolled in a terminal offering of a nursing course, the student will forfeit the right to continue in the nursing program and complete the nursing curriculum as offered.

Progression related to the Terminal Curricular Offering

If a student fails to meet the progression requirements in relation to the terminal curricular offering, including any Pre/Co-requisite courses (e.g. PSU courses), the student will forfeit the right to continue in the nursing program and complete the nursing curriculum as offered.

Projected Dates for Terminal Curricular Nursing Course Offerings

<table>
<thead>
<tr>
<th>Nursing Course</th>
<th>Terminal Curricular Offering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 110</td>
<td>January 2017</td>
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<tr>
<td>Nursing 111</td>
<td>May 2017</td>
</tr>
<tr>
<td>Nursing 210</td>
<td>January 2018</td>
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<tr>
<td>Nursing 211</td>
<td>May 2018</td>
</tr>
<tr>
<td>Nursing 310</td>
<td>January 2019</td>
</tr>
<tr>
<td>Nursing 311</td>
<td>May 2019</td>
</tr>
<tr>
<td>Nursing 312</td>
<td>May 2019</td>
</tr>
<tr>
<td>Nursing 410</td>
<td>August 2019 (Graduation 10/19)</td>
</tr>
</tbody>
</table>

*Subject to Change*
ACADEMIC STANDARDS POLICY

The student must earn a grade of ‘C’ or better in all curriculum courses offered by ARIA and Penn State. Failure to obtain the “C” or better results in being placed on academic probation.

The final nursing course grade, reflecting clinical and theory achievement of course outcomes, will be reflected on the transcript as a course (theory) grade and a clinical grade. The student must successfully complete both components of a nursing course to receive a passing grade and progress. A failure in either component will result in a grade of "F" on the student's transcript in both course and clinical sections. Failure in either the course work or clinical requires the student to repeat the nursing course in its entirety, if eligible.

A grade of ‘D’, ‘F’ or ‘WF’ in any course constitutes a failure, and the course must be repeated before advancing. A cumulative average of 2.0 is required to be promoted to the next level and for graduation (See Academic Probation Policy). A second academic probation will result in academic dismissal from the School of Nursing.

A maximum of two (2) withdrawals from nursing courses are permitted during a student’s tenure in the program. See Penn State Handbook for information on withdrawal from University courses.

The Admissions, Promotions and Services (APSS) committee reviews and finalizes all grades at the end of each term. Once finalized, grades are posted to the online SONIS system to the transcript.

ATTENDANCE POLICY FOR NURSING (Effective 1/4/2016)

Classroom: Attendance is the students’ professional responsibility. Students are expected to be on time and present in the classroom for a majority of the scheduled class time for personal success. Students who are not present for a majority of the scheduled class time will be considered absent. Students must sign in and sign out on the attendance sheet and remain in the classroom in order to be considered present for class. Once the faculty member has removed the attendance sheet, any student entering is “Late”. A student leaving the class without signing out is also considered late. Two (2) lateness’s equal one absence. An administrative withdrawal will occur when a student reaches 5 absences for a 9-12 credit course.

Students who are late and/or absent for theory content are expected to make up the work on his or her own and will be responsible for the material covered. Students are also responsible for obtaining any relevant course content from a student peer. Signing for another student constitutes a Code of Conduct violation.

Senior Seminar Capstone I students may have a maximum of two(2) absences. Capstone II students may have a maximum of one (1) classroom absence. All clinical hours must be completed.

Failure to attend class may result in loss financial aid.
Clinical Make-up Policy (effective Fall 2016)

Clinical/Clinical Lab: Students are required to make-up clinical absences as assigned by school of nursing faculty and administration. Students may have a maximum of two clinical absences per term. On the third clinical absence, the student will be withdrawn from the course (WF). The student will pay fee of $150 for the 1st clinical absence and $300 for the 2nd clinical absence. The fee is due by 3:00pm the day prior to nursing finals, fees not received by this time will accrue additional late fees. Fees left unpaid will result in the student’s transcript and registration being placed on hold.

Absences include but are not limited to:
- Late arrival to the clinical site.
- Lack of preparation to provide safe patient care resulting in dismissal from clinical.
- Illness during the course of the clinical day resulting in dismissal from clinical.

A student may be excused from paying the clinical make-up fee, but will be required to make up the clinical hours missed for the following reasons: (Documentation Required)
- Court mandated appearance/Jury duty*
- Death of an immediate family member (as defined by Aria-Jefferson Health)
- Military obligations*
- Religious observance*

*Advanced notification required

AHSN Examination Policy (effective 5/2/2016)

1. General testing information

- All students are expected to be present and on time for scheduled examinations.
- Students must notify faculty of absence prior to the scheduled examination; the student has the right to take a makeup exam and earn up to 100%. When the student does not notify the faculty, the student will earn a grade no higher than a 78%.
- If the student arrives late, and the examination is still in session, the student may sit for the examination as long as no student has completed the exam. No additional time will be granted.
- Students missing an exam are expected to take an equivalent exam on the first day back as designated by the faculty. Students will be given a makeup version of the exam.
- Students must place all personal items, including hats, phones and watches at the front of the classroom and be seated as directed by faculty. Electronic devices must be turned “OFF”.
- Bring at least two #2 pencils to class for the exam.
- There is no talking once the tests are distributed.
- Place name, Aria ID badge number and test form on the scan sheet.
- Please note, only answers on the Scantron sheet will be graded.
2. **During examination**  
   - Do not write answers in the margin of the test booklet.  
   - Students may not ask the proctor to interpret a test item or clarify the meaning of words.  
   - Students are discouraged from leaving the room once the test has started.

3. **Post-examination**  
   - Please leave the classroom area quietly, keep the noise level down after leaving the classroom; re-entry is not permitted until the examination is over.  
   - Do not discuss the exam.

4. **Procedure for examination review (if applicable)**  
   - Clear the desktop. There is no writing, tape recording or photographing during test review.  
   - Students must place all personal items, including hats, phones and watches at the front of the classroom and be seated as directed by faculty. Electronic devices must be turned “OFF”.  
   - Students are discouraged from leaving the room once the test review has started.  
   - Remediation related to examinations: A student who achieves below a 78% on an exam is encouraged to develop an action plan. The objective of the action plan is to identify areas for improvement to promote success on subsequent exams. Students are encouraged to schedule an appointment with course faculty to discuss the action plan. Any student is welcome to meet with course faculty for clarification of concepts regardless of grade.

5. **Questions regarding Examination Item.**  
   - Student must submit the Exam Challenge form to course faculty (See Appendix), within five (5) business days of the exam review. Faculty will provide a written response within one week of receiving the Exam Challenge form.

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**WRITTEN ASSIGNMENT POLICY (effective Fall 2016)**

It is the student's responsibility to complete all assignments to be eligible to receive a passing course grade. The following guidelines apply:

1. Faculty will present a written schedule of course requirements and applicable due dates during the first week of the course as detailed in the syllabus.

2. Written assignments submitted after the due date will be subject to a deduction of 4 points per business days for the first 5 days. After the 5th business day, the student will receive a grade of zero for the written assignment.

3. Failure to submit a written paper following the grading rubric by the end of week 12 will result in a failing course grade.
ARIA HEALTH SCHOOL OF NURSING  
MEDICATION ADMINISTRATION EXAM POLICY

Safety is the primary concern of every professional nurse. Medication administration and dosage calculations are skills that require accuracy in order to ensure safety. To work toward that level of safety, a medication administration exam is given every term in all clinical courses beginning in N111.

General Guidelines: N210, N211, N310, N311 and N410

- The passing grade for all course medication administration is 90%.
- The exam is administered over 60 minutes
- Students are required to use school-issued calculators.
- The exams include specifics such as rounding criteria and drop factor information in the stem of exam question.
- Students record medication administration exam answers on a scantron answer sheet. Answers without labels or without correct labels will be marked incorrect even if the calculation is correct.
- Faculty will not interpret handwriting. If the answer cannot be clearly interpreted, it will be marked incorrect.
- Students not achieving a 90% are encouraged to review the exam and develop an action plan. The objective of the action plan is to identify areas for improvement to promote success on subsequent exams. Any student is welcome to meet with course faculty for clarification of concepts regardless of grade.
- Students are encouraged to use the assigned math text and online resources for remediation.
- Students in N210-N410 who do not achieve a 90% by the 3rd attempt (after 2nd retest), will be withdrawn failing (WF) for failure to meet course outcomes related to patient safety in medication administration.
- Students in N111 who do not achieve a 90% on the math portion of the unit exam, will be given the opportunity for two additional medication administration exam attempts in order to achieve the required 90%. Students in N111 not achieving a 90% by the 3rd attempt (after 2nd retest), will be withdrawn failing (WF) for failure to meet course outcomes related to patient safety in medication administration.
- Students may not administer medication until successful completion of the medication administration exam.
ARIA HEALTH SCHOOL of NURSING GRADING SYSTEM

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Equivalent</th>
<th>Achievement</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 – 100</td>
<td>Superior</td>
<td>4</td>
</tr>
<tr>
<td>B+</td>
<td>88 - 92</td>
<td></td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>84 - 87</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C+</td>
<td>81 - 83</td>
<td></td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>78 - 80</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>74 – 77*</td>
<td>Unsatisfactory</td>
<td>0</td>
</tr>
<tr>
<td>F</td>
<td>Below 73*</td>
<td>Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

* See AHSN Academic Standards Policy

- The PSU grading system may differ from AHSN. Refer to PSU individual course syllabus for grading scale.

CALCULATION OF GRADE POINT AVERAGE

The term grade point average (GPA) is the average of all courses taken in a given term. To calculate the term GPA, multiply the credits earned in each course by the quality points earned. Divide the total number of quality points by the total number of credits attempted that term. Note: withdrawn courses are not included in the calculation.

The cumulative average (CUM) is the average of all courses taken since matriculation into the program. Divide the total quality points earned during the program of study by the total credits attempted. Note: this does not apply if a D, F, or WF has not been repeated successfully.

ACADEMIC WARNING POLICY

A student will receive written notification by the Registrar for a: a failing midterm grade in a nursing or Penn State course
ACADEMIC PROBATION POLICY

A student with a failing grade in a nursing or Penn State course, a grade point average (GPA) OR a cumulative grade point average (CUM) below 2.0 at the end of a term is placed on academic probation. Student will be notified in writing.

1. If a student fails to achieve a total cumulative grade point average of 2.0 at the completion of a level, the student is not promoted to the next level.

2. If a student receives D, F or WF in a nursing course and/or PSU course, he/she is automatically placed on academic probation. The following process will occur:
   a. The student will receive a letter from the school with notification of the reason for the academic probation.
   b. The student will be re-rostered depending upon course availability.

3. Any student who receives a second academic probation during his/her tenure OR whose cumulative average falls below a 2.0 twice during his/her tenure in the program will be academically dismissed from the program.

ACADEMIC DISMISSAL POLICY

Any student who receives a second academic probation during his/her tenure or whose cumulative average falls below a 2.0 twice during his/her tenure in the program will be academically dismissed from the program.

A student who wishes to return to the School after an academic dismissal is eligible to re-apply to the program after 9 months. Students must go through the admissions office as a new applicant. Readmission is not guaranteed.

Students who are academically dismissed from the School of Nursing program must follow these steps:
1. Meet with the Financial Aid Officer to discuss implications of withdrawal on financial aid.
2. Meet with the Bursar to settle financial account.
3. Return hospital property and ID badge to the Registrar.
4. Meet with the librarian to return all library materials and fulfill financial obligations.
5. Students who do not return hospital or school property or fulfill financial obligations including financial exit counseling will not be able to obtain a transcript.

ARIA HEALTH SCHOOL of NURSING TRANSCRIPT DEFINITIONS

W: WITHDRAW
A grade of W (WITHDRAWAL, NO CREDIT) is assigned if a student withdraws from a nursing course by Friday of the 6th week. No credit is earned. No more than 2 withdrawals from a nursing course will be permitted throughout the program.
WP: WITHDRAW PASSING
A grade of WP is assigned if a student has withdrawn from a nursing course after the sixth week, and is demonstrating a passing grade (theory and clinical) up to the point of withdrawal. No credit is earned. No more than 2 withdrawals from a nursing course will be permitted throughout the program.

WF: WITHDRAW FAILING
A grade of WF may be assigned at any time for lack of safety in clinical practice or medication administration exams. If a student withdraws from a nursing course after the sixth week and is not demonstrating a passing grade (theory or clinical) at the time of withdrawal, a grade of WF is assigned. No credit is earned. No more than two (2) withdrawals from a nursing course will be permitted throughout the program.

I: INCOMPLETE GRADE
A grade of Incomplete (I) will be granted only for extenuating circumstances. The faculty and APSS Committee members will review each case. All course work must be completed before beginning the next term. If a student has an incomplete grade in Nursing or Penn State the student must resolve the grade prior to the start of next term, or the student will be re-rostered to repeat the course.

IP: IN PROGRESS
IP indicates that the student is registered for a course or is currently enrolled in the course.

WITHDRAWAL FROM A PENN STATE COURSE
A withdrawal from a PSU course must be processed separately, consistent with PSU policy, or an ‘F’ in the course may result. As scheduled, a Penn State counselor is available onsite to clarify Penn State issues. Multiple withdrawals from PSU courses may affect the student’s option to withdraw or progress.

P: PASS
Pass (P) in the clinical column indicates that the student has satisfactorily completed both the theory and clinical components of the nursing course.

F: FAILURE IN CLINICAL OR THEORY
Failure (F) in the clinical indicates that the student has earned a clinical grade unacceptable for progression (Unsafe) and must repeat the entire course. A failing grade in theory will also result in a failing grade in the clinical; a failing grade in clinical will result in a failing grade in theory column.

CHANGE IN STATUS

NURSING COURSE WITHDRAWAL
1. Students have the option to withdraw from a nursing course and must complete the student portions of the Change of Status form in collaboration with the Registrar (See form in Appendix).
2. The student considering withdrawing should meet with the Course Coordinator to discuss the implications.
3. The student is directed to meet with the Financial Aid Officer and Bursar to discuss how this change will impact financial aid, loans, scholarships, or unpaid bills. Any withdrawal may affect financial aid.
4. The date of withdrawal is the last day the student attended the specific course.
5. Student grade will be submitted as W, WP or WF as above
6. Failure to follow this procedure may result in a grade of “F” for the course.
7. The student who withdraws from a nursing course may continue in PSU courses until the end of the semester.
8. If the student elects to withdraw from PSU courses, he/she must follow the PSU procedure for course withdrawal.

**ADMINISTRATIVE WITHDRAWAL**

The faculty reserves the right to recommend to the Program Director or designee the withdrawal of any student, at any time, whose health, academic achievement, clinical performance or conduct makes it inadvisable for the student to remain in the courses or program. This may result in a failing grade for the course.

**AUDITING A NURSING COURSE**

Students who have withdrawn from a nursing course may request to audit the theory portion of the course. Permission from the course coordinator and Administration is required. Students permitted to audit a nursing course may not take part in exams, pre-and post-exam reviews or clinical experiences.

**LEAVE OF ABSENCE/INTERRUPTION OF STUDIES (Effective Fall 2016)**

A student may request a leave of absence from the nursing program at any time because of personal or medical reasons. Change of Status Form must be completed.

Process for leave of absence:
1. A request must be submitted in writing to administration.
2. A meeting with the Associate Director is recommended to discuss the ramification on progression.
3. Meet with the Financial Aid Officer, Bursar and Librarian to discuss financial implications.
4. Complete paperwork at the Registrar’s Office.

*Subject to Terminal Curricular Offering Policy; if LOA is requested during the term, The Academic Standards Policy applies.

**Process for Return to School after Interruption in Studies**  
(Students who drop, are withdrawn or take a leave of absence)

The following information is to guide the student when studies have been interrupted. The grade(s) earned on the last day of attendance will be recorded on your transcript. Students in good academic and administrative standing may request permission of the Course Coordinator and Associate Director to audit a nursing course.

Below are the steps the student must take to be re-instated. Please be advised, students are re-rostered pending seat availability.

1. Write a letter to the Admissions Promotions and Student Services (APSS) Committee by the end of the registration period on the academic calendar requesting re-instatement and outlining your readiness to return. State the course(s) for which you are requesting a seat. Send to the Registrar via e-mail who will take your request to the APSS Committee. *Note: this must be done prior to the end of the registration period*
2. While planning to return the student should ensure that:
   · financial aid exit counseling was completed per federal requirements. Contact the
     Financial Aid Officer to determine financial aid eligibility.
   · all financial accounts are up to date –per the Bursar’s office.
   · medical clearances, CPR, child abuse, FBI and PA state background checks up to date
     per Department Coordinator.

After the APSS Committee review:
1. Associate Director/Registrar will notify you of seat availability.
2. Once notified, schedule a meeting with the Registrar to develop your roster for the
   upcoming term.
3. In the event there is no available seat, the student may have the option to register for a Penn
   State rotation, if applicable.

WITHDRAWAL FROM THE NURSING PROGRAM

Students who wish to withdraw from the School of Nursing program must follow these steps:
1. Submit a written letter of resignation to the Registrar.
2. Meet with the Financial Aid Officer to discuss implications of withdrawal on
   financial aid.
3. Meet with the Bursar to settle financial account.
4. Complete the Student Status Change Form and other paperwork at Registrar’s Office- this
   includes paperwork to drop all PSU and nursing courses.
5. Return hospital property and ID badge to the Registrar.
6. Meet with the librarian to return all library materials and fulfill financial obligations.
7. Students who do not return hospital or school property or fulfill financial obligations
   including financial exit counseling will not be able to obtain a transcript.
8. A student who chooses to return to the School of Nursing will need to re-apply.

ACADEMIC ACHIEVEMENT

PROMOTION POLICY

In order for a student to be promoted to the next level, he/she must:
1. meet all level requirements.
2. hold a cumulative average of 2.0 or above at the end of a level.
3. receive a minimum nursing theory grade of C (2.0) and a passing clinical grade in all
   nursing courses.
GRADUATION POLICY

Students will graduate from the AHSN upon successful completion of the following:

1. successful completion of all course and program requirements
2. attainment of a total cumulative GPA of 2.0
3. payment of ALL financial obligations and completion of Federal Financial Aid Exit Counseling (on line)
4. senior exit survey (class climate) with optional interviews
5. return of hospital ID badge, outstanding library materials

Pinning Ceremony - is held three times yearly (see Academic Calendar). A pinning fee is charged to cover all associated costs.

READINESS FOR LICENSURE

The Program Director completes the nursing education verification form for Registered Nurse licensure when the student has successfully met all program requirements. Any student seeking licensure outside of Pennsylvania needs to go to that state or territory’s website, print and bring the application to administration to ensure the School provides the needed documentation.

AWARDS POLICY

The Faculty Organization oversees selection of recipients of awards presented during graduation exercises. To be considered as a candidate for an award a student must exhibit academic and professional excellence, excellence when delivering patient care, interpersonal growth and motivation as a professional nurse or service to the school.

ACADEMIC HONORS

1. If a student has earned a grade point average (GPA) of 3.4 or above for a term, the student will be placed on the Dean’s List.
2. Academic honors will be acknowledged for the following:
   - Summa Cum Laude: 3.8 - 4.0
   - Magna Cum Laude: 3.6 - 3.79
   - Cum Laude: 3.4 - 3.59

TRANSCRIPTS

Official transcripts from the School of Nursing for students and graduates are available upon written request. A fee is charged for official transcripts. Student copy or unofficial transcripts are available via SONIS.
It is important that students are aware that any transcript received from PSU will reflect a different GPA and cumulative average due to the university's exclusion of nursing courses and PSU’s grade calculation policy.

No transcript will be released until all financial obligations are met. Any questions regarding transcripts or grades should be referred to the Registrar.

**PENN STATE COLLABORATIVE DEGREE REQUIREMENTS**

**BACCALAUREATE DEGREE WITH A MAJOR IN NURSING: ARIA HEALTH - PSU ABINGTON COLLABORATIVE Program:** (Effective 09/01/2012)

Please see Penn State transfer counselor or Coordinator for course requirements
SECTION IV

STUDENT RIGHTS AND RESPONSIBILITIES

SCHOOL OF NURSING RESPONSIBILITIES 39
  Student Responsibilities
  NSNA Student’s Bill of Rights
  Academic Integrity Policy
  Code of Confidentiality

VIOLATIONS OF SCHOOL AND AGENCY POLICIES 40
  Academic Integrity Violations
  Conduct Violation

JUDICIARY HEARING FOR SCHOOL POLICY VIOLATIONS 41
  Judiciary Hearing Sanction for Misconduct
  Judiciary Board
  Procedures for hearings before the Judiciary Board

PROFESSIONAL EXPECTATIONS- CLASSROOM & CLINICAL 44
  Classroom Guidelines
  Dress Codes
  Clinical Guidelines
  Clinical Preparation Dress Code
  Clinical Dress Code & Expectations

GUIDELINES FOR USE OF MOBILE DEVICES IN THE CLINICAL SETTING 47

STUDENT CONCERNS AND APPEAL 48
  General Concerns & Suggestions
  Grade Appeal Policy
  Graded Written Assignment Challenge Policy
  Administrative Appeal
  Administrative Appeal Committee Membership
  Procedure of the Appeal Committee

REGISTRATION/TUITION POLICIES 51
  Registration
REGISTRATION DROP/ADD POLICY
Nursing Courses
Penn State University Courses
Late Drop Credit Limits- PSU
Credit Overloads

STUDENT FINANCIAL AID

TUITION PAYMENT & FINANCIAL RESPONSIBILITY
STATEMENTS OF RESPONSIBILITY

SCHOOL OF NURSING RESPONSIBILITY

ARIA Health School of Nursing has the responsibility to provide nursing education that is in accordance with federal laws and requirements of the accrediting body and the State Board of Nursing of Pennsylvania. The School provides a comprehensive curriculum, employing highly qualified faculty, and affords the student the resources and experiences to develop professionally and personally.

STUDENT RESPONSIBILITY

The students at Aria Health School of Nursing are responsible for their professional conduct and must follow the guidelines and policies outlined in this handbook. Professional conduct includes, but is not limited to: respecting the rights and dignity of one another, faculty and staff; honesty in all personal, academic and professional matters; actively participating in and accepting responsibility for one’s own learning; dressing in a manner that demonstrates respect for self and the profession, and behaving in a manner that reflects the values and beliefs of the nursing profession (see ANA Standards and Code of Ethics).

NATIONAL STUDENT NURSE ASSOCIATION BILL OF RIGHTS
http://www.nsna.org/Publications/BillofRights.aspx

NATIONAL STUDENT NURSE ASSOCIATION CODE OF ACADEMIC AND CLINICAL CONDUCT

ACADEMIC INTEGRITY POLICY

Academic honesty and personal integrity are strict requirements of the Aria Health School of Nursing. The Honor Policy of the Aria Health School of Nursing applies to all course work required in the classroom/clinical settings. Students may not represent the work of others as their own or secretly give or receive assistance on work which is to be done independently.

CODE OF CONFIDENTIALITY

Confidentiality of patient information stems from an expressed or implied agreement that the health care provider will not disclose information to anyone not directly involved in the patient's care and treatment. Students in a professional nursing program must uphold the confidentiality of patient information.
The Code of Confidentiality applies to all patient records, information and documents. (Refer to HIPAA guidelines). Access to private patient information is permissible only for educational purposes. This information sharing is appropriate only within the context of a clinical conference or class discussion. Conversation concerning patients or their care must be avoided in public places. Students may not remove any portion of the patient’s medical record from the clinical agency. Students must use only initials in describing patients on clinical assignments. Under no circumstances may a student photograph a patient or any portion of a patient using a non issued hospital device. The student is required to sign a confidentiality statement for clinical experiences (appendix) which is kept in the student’s official file. Agencies outside of Aria Health may have additional requirements. Violations of this policy will result in a Policy Violation.

VIOLATIONS OF SCHOOL AND AGENCY POLICIES (effective 5/2/2016)

The faculty/administration/staff at Aria Health School of Nursing reserves the right to sanction any student accused of violating a school or agency regulation. Sanctions shall be commensurate with the seriousness of the offense and may include dismissal from the school. While these sanctions are progressive, a student need not be given a warning before any sanction is imposed upon the student if his/her violation is found to be serious in nature.

Academic Integrity Violation (see definition of Academic Integrity)

Should an instructor identify an infraction of the School’s Academic Integrity Policy, the faculty may:

1. give the student an incomplete or a zero for the assignment in question and require him/her to redo the assignment.
2. award a grade of zero for the exam or paper in question with no option to retake or redo the exam or paper.
3. the instructor may also file a Policy Violation.

Conduct Violation

Violations which may result in sanctions include, but are not limited to, the following offenses.

1. Violation of written school policy or regulations contained in any official publication or administrative announcement of the Aria Health School of Nursing.
2. Stealing or deliberate destruction of any student, employee or school property, which includes all building and land owned or supervised by Aria Health, or any properties at clinical sites.
3. Forgery, alteration of, or unauthorized use of school or hospital documents, records or means of identification.
4. Actions or behavior, including threats, which endanger the safety or security of others, or cause injury to other persons while on school or hospital property, clinical agencies, or school supervised activities.
5. Disorderly, lewd, indecent, or obscene conduct while on school property, clinical agencies, or at school supervised activities.
6. Violation of school or agency smoking policy. (See Aria Health Smoking Policy).
7. Unauthorized entry into or use of school facilities.
8. Failure to present identification to or comply with directions of hospital school/hospital officials acting in the performance of their duties.

9. Failure to adhere to the Codes of Confidentiality of Aria Health, Aria Health School of Nursing, or of any cooperating agency at which a student is affiliated. (See APPENDIX Confidentiality Statement for the Aria Health School of Nursing).

10. Violations of the Academic Integrity Policy of the Aria Health School of Nursing (See Academic Integrity Policy).

11. Failure to report to classroom or clinical faculty a prescribed or controlled substance that may compromise his/her ability to perform safely and effectively.

12. Failure to adhere to the zero tolerance policy for use, possession of, manufacture, or distribution of a controlled substance or alcohol on hospital or school property or adjacent public areas, clinical agency or at school supervised activities (see hospital policies). Students have a responsibility to report suspected substance abuse to a faculty or administrator of the school.

13. Failure to adhere to zero tolerance policy for weapons on hospital or school property or adjacent public areas, clinical agency or at school supervised activities (see hospital policies). Use, possession, sale, or purchase of any explosives, firearms, or lethal weapons is prohibited. (See hospital policy online www.ariahealth.org)

14. Using threats, threatening language, or any other acts of aggression or violence made to or by a student will not be tolerated. This includes physical harassment, attempts at intimidating or instilling fear in others, menacing gestures, bringing firearms or other unauthorized weapons onto School of Nursing property, stalking, verbal or physical abuse, or other hostile, aggressive, injurious, destructive actions designed to dominate or intimidate a reasonable person. The School of Nursing will take swift appropriate disciplinary actions against any student engaging in such conduct up to and including immediate dismissal. (See hospital policy online www.ariahealth.org)

15. Aiding and/or abetting any act, which breaches the policies constitutes a substantial step toward the commission of that violation and makes the student subject to disciplinary action.

Students will be immediately dismissed from class or clinical to meet with the Program Director or designee for the suspected use, production of, possession of, distribution of, or under the influence of narcotics, alcohol, or drugs, except as permitted by law. This also includes behaviors which would constitute a violation of local, state, or federal law on school property, or off campus when such behavior has adverse effects upon the school or individuals of the school community.

**JUDICIARY HEARING FOR SCHOOL POLICY VIOLATIONS**

**Judiciary Hearing Sanction for Misconduct**

1. Any act punishable by law will be reported to the proper authorities.

2. The Aria Health School of Nursing has established a Judiciary Board, which shall have jurisdiction over cases of alleged violations of the school policies.

3. Students will be afforded due process via the Judiciary Board for their alleged violations.
JUDICIARY BOARD

The Judiciary Board shall provide an opportunity for a fair hearing for those students who have allegedly violated the school policies. These violations may be identified and referred by administration, faculty, students, ancillary members of the school community, or agency affiliates.

The Judiciary Board shall be composed of two students, one of whom will be the SGA president or designee, two faculty members apart from the course in which student is enrolled, and an Administrator of the school as assigned by Program Director who will serve as the Presiding Officer. The Program Director may attend, but does not vote.

Procedures for hearings before the Judiciary Board:

A. Notice of Charges
The student shall be informed of the charges against him/her in writing at least five (5) business days in advance of a scheduled hearing.

B. Judiciary Hearing:

1. The hearing shall be conducted in a judicial manner.

2. The hearing shall be private unless the student charged requests that it be open to members of the school community. The Presiding Officer shall determine the number of persons to be admitted to the hearing. Under no circumstances shall the hearing be open to more than the normal capacity of the typical hearing room.

3. The accused student may challenge any member of the Judiciary Board on grounds of prejudice. The Judiciary Board shall deliberate in private and determine, by majority vote (excluding the member being challenged), whether the member should be replaced by an alternate Judiciary Board member.

4. The student shall have the right to be assisted by an advocate of his/her choice, who must be an administrative official of the Aria Health School of Nursing, faculty member, or student of the school. The advocate, upon request of the student, may:
   a. assist the student in the preparation and presentation of his/her case.
   b. accompany the student to the disciplinary hearings.
   c. assist the student in the preparation of appeals. The advocate shall not assume responsibility for conducting the defense of the student, except that he/she may assist the student in questioning all witnesses.

5. On behalf of the school, the charges and evidence shall be presented by the Presiding Officer of the Judiciary Board.

6. The student shall have the right to call a reasonable number of witnesses in own behalf, whom shall be subject to questioning by members of the Judiciary Board.
7. The student charged shall have the right to question all witnesses.

8. The Judiciary Board may address questions to any party or to any witness called by the parties. The student charged shall not be compelled against his/her wishes to testify or answer any question, and his/her silence shall not be construed as evidence of his/her guilt. The Judiciary Board shall limit the scope of the testimony to matters relevant to the charges and the defense thereto. The Judiciary Board and/or the student may request that the Program Director require the presence of any member of the school community, including the student to be present at the hearing. The Judiciary Board and/or the student may also request that the Program Director of the School produce records or other exhibits. In the event any person, including the student charged and/or his/her advocate, disrupts the hearing, and continues after a warning to cease the disruption, the Presiding Officer of the Judiciary Board shall exclude that person and proceed with the hearing in his/her absence.

9. The school shall have the burden of proof that the student violated the school policies by clear and convincing evidence.

10. No recommendation for the imposition of sanctions shall be based solely upon the failure of the person charged to answer the charges. In the event of the refusal of the accused person to appear at the hearing, the evidence in support of the charges shall be presented, considered and adjudicated.

11. The Judiciary Board shall make a written report of the hearing consisting of: the notice of charges and other hearing documents, a summary of the evidence presented, the findings of the Board and the sanction(s). The report shall be transmitted to the Program Director of the School of Nursing. The Program Director of the School of Nursing shall have the final decision in implementing the recommendations, in modifying the recommendations solely by decreasing the severity of the sanctions, or by vacating the recommendations, thereby dismissing the charges.

12. The Presiding Officer shall notify the student in writing of the outcome of the hearing.

13. The Judiciary Board may grant a new hearing if a student files a written application for said new hearing specifically alleging newly discovered evidence.

14. The written notice of the outcome is kept in the confidential disciplinary records maintained by the Program Director.

C. **Sanctions by the Judiciary Committee:**

1) **Disciplinary Probation:** Disciplinary probation is a trial period during which a student must behave in a manner acceptable to the School. The status of disciplinary probation is assigned for a specific period of time. While on disciplinary probation, a student is encouraged to seek advice and counsel from
appropriate school officials. The Judiciary Board may set forth terms of probation that restrict the student’s participation in extracurricular activities.

2) **Disciplinary Suspension**: Disciplinary suspension is an action that excludes the student from registration, class attendance, and/or use of the school facilities for a specified period of time. School suspension may be deferred until completion of present term of study. Disciplinary suspension is recorded both on educational and confidential disciplinary records. Upon termination of the period of suspension, the student shall be considered for registration and returned to classes. Established proof of further incident of misconduct after the student is readmitted shall result in dismissal.

3) **Disciplinary Dismissal**: Disciplinary dismissal is an action taken by the Program Director of the School of Nursing to revoke the privilege of registration, use of school facilities, and class attendance with no promise (implied or otherwise) that the student may return at any future time.

4) **Reimbursement**: Reimbursement requires a student to pay for damages to, or misappropriation of school property or the property of members of or visitors to the school community. Such reimbursement shall be charged to any student who alone, or through group concerted activities, organizes or knowingly participated in the events causing the damages or cost. Restitution may be imposed separately or in addition to any other sanction(s).

5) **Loss of Privilege**: Loss of privilege is the withdrawal of a privilege or use of a service for a specific period of time consistent with the offense committed and the rehabilitation of the student. Loss of privilege may be imposed separately or in addition to any other sanction(s).

Disciplinary sanctions may affect qualification for some awards, prizes or financial aid. Parents/guardians are informed of the terms of the sanction if the student is under 18 years of age. If the student is an emancipated minor, parents/guardians are not be notified.

**PROFESSIONAL EXPECTATIONS - Classroom and Clinical**

**CLASSROOM GUIDELINES**

Entry into the nursing profession includes a commitment to accept and embody the values of the profession. Part of the responsibility of the faculty of Aria Health School of Nursing is to assist our students in their transformation into professional nurses. Faculty member have the authority to request that a disruptive student leave the classroom.
**Dress Code**

**General Guidelines**

1. All students will wear the hospital-issued identification badge above the waist at all times while in the School of Nursing building, clinical setting, or hospital. Students without badges will be dismissed and may return with badge (see attendance Policy).

2. Professional and appropriate attire must be worn in the school and clinical areas. (See clinical preparation Dress code.)

**CLINICAL GUIDELINES**

Students must:

1. wear identification badge at all times in a visible location (above waist).

2. participate in data collection and other clinical preparation as assigned by the instructor. Students who are not prepared will be dismissed from clinical and will incur a clinical absence. (See Attendance Policy).

3. maintain current documentation of health insurance, up-to-date PPD and immunization record, CPR certification (BCLS health care provider), and Pennsylvania child abuse clearance annually; criminal background check (PATCH) and FBI clearance every two years. If documents are not current you will not be permitted to attend class and/or clinical (also See “Immunization and Screening Policy” & “Background Clearance Policy”).

4. report to the clinical unit prepared to participate, at least ten (10) minutes prior to assigned time. Arrival later than the beginning of the assigned time is considered a clinical absence.

5. notify the assigned clinical unit and nursing instructor at least one-half hour prior to the beginning of your clinical experience in the case of absence or lateness. (see clinical attendance policy)

6. provide safe, ethical and comprehensive care through the application of the nursing process and practice of professional standards.

7. review and sign clinical evaluation. Signature indicates the student has reviewed the evaluation, not necessarily agree with the evaluation.

8. check with KYW (TV, radio or website) or Fox Philadelphia News for the official school closing information. School Code #217 in case of unfavorable weather conditions. See computer technician to receive text messaging for school closing/late opening.

9. carry the following items to the clinical unit: (except mental health units-follow those appropriate guidelines)
   - Black permanent ink pens-gel/marker/rollerball/erasable ink pens are not permitted; no white-out permitted
   - ID Badge appropriate to agency
- Watch with a second-hand
- Stethoscope
- Bandage scissors
- Penlight
- Access to computer code

10. report off to the RN, instructor, and where appropriate the student covering the patient(s) before leaving the unit for any reason. Report should include the diagnosis, status, required care and any pertinent information about the patient(s). Students are expected to be away from the unit only for the allotted time.

11. document in the medical record only with permission of the clinical instructor. Keep clinical documentation up-to-date.

12. immediately inform the nurse and clinical instructor of any problems, concerns or patient status changes.

13. work as a team and help other students and staff on the nursing unit.

14. actively participate in conferences.

15. comply with HIPAA (Health Insurance Portability and Accountability Act) guidelines. No documents, or photographs including any computerized records or printouts may be removed from the clinical agencies. When doing clinical prep, students must to access any data in the clinical agency. Failure to follow this policy may result in a clinical failure and the student may be in violation of a sanction up to and including dismissal.

16. Students are NOT permitted to:
   A. secure a patient's consent for surgery or procedures.
   B. explain legal documents to the patients.
   C. act as a witness for any legal documents.
   D. take or obtain patient valuables or documents to/from the business office. ?or document
   E. hold narcotic keys.
   F. pick up, hang or administer blood or blood products.
   G. hang or administer any intravenous chemotherapy drug.
   H. take verbal orders.
   I. perform any clinical procedure without approval of the clinical instructor, i.e. medication administration.
   J. smoke on hospital property.
   K. accept money from patients to buy TV/telephone cards.
   L. accept gifts from patients regardless of monetary value.
   M. assume the duty of a Patient Safety Associate (1:1).

A student who is unsuccessful at safely demonstrating a clinical skill in the clinical/lab setting will be required to develop an action plan to promote successful re-demonstration. Remediation may be required in the lab setting prior to re-demonstration of skill as advised by the course faculty.
CLINICAL PREPARATION DRESS CODE
When collecting data for clinical preparation,

- Students must wear lab coats with business casual clothes or clinical uniform, which should be neat, clean and professional (no shorts, short skirts, jeans, sweat pants, spandex or scrubs).
- Students must wear closed toe shoes (no sandals, flip flops or sneakers) with business attire.

Clinical Dress Code & Expectations:
1. Official teal tunic with teal trousers. White lab coat with emblem and logo is required for all students (no sweat shirts or hoodies)
2. Appropriate non-revealing undergarments.
3. White shoes or clean white sneakers (low tops-no colored stripes; no mesh). No open toe/open heel shoes. Socks must be white or white anklets with no designs. No bare ankles may be visible.
4. Hair color or wigs must be natural tones-no green, purple, blue, pink, etc. Hair must be neatly kept and pulled back if beyond shoulder length, with no bows or hair ornaments, plain hair bands may be worn.
5. Male students must be clean-shaven or mustache and/or beard trimmed and neat.
6. Tattoos are to be covered. (Plain white long sleeve polo shirt or neutral tattoo sleeve, acceptable under uniform)
7. Jewelry: Bracelets are not permitted; small post earrings in the ear are permitted. Only one (1) pair of earrings permitted. No other visible piercings permitted, including tongue. One plain ring, without stones is permitted. Plain band may be worn. Necklaces are discouraged and must not be visible.
8. Nails should be well-manicured and at a reasonable length; clear or light color nail polish is permitted (no sculptured, artificial nails or gel nails).
9. Good personal hygiene.
10. Perfume/cologne must not be worn.
11. Cosmetics must be utilized with discretion and in moderation
12. No chewing gum.
13. No smoking (including alternative cigarettes and vapor devices) on hospital property (including parking lots and garages).
14. When in uniform, regardless of setting, professional behavior and appearance is expected.

The Program Director or designee will review attire for those students with cultural or religious affiliations that conflict with the stated dress code for appropriate accommodations. Students not dressed appropriately for clinical will be sent home. This will constitute a clinical absence.

GUIDELINES FOR USE OF MOBILE DEVICES IN THE CLINICAL SETTING
Use of portable electronic devices in the clinical setting is regulated by the clinical agencies, local, state, and federal regulations and laws. All students are fully responsible for following all regulations of the Health Insurance Portability and Accountability Act (HIPAA) when using their devices in all settings. No patient data is to be collected on mobile devices. They are to be used only to access medical reference applications such as Unbound Medicine or web-based clinical resources. Telephone and camera functions must be turned off during clinical by placing devices in “Airplane” mode.

With the exception of specified course required activities, sending, or receiving text or other messages on the clinical unit is not permitted. If the use of clinical internet resources or phone capability is
necessary, the instructor will identify the area where this may occur. Students will inform patients, families, and staff of the purpose of the use of these devices when questioned. Using the internet for personal, non-school related functions is strictly prohibited. Failure to follow these guidelines is cause for dismissal from the School of Nursing.

Student Concerns and Appeals (effective 5/2/2016)

General Concerns and Suggestions:
Students are encouraged to bring general concerns and suggestions to:
1) course faculty if related to a specific course.
2) regularly scheduled Town Hall meetings.
3) APSS Committee Meeting; If student wishes to have a concern/suggestion heard at the APSS meeting, student must complete the Concern/Suggestion Form (See Appendix) and submit to the Associate Director. The student may choose to present the concern/suggestion, or have the concern/suggestion presented via a student representative of APSS.

Grade Appeal Policy

If a student feels there is an error or miscalculation with a nursing course grade, the student must meet with the course faculty awarding the grade to state the concern. The following directs the student to the appropriate course of action, if he/she chooses to proceed with a grade appeal after meeting with course faculty. The student must submit one of the following:

1. Exam Item Challenge Form
2. Graded Written Assignment Challenge Form
   (See Appendix for Forms)

Graded Written Assignment Challenge Policy
Students challenging a grade on a written course assignment must complete the following requirements within five (5) business days of receiving the assignment grade:
1. Obtain a copy of the Graded Written Assignment Challenge Form in the Student Handbook.
2. Compare the original faculty graded copy of the written assignment to the grading rubric.
3. Specify specific areas within the graded assignment that the student believes has met the criteria of the grading rubric. *Students must clearly correlate the information in the paper to the grading rubric and identify the page number(s) in which the information can be found.
4. Faculty will render a decision within one week.

Administrative Appeal:
The appeal procedure is used when students feel due process has not been granted, their rights have been violated, or there are extraordinary circumstances that have prevented their academic progression within the nursing program. If the matter is related to a Penn State course grade, the student should pursue this with Penn State University.
Students filing an Administrative Appeal are required to complete the Administrative Appeal Form (See Appendix) and present the form to the Associate Director for review within five (5) business days of the occurrence in question. The following steps may be taken:

1) If the issue is not resolved, the Associate Program Director will present the Administrative Appeal Form to the Program Director for review.
2) If applicable, the Program Director will facilitate the presentation of the student appeal to the APSS Committee, or schedule an Appeal Hearing if necessary.

ADMINISTRATIVE APPEAL COMMITTEE MEMBERSHIP

The appeal committee shall be comprised of five (5) individuals as follows: Chair- Program Director or designee (ex-officio), designated member of the SGA/student body, other than the president, two faculty members from a course other than that in which the student is member, and a representative of hospital administration appointed by the Chief Nursing Officer of the hospital. The committee is convened as warranted by the specific appeals. At this time the Program Director will review the appeal and determine whether the matter will be heard by the Appeal Committee or will be forwarded to the APSS committee.

Requests for appeals should be received by the office of the Program Director within 5 days of the occurrence. The committee shall make every attempt to meet within fifteen (15) business days after receiving a written request from a student. The student will be advised in writing/e-mail as to the time, date and location of the meeting.

PROCEDURE OF THE APPEAL COMMITTEE

1. All parties involved must maintain confidentiality regarding all aspects of the committee hearing.
2. The Appeal Committee is charged with the responsibilities of conducting a fair and thorough hearing and making a determination based on the evidence presented before it.
3. The Appeal Hearing is not a legal proceeding. There will be no "prosecutor" or additional representatives outside of the Hospital or School of Nursing at the hearing.
4. Except as set forth in this policy, the committee will determine its procedure and the evidence that it will hear. Formal rules of evidence will not apply.
5. The student will be present while all evidence is presented. The student may choose to bring one support person, limited to an administrative official of the school, a faculty member who is not a member of the course in question, or a student. To maintain confidentiality, only the five members of the Appeal Committee, the student, his/her support individual as well as the individuals giving testimony may be present.
6. The Appeal Committee will hear only one student case at a time. Any individual who may have knowledge of the case will be required to appear.
7. The student or his/her support person will be given an opportunity to question each witness.
8. After all of the evidence has been heard, the panel will deliberate privately.
9. In all decisions, it is recommended that the panel reach a unanimous decision, but if it fails to do so, a majority decision will be adequate. The panel will not disclose whether or not its findings were unanimous or how individual panelists voted. The student shall be informed of this decision in writing within five (5) school days.

Decisions are maintained in a confidential, administrative file.
ADDITIONAL RESOURCES AVAILABLE TO STUDENTS

Every effort is made to resolve issues in a timely manner. However should a student feel that his or her issue has not been dealt with in an appropriate manner, the student also has the right to contact either the Pennsylvania State Board of Nursing or the Accreditation Commission for Education in Nursing (ACEN), in writing at the addresses below.

PA State Board of Nursing
PO Box 2649
Harrisburg, PA 17105-2649

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326

Title IX of the Education Amendments of 1972 (“Title IX”) prohibits discrimination on the basis of sex in any federally funded education program or activity.

Aria Health School of Nursing is committed to providing an environment free from discrimination on the basis of sex. Pursuant to Title IX of the Education Amendments of 1972 and 34 C.F.R, Part 106, Aria Health School of Nursing has designated a Title IX Coordinator that has the primary responsibility for coordinating the school’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Amendment prohibits sex discrimination in all the operations at Aria Health School of Nursing, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX. Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of a recipient’s educational programs and activities. Sexual misconduct against students, including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX. The Title IX coordinator oversees the school’s response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so the school can address issues that affect the wider school community.

Student should contact the Title IX Coordinator in order to:

- seek information or training about students’ rights and courses of action available to resolve reports or complaints that involve potential sex discrimination,
- file a complaint or make a report of sex discrimination, including sexual misconduct,
- notify the School of an incident or policy or procedure that may raise potential Title IX concerns,
- get information about available resources (including confidential resources) and support services relating to sex discrimination,
- ask questions about the School’s policies and procedures related to sex discrimination, including sexual misconduct.

Contact the Aria Health School of Nursing’s Title IX Coordinator at the following web address:
TitleIXCoordinator@ariahealth.org
REGISTRATION/TUITION POLICIES

REGISTRATION

Aria Health School of Nursing strives to provide flexibility in course selections to meet the academic needs of a diverse student population. In order to keep the ratio of faculty to student at an appropriate level, it is necessary to balance student enrollment by structuring course selection. To ensure completion of the program within the established timeframe, students are encouraged to adhere to the standard curriculum rotation. This rotation requires the completion of pre and co-requisites during the appropriate term. If pre-or co-requisites have been completed alternative course selection should be based on fulfilling lower level requirements prior to upper level requirements.

Registration is held prior to each term. The dates for registration are posted on the academic calendar. Failure to register within the defined timeframe places the student at risk for not being able to secure a seat in a particular class and/or to incur a late fee of $50.00. Students will meet with designated Registrar or designee to register for next term.

Students must sign and date the registrations forms, AHSN and PSU as applicable. Rosters will be available in SONIS approximately 1 week after the end of each term. The School of Nursing reserves the right to make administrative changes to a roster due to failures, lack of academic progress, based on seat availability, and/or conflicts in course times/schedules.

All level requirements must be completed before promotion to the next level. Full time status requires successful completion of a minimum of twenty-four credits/year.

PSU Counselor- there is a PSU counselor available at AHSN in Suite 112, (see availability/schedule posted on door), at extension 2-3551 or at the Abington Campus at 215-881-7391, to answer any concerns or inquiries the students may have regarding university policy or procedure. To reach the Abington Campus for any other matters, please call 215-881-7410 or 7409. Please refer to PSU policies for any additional information regarding registration, matriculation or diversity requirements.

REGISTRATION DROP/ADD POLICY

NURSING COURSES

When dropping any course, consult with the financial aid officer as dropping a course may affect financial aid status and balance owed to the School of Nursing.

Students will not be permitted to add a nursing course once the class has started due to the quantity of material covered in the first week.

A student who withdraws from a co-requisite nursing course will be subject to an administrative withdrawal from the companion-nursing course or be prohibited from progressing in the curriculum until completed.
Students must maintain a minimum of 24 credits earned per academic year, with satisfactory progress to maintain financial aid. All students must consult with the financial aid officer before dropping a course to verify if the drop will have a negative impact on his/her financial aid.

**PENN STATE UNIVERSITY COURSES**

Students may drop/add a course per PSU policy, generally the first week of PSU courses. The student must complete the necessary AHSN and/or PSU forms with the Registrar. Drops processed after the first week of each term are considered late drops and will be reflected on the transcript with a W, per University policy.

**LATE DROP CREDIT LIMITS - PSU**

Provisional and non-degree students have a limit of 10 late drop credits. If the student becomes a degree candidate, late drop credits used while enrolled in provisional/non-degree status are subtracted from the total number of late drop credits available. ([http://dus.psu.edu/handbook/dropadd.html](http://dus.psu.edu/handbook/dropadd.html)). Baccalaureate degree candidates have a limit of 16 late drop credits, inclusive of those utilized during the diploma program, that may be used during their academic careers. PSU policy subject to change.

**CREDIT OVERLOADS**

The Curriculum Rotation has been designed for optimal integration of content and success in the nursing curriculum, therefore credit overloads are discouraged. Credit overloads are only considered for students with a GPA of 3.0 or higher. The goal of successful graduation from the program overrides a student’s desire to accelerate their progression to program completion. Requests for credit overload goes through the Registrar or and then to the APSS Committee for review and if warranted, approval. The Registrar will notify the student of the final decision of the committee.
STUDENT FINANCIAL AID

The Financial Aid Office is located in Suite 234 on the second floor of the School of Nursing. Office hours are posted. The telephone number is 215-710-3522

Financial Aid is available at Aria Health School of Nursing (AHSN) for those who need help with their educational costs. To be considered for any type of financial aid, the student must complete the current Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov each year by May 1st. The Aria Health School of Nursing Title IV school code is 009723. A Student Aid Report (SAR) will be sent to the student and the schools for which the student has applied. The cost of attendance and Expected Family Contribution (EFC) are determining factors in the amount of financial aid a student may receive. To receive Pennsylvania state aid (PHEAA Grant), the FAFSA must be received by the state by May 1st. The FAFSA application must be completed annually.

Aria Health School of Nursing participates in the following Title IV financial aid: Federal Pell Grants, PHEAA State Grants, Supplemental Education Opportunity Grants (SEOG), Federal Work Study, Federal Direct Stafford Loans, Federal Direct Unsubsidized Stafford Loans, and Federal Direct Parent PLUS Loans. AHSN also participates in various alternative (private) loans.

A complete description of, and eligibility requirements for, Title IV financial aid in which AHSN participates is online at: https://studentaid.ed.gov/resources.

Please refer to Section X for all policies and procedure related to Financial Aid

TUITION PAYMENT AND FINANCIAL RESPONSIBILITY

Tuition invoices are mailed to students each August (for the fall term), December (for the winter term), and April (for the spring term); invoices are also posted to the student’s SONIS account. All tuition payments are due on or by the first day of classes unless student has been approved for a payment plan (see appendix). Students who have not arranged to pay their tuition and fees on the first day of classes will be dropped from the roster. When the account is brought current, the student may be re-instated; the absence policy applies for any missed class. Additionally, failure to pay tuition by the established due dates will result in a financial hold being placed on your student account. This will prevent you from taking final exams, registering for the next term or obtaining academic transcripts. Failure to pay your tuition invoice may also result in your dismissal from Aria Health School of Nursing.

Settlement of all financial obligations rests with the student or the student’s parents (if the student has not attained independent status). Failure to receive a tuition statement does not excuse a student from paying tuition and fees before attending classes each term.

Institutional Refund Policy:
End of second week – Full refund
End of fourth week – 50% Refund
After fourth week – 0% - No refund
SECTION V
STUDENT HEALTH AND WELFARE

STUDENT HEALTH POLICIES  55
Access to Health Services
Health Data/Records

IMMUNIZATIONS AND SCREENINGS POLICY  55
Required Immunizations prior to Admission
Initial and Annual Screenings
Hospital/Health Insurance
Illness/Injury Policy
Pregnancy
Learning disabilities

STUDENT ADVISEMENT  57
Academic Advisement
Career Opportunities+
STUDENT HEALTH POLICIES

STUDENT HEALTH (Effective Fall 2016)

ACCESS TO HEALTH SERVICES
When personal health care is required, students should go to the healthcare provider of their choice (emergency room or primary care provider), as they are responsible for all bills incurred.

If exposure to blood borne pathogens or hospital acquired illnesses occurs to an extent that it puts the students’ health at risk, or if they are injured while providing patient care, students can be seen in the Aria-Jefferson Health Emergency Room, or at Aria Urgent Care.

Students that demonstrate reasonable suspicion related to substance abuse will be sent to WorkHealth for evaluation. Students will be responsible for all expenses related to a WorkHealth evaluation.

HEALTH DATA/RECORDS
All student health data/records must be renewed prior to the expiration date. Students are expected to keep all related documents current and submit copies to the Department Secretary. All documents must be submitted by 3:00 pm on the day prior to the date of expiration. The student may not participate in any classroom and/or clinical activities until all health obligations are met.

Immunization and Screening Policy (effective 5/2016)
This policy details to prospective and current students which immunizations, titers and screenings are needed to meet the admission and progression requirements as set by Aria Health School of Nursing.

Required Immunizations prior to Admission:
Required titers/and or immunizations:

- Varicella
- Measles Mumps and Rubella (MMR)
- Hepatitis B Virus (HBV)
- Tetanus Diphtheria and Pertussis (Tdap)
- Influenza

Proof of immunity in the form of a quantitative titer is mandatory for all students for Varicella, Measles Mumps and Rubella (MMR), and Hepatitis B Virus (HBV). If a titer is negative, a booster/vaccination will be required followed by a repeat titer.

Proof of immunity for Tetanus Diphtheria and Pertussis (Tdap) requires valid proof of vaccination (received within 10 years).

Annual Influenza vaccination as deemed necessary by the Department of Health and/or Centers for Disease Control and Prevention is also mandatory.
Exclusions from required immunizations and boosters are limited to medical justifications (e.g. pregnancy, immunosuppression, life threatening allergy) and require documentation by a licensed health care provider. No exclusions from the titers.

A Meningococcal Vaccine is recommended but not required.

**Initial and Annual Screening**

A two-step PPD (Mantoux) test within the past 12 months is mandatory for all students including those with prior BCG inoculation. The second test is to be done between 7 and 21 days after the first test. If the student is a prior positive reactor, a chest X-ray will need to be performed in place of a skin test (unless a copy of a chest x-ray done within the last 6 months can be provided). Current students are required to have one PPD test annually. If a student has a positive PPD, he/she must sign the positive PPD form located in the Department Coordinator’s office yearly.

CDC guidelines are followed related to immunizations, screenings and exposures regarding class and clinical attendance.

**HOSPITAL/HEALTH INSURANCE**

Hospitalization/health insurance is required and is the responsibility of each individual student. The Aria Health School of Nursing will bear no health costs incurred by students at any time. Proof of health insurance is required prior to admission to the school. It is the student’s responsibility to communicate changes in health insurance to the Department Coordinator immediately. Health insurance is required during the length of enrollment in the school.

**ILLNESS/INJURY POLICY**

Students who become ill while in class/clinical may choose to be seen by their health care provider or be seen in the emergency room at their own expense. The instructor will dismiss any student from class/clinical if it is determined that the student is unable to safely participate in learning activities; the attendance policy applies.

Illness or injury must be reported to the instructor. Injuries sustained on school property or in the clinical setting require the completion of an event/injury report per agency policy. A copy of the event report must be submitted to school administrator within 24 hours of the occurrence.

Students returning to school after surgery, prolonged illness, or injury must present a clearance note from their provider to the course faculty stating the date the student is permitted to return to class or clinical. To return to clinical, clearance must state student may work without restrictions. The note is placed in the student’s health file.

**PREGNANCY** The student is obligated to report a pregnancy, as soon as it is known, to her clinical faculty. A note from the health care provider is required stating there are no restrictions in activity. A student returning from obstetrical leave must present a note permitting her to resume class and clinical activities without restrictions.
LEARNING DISABILITIES

Any student with a learning disability requesting an accommodation must provide the school administrator with current comprehensive documentation (within 3 years). Findings and recommendations must be documented by a licensed health care professional who is qualified to make the diagnosis of the disability, and who has had recent involvement with the student. The documentation must explain functional limitations in the educational environment that are attributable to the disability (e.g. test taking, course load). All information about the student’s health status is considered confidential. The School Administrator will meet with the student to review accommodations. Students granted examination accommodations at Aria Health School of Nursing can request accommodation for NCLEX, but should be aware that the States Board of Nursing may not grant accommodation in the same manner as the school.

STUDENT ADVISEMENT

Academic Advisement
Each student is assigned a faculty advisor upon entrance to the School of Nursing; the advisor list is posted on SONIS. This assignment, by design, is to continue for his/her tenure at the School and allows for consistency in the advising of each student as he/she progresses through the curriculum. This also establishes a professional mentoring relationship between the student and the faculty member. All faculty office hours are posted.

Full time faculty are available for advising. This includes clarification of the academic concepts from the course content, establishing goals and strategies for improved application of theoretical concepts and identifying resources to support the student in meeting the course outcomes.

If the student's grade on an examination is less than seventy-eight (78) percent, the student is encouraged to meet with the instructor. An action plan should be mutually developed by student and faculty and documented on the counseling form (See Appendix). Records of remediation and counseling will be placed in the student’s file.

Clinical faculty will provide ongoing feedback during the clinical experience. Documentation of clinical performance is detailed at midterm and end of term on the clinical performance evaluation. Should deficiencies exist, the faculty assists the student in developing strategies for meeting the clinical outcomes. The student and faculty will meet on a scheduled basis to evaluate student progress. Records of remediation and counseling will be placed in the student’s file.

The Program Director or designee, will be available as a resource to faculty, and should be kept informed regarding the academic and/or clinical deficiencies of all students.

*The Penn State Abington Learning Center is available for students. Visit http://abington.psu.edu/learning-center for additional information.

Career Opportunities
Students have access to on-line job postings available at the hospital. In addition, students are encouraged to participate in career fairs.
STUDENT GOVERNMENT ASSOCIATION BYLAWS

ARTICLE I: ORGANIZATION NAME
ARTICLE II: PURPOSE AND FUNCTION
ARTICLE III: MEMBERSHIP
ARTICLE IV: OFFICERS AND ADVISOR
ARTICLE V: NOMINATIONS AND ELECTIONS
ARTICLE VI: MEETINGS
ARTICLE VII: MINUTES
ARTICLE VIII: ADMINISTRATION OF FUNDS
ARTICLE IX: FUND RAISING
ARTICLE X: NEWSLETTER

APPROVAL FORM FOR FUND RAISING EVENT
ARTICLE I: ORGANIZATION NAME
The name of this organization shall be the Aria Health School of Nursing Student Government Association (AHSN-SGA).

ARTICLE II: PURPOSE AND FUNCTIONS
The purpose of the AHSN-SGA shall be:

A. To serve as a communicator between the student body, faculty, and the administration of the Aria Health School of Nursing.
B. To aid in the development of the student as a professional nurse, and his/her responsibility for the health care of culturally diverse populations.

The function of the AHSN-SGA shall be:

A. To have direct input into standards of nursing education and to influence the educational process.
B. To promote and to encourage participation in community affairs and activities to improve health care and the resolution of related social issues.
C. To influence health care, nursing education and nursing practice through legislative activities.
D. To promote and to encourage participation of the students in professional activities and organizations.
E. To promote and to encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, creed, color, national origin, religion, age, sex, marital status or physical or emotional impairment.

ARTICLE III: MEMBERSHIP

A. The AHSN-SGA is an organization composed of nursing students who have voluntarily chosen to participate in the activities of student government.
B. Active members shall be enrolled in the nursing program.
C. Information on optional membership in the Student Nurses Association of Pennsylvania (SNAP) and the National Student Nurses Association (NSNA) will be made available through the SGA of the Aria Health School of Nursing.
ARTICLE IV: OFFICERS AND ADVISOR

Section 1
The officers of AHSN-SGA shall be the president, vice-president, secretary, treasurer, lead fundraiser, fundraiser team, and legislative coordinator.

Section 2. Eligibility

A. Active members who have completed a minimum of one term of nursing course enrollment at AHSN shall be eligible to run for an office.
B. Only members who shall maintain a cumulative average of 2.75 or above shall be eligible for any office in the SGA.
C. Officers of SGA must commit to attend a minimum of 2 of the 3 scheduled SGA meetings per term.
D. Officers of SGA must commit to attend a minimum of 5-faculty committee meeting per term.

Section 3. Duties of Officers
The officers shall perform the duties as follows:

A. The president is expected to:
   1. Schedule 3 meetings per academic term.
   2. Preside at all meetings of the association and the executive committee.
   3. Appoint special committees with the approval of the executive committee.
   4. Serve as ex-officio member of all committees except the nominating committee.
   5. Represent AHSN in matters relating to the Association and perform all other duties pertaining to the office.
   6. Sign checks for monetary disbursements as the bylaws provide.
   7. Be responsible for review and recommendations for changes in the bylaws.
   8. Make certain that SGA has adequate representation at all school functions (i.e. open house, graduation, pinning, and accepted student’s day).

B. The vice-president shall:
   1. Assume the duties of the president in the absence or impairment of the president.
   2. In the event of a vacancy occurring in the office of president, the vice-president shall assume the duties of the president.
   3. Assume responsibility for chairing the nominating committee and election process.
   4. Be responsible for review and recommendations for changes in the bylaws.
   5. Perform all other duties as assigned by the president.
   6. Develop/distribute newsletter for each incoming class and delegate the tasks of assembly/production of newsletter components to other officers.

C. The secretary shall:
   1. Prepare the agenda for the executive board and general SGA meetings, and circulate it two days prior to meetings, if available. Post announcements of general meetings at least one week prior to the meeting and any Town Hall Meetings.
   2. Record and present minutes for executive board and SGA meetings. Submit minutes to administration for SGA file.
   3. Be responsible for review and recommendations for changes in the bylaws.
   4. Prepare yearly summaries with recommendations and submit to the Director of the School of Nursing and the evaluation committee.
   5. Perform all other duties assigned by the president.
   6. Attend all SGA meetings.
D. The treasurer shall:
1. Act as custodian of organization funds. Maintain records of all funds collected and distributed.
2. Sign checks for monetary disbursements as the bylaws provide.
3. Submit an annual SGA report at the end of the school year.
4. Perform all other duties as assigned by the president.
5. Be responsible for review and recommendations for changes in the bylaws.
6. Must be in monthly communication with the Financial Aid Officer, Advisor, and the fundraising team.
7. Be responsible for all fundraising monies, collection of funds, and documentation.

E. The fundraising committee shall:
1. Initiate and participate in all SGA fund raising activities.
3. Perform all other duties as assigned by the president.
4. A lead fundraiser will be chosen by vote. The lead fundraiser shall:
   a. Be responsible for instituting the approval process for all school fundraising activities.
   b. Be responsible for review and recommendations for changes in the bylaws.
   c. Ensure follow through of the fundraising committee of all fundraising activities from inception to completion.

F. The legislative coordinator shall:
1. Be aware of national and state legislation dealing with the concerns of nursing and health care issues.
2. Communicate with students and encourage action regarding appropriate legislative issues.
3. Serve as a resource person for matter concerning student’s rights.
4. Be responsible for review and recommendation of the bylaws to the Executive Board.
5. Publish and encourage articles in AHSN newsletter promoting nursing projects being established at state and local levels.
6. Collaborate with other SGA board members in membership recruitment and retention activities.
7. Establish and maintain contacts with major interest groups in recruiting qualified individuals into professional nursing.
8. Perform all other duties as assigned by the president.

G. The advisor shall:
1. Participate in the executive board's activities in his/her advisory capacity.
2. Act as a liaison between administration, faculty, and student body.
3. Attend SGA sponsored functions as necessary.
4. Facilitate the review and recommendations for changes in the bylaws.

Section 4.
All officers of SGA and classes are mandated to join SNAP/NSNA.

Section 5.
All SGA officers will be eligible to attend SNAP conventions dependent upon faculty approval and available funds.
ARTICLE V: NOMINATIONS AND ELECTIONS

Section 1.
During the Spring, the SGA advisor(s) will give notice to the student body that nominations are being accepted.

Section 2.
There shall be an election of officers during the first full month of the spring term for the next school year.

Section 3.
The voting body consists of all members of the student body enrolled in nursing courses and Penn State Courses.

Section 4.
Resignation, inability to serve in office due to illness, cumulative GPA of <2.75, or any event requiring a leave of absence for one or more terms, shall result in the remaining elected officers unanimously appointing a successor to such office. In the event that the decision of the remaining officers is not unanimous, an official SGA meeting will be held with normal election procedures being followed to fill the vacant office. The officer originally elected may regain his/her office upon returning to school if the length of absence does not exceed one term. If the absence exceeds one term, the officer originally elected forfeits the office, and the appointed officer shall officially assume the duties of the office until the next regularly scheduled election.

Section 5.
The new officers will be admitted into office starting in May.

Section 6.
Recommended dismissal will be initiated by the faculty advisor(s) with input from SGA officers, if the SGA officer demonstrates incompetence or negligence in the position. An election will be instituted as early as possible.

ARTICLE VI: MEETINGS

Section 1.
All meetings of the association shall be open, unless otherwise stated. Notice of meetings will be presented one week in advance.

Section 2.
There will be a minimum of three (3) general meetings per term. Meetings shall be scheduled by the end of the first week of the term.

Section 3.
There will be an agenda circulated 24 hours prior to the meeting.
   A. The president will call the meeting to order.
   B. The secretary will provide the minutes and they will be reviewed and approved by the members.
   C. The treasurer will give a report.
   D. Unfinished business will be considered first and then new business will be discussed.
   E. The meeting will be adjourned.
Section 4.
An SGA officer that misses 2 of the 3 meetings, or who does not actively participate in SGA functions, shall be removed from office as they are in violation of Article VII, Section 2.

Section 5.
AHSN events require attendance as stated in “Duties of officers” section of bylaws and other events as needed.

Section 6.
There will be at least one meeting each year with the Chief Nursing Officer or more as necessary.

Section 7.
There will be at least one meeting per term with the Director or more as necessary.

ARTICLE VIII: MINUTES

Section 1.
Minutes shall be kept by the secretary, reflective of the progress of the SGA.

Section 2.
Minutes of general SGA meetings shall be typed and filed for reference in the administration office.

Section 3.
Copies of the minutes shall be made available to the members attending the general SGA meetings.

ARTICLE VII: ADMINISTRATION OF FUNDS

Section 1. Dues
Membership dues of the SGA shall be paid through the general activities fee. This yearly fee is $35.00 and is collected once every September for NSNA/SNAP membership.

Section 2.
All SGA funds shall be deposited into a checking or savings account designated for SGA purposes only.

Section 3.
All bills shall be paid by check and the receipts for the transactions entered into an account book. The signature of either the treasurer or the president shall be required on each check. The signature card on file at the bank shall include the signatures of the president and the treasurer.

Section 4.
Since the SGA is a nonprofit organization, all income shall be used for school projects only.

Section 5.
All income and expenditures shall be itemized in the books of the appropriate accounts by the treasurer and be reviewed by the president.

Section 6.
The SGA fiscal year shall run from June 1 to May 30.
ARTICLE IX: FUND RAISING

Section 1.
Requests for approval of fund raising events shall be submitted in writing at least one (1) week prior to an event. Forms for approval can be obtained from the office coordinator or SGA advisor(s). Form will be submitted to the fundraisers for approval and record keeping. The fundraisers will submit a copy to the Director for final approval. When approved, the form will be returned to the SGA fundraiser. A copy of this form is located in the back of this section.

Section 2.
The SGA and the AHSN will NOT sponsor, approve, or be responsible for any event where alcoholic beverages are involved.

Section 3.
Fundraising in the hospital area shall be subject to approval by the hospital administration.

Section 4.
All fundraising activities shall be written on SGA calendar after approval.

ARTICLE X: NEWSLETTER

Section 1.
A newsletter will be published minimally 2 times per academic year for incoming students.

Section 2.
It is the responsibility of all the SGA members to solicit articles and input from the students, faculty, and administration.

Section 3.
Persons submitting items to the vice-president for publication should do so one (1) week prior to the deadline of the upcoming issue.
APPROVAL FORM FOR FUND RAISING EVENT

NAME OF GROUP: ____________________________

EVENT: ____________________________

DATE: ____________________________

TIME: ____________________________

LOCATION: ____________________________

EQUIPMENT NEEDED:

DATE SUBMITTED TO THE DIRECTOR OF THE SCHOOL OF NURSING: ________

APPROVED: ____  NOT APPROVED: ________

DATE SUBMITTED TO SGA: ____________________________

APPROVED: __________  NOT APPROVED: ____________________________
## SECTION VII

### SCHOOL POLICIES

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT ACCESS TO SCHOOL</td>
<td>68</td>
</tr>
<tr>
<td>CHANGE OF ADDRESS / PHONE NUMBER</td>
<td>68</td>
</tr>
<tr>
<td>CONTROLLED SUBSTANCE POLICY</td>
<td></td>
</tr>
<tr>
<td>Drug Free School Policy</td>
<td></td>
</tr>
<tr>
<td>Drug Abuse Prevention Program</td>
<td></td>
</tr>
<tr>
<td>Notification of Student Drug Conviction</td>
<td></td>
</tr>
<tr>
<td>SUBSTANCE ABUSE POLICY</td>
<td>69</td>
</tr>
<tr>
<td>WEAPONS</td>
<td>69</td>
</tr>
<tr>
<td>VIOLENCE</td>
<td>69</td>
</tr>
<tr>
<td>BACKGROUND CLEARANCE POLICY</td>
<td>70</td>
</tr>
<tr>
<td>Child Abuse History Clearance</td>
<td></td>
</tr>
<tr>
<td>Pennsylvania State Police Criminal Check</td>
<td></td>
</tr>
<tr>
<td>Federal Bureau of Investigation Criminal Check</td>
<td></td>
</tr>
<tr>
<td>ARIA HEALTH SCHOOL OF NURSING TITLE:</td>
<td>72</td>
</tr>
<tr>
<td>CRIME REPORTING AND INVESTIGATION</td>
<td></td>
</tr>
<tr>
<td>STUDENT SEXUAL ASSAUT PROCEDURES</td>
<td>74</td>
</tr>
<tr>
<td>DEFINITIONS</td>
<td></td>
</tr>
<tr>
<td>PROCEDURES</td>
<td></td>
</tr>
<tr>
<td>SMOKING POLICY</td>
<td>75</td>
</tr>
<tr>
<td>PARKING</td>
<td>75</td>
</tr>
<tr>
<td>MEALS</td>
<td>75</td>
</tr>
<tr>
<td>COMMUNICATION</td>
<td>76</td>
</tr>
<tr>
<td>SUGGESTION BOX</td>
<td>76</td>
</tr>
<tr>
<td>SOCIAL MEDIA</td>
<td>76</td>
</tr>
<tr>
<td>EMPLOYMENT</td>
<td>76</td>
</tr>
<tr>
<td>SCHOOL CLOSING- INCLEMENT WEATHER</td>
<td>77</td>
</tr>
</tbody>
</table>
FIRE REGULATIONS 77

EMERGENCY EVACUATION PROCEDURE 77

DISASTER REGULATIONS 78
  Code Yellow- Disaster
  Hazardous Material
STUDENT ACCESS TO THE SCHOOL OF NURSING

Students currently have access to the ARIA Health School of Nursing, Monday through Friday, from 6:30 am to 8:00 pm. Access will be through the use of an ID badge; badges must be worn while in building; students will not be dismissed until badge is produced. All students are required to swipe their card when accessing the building even if the door is held open for them. Students must access the building through the AHSN entrance.

CHANGE OF NAME / ADDRESS / PHONE NUMBER

Students must notify the registrar if they have had a change in name, address or phone number or cellular phone carrier while attending school. This is vital, so that we have the correct information to send rosters, grades, transcripts, financial aid or any other correspondence, including information to Penn State University. (See Aria Health School of Nursing Name Change/Address Change Form in Appendix).

CONTROLLED SUBSTANCE POLICY

DRUG-FREE SCHOOL POLICY

STATEMENT OF PURPOSE

ARIA Health School of Nursing has a vital interest in ensuring safe, healthful and efficient learning conditions for our students. As a federal grantee, we have a duty to provide our students with quality services at a reasonable cost, safely and efficiently. The unlawful presence of controlled substances in the school of nursing conflicts with these vital interests, and constitutes a violation of the public trust. For these reasons, we have established the following drug-free school policy.

DRUG ABUSE PREVENTION PROGRAM

Complying with [S1] drug abuse public law 101-690 of 1988, ARIA Health School of Nursing has established a yearly drug-free awareness program to educate students on the dangers of drug abuse. The Drug-Free Awareness Program of education includes:

- Distribution and discussion of the School's drug-free policy at orientation, which includes signing a form that they are aware of the School’s policy related to Drug Use/Abuse.
- Distribution of the School’s drug free policy annually (to be included with the Fall student rosters)
- Reorientation of all involved students in cases in which a drug-related accident or incident occurs

The School of Nursing will continue to support and to participate actively in appropriate professional organizations that address substance abuse concerns at both the regional and national level.
NOTIFICATION OF STUDENT DRUG CONVICTION

Students must notify the School Administrator of any criminal drug statute conviction for a violation occurring while enrolled within five (5) days of such conviction. Within ten (10) days of such notification or other actual notice, ARIA Health School of Nursing will advise the financial granting agency of such conviction. Failure to do so may result in academic dismissal. Conviction may prohibit an individual from obtaining federal financial aid and/or licensure.

SUBSTANCE ABUSE POLICY

There is zero tolerance for use, possession, distribution, or manufacture of alcohol, or any controlled substance, on ARIA Health School of Nursing proper, at Aria entities, clinical agencies, and at school related activities.

Anyone who is prescribed a controlled substance must report this to the classroom/clinical instructor. A written statement by the prescriber stating whether the substance may compromise his/her ability to perform safely and effectively in the classroom or in clinical must be presented. Students have a responsibility to report suspected substance abuse to a faculty member or administrator of the school.

See Employee Policy 913-114 re: Substance Abuse on the Aria Health Intranet website (Human Resources Manual) for full details. Students of the school are bound by these policies. Whenever the word 'employee' appears, substitute the word 'student.' Wherever 'supervisor' appears, substitute the word 'faculty' or 'administration' of the School of Nursing. If prohibited substances are found to be present, the student will be tested and [S1] may be disciplined and/or immediately dismissed from the school. At the school's discretion, any student who violates the substance abuse policy may additionally be required to participate in an approved assistance or rehabilitation program. It is the student's responsibility to pay for any expenses incurred due to infractions of this policy.

WEAPONS POLICY

There is zero tolerance for possession of weapons on ARIA Health School of Nursing property, and at Aria hospitals, clinical agencies, or at school related activities. If suspicion of possession of a weapon exists, security will be notified. Disciplinary action will be taken including immediate dismissal from the School of Nursing for those who have possession of a weapon.

VIOLENCE POLICY

Threats, threatening language, or any other acts of aggression or violence made to or by a student will not be tolerated. For the purpose of this policy, a threat includes physical harassment, attempts at intimidating or instilling fear in others, menacing gestures, bringing firearms or other unauthorized weapons onto School of Nursing, hospitals, and clinical agency property or property or adjacent areas. Stalking, verbal or physical abuse, or other hostile, aggressive, injurious, destructive actions designed to dominate or intimidate a reasonable person are considered in this policy. The School of Nursing will take swift, appropriate, disciplinary actions against any student engaging in such conduct up to and
including immediate dismissal. Students who are victims of violence may be referred within the ARIA Health network for counseling and referral as indicated. See Title IX policy, if applicable.

Students have a duty to inform faculty, administration and/or Security of any suspicious activity, or incidents they observe, on School of Nursing property, hospitals, clinical agencies, or at school related activities. Reports will be held in confidence within the confines of Aria Health and the law. The School of Nursing will not condone retaliation against any individual for making a report under this policy.

Background Clearance Policy (Effective 1/4/2016)

PLEASE READ DIRECTIONS CAREFULLY.

All students enrolled in the program are required to have background checks completed prior to admission. All student background clearances must be renewed prior to the expiration date. Students are expected to keep all related documents current and submit copies to the Department Coordinator. All documents must be submitted by 3:00 pm on the day prior to the date of expiration. The student may not participate in any classroom and/or clinical activities until all background clearance obligations are met. AHSN is not responsible if clearance directions change on the agency’s website.

- **CHILD ABUSE HISTORY CLEARANCE**
  - **Electronic Submission (To be completed annually)** Child Abuse History Clearance Online: https://www.compass.state.pa.us/CWIS Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately. **Aria Health School of Nursing Students:** For electronic option: Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children.
  - OR
  - **Paper Submission CHILD ABUSE HISTORY CLEARANCE (To be completed annually)** Paper submission of the Pennsylvania Child Abuse History Clearance application will still be accepted for anyone who may not have access to the internet. Submit paper application to: ChildLine and Abuse Registry Pennsylvania Department of Human Services PO Box 8170 Harrisburg, PA 17105-8170. **Aria Health School of Nursing Students:** For paper option: Employment with significant likelihood of regular contact with children. Paper submission may take up to 14 days.

For questions related to the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.

- **PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK INSTRUCTIONS (To be completed every two years)**
  Below is the link to the Pennsylvania Criminal Record Check form (SP4-164): Pennsylvania State Police Request for Criminal record Check Form (SP4-164) Applicants can also go to the Pennsylvania Access To Criminal History website and apply for their criminal record check online with the Pennsylvania State Police at: https://epatc.state.pa.us/Home.jsp If you have questions about the Pennsylvania State Police Request for Criminal Record Checks form (SP4 164), please call: (717) 783-9973 or toll free 1-888-783-7972.

- **FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CHECK INSTRUCTIONS (may take 4-12 weeks) (To be completed every two years)**
The Pennsylvania Department of Human Services utilizes the Cogent Systems to process fingerprint-based FBI criminal background checks. The fingerprint based background check is a multiple step process. For more information and to begin the registration process, go to www.pa.cogentid.com.

- **Department of Human Services** for Employment. Choose Option: **Employment with a significant likelihood of regular contact with children** - an individual applying to engage in an occupation with a significant likelihood of regular contact with children, in the form of care, guidance, supervision or training. Such persons include social service workers, hospital personnel, mental health professionals, members of the clergy, counselors, librarians and doctors.

For questions about your FBI Clearance, please contact the FBI/Adam Walsh Unit at 717-783-6211 or 1-877-371-5422.

Any student who has an arrest or conviction for any matter must notify the School of Nursing administration in writing and will provide related documentation within 5 days of the incident. Failure to notify the School of Nursing administration will result in a policy violation and potential dismissal from the program.
POLICY

It is the policy of Aria Health School of Nursing, in compliance with PA Act 73 College and University Security Information Act and Public (Federal) Law 101.542 Crime Awareness and Campus Security Act, to conduct full and objective investigations of all security incidents. The School reserves the right to take any appropriate legal actions if it has probable cause to believe that an employee, student, and/or visitor have committed a criminal act on School premises.

Any faculty, other employees, or students having knowledge of a security related incident within the School should notify the Security department immediately.

To the extent possible, the security department will ensure confidentiality of information obtained, and is authorized to pursue an investigation to a final conclusion. Appropriate security officers will be apprised of developments on the security proceedings and will have the opportunity to evaluate the findings for proper course of action.

The Security department will administer loss prevention programs that encourage employee and student participation in crime prevention. Security department posts are manned 24 hours per day, seven days per week.

1. Faculty, staff, students, victims, and any other individuals must report all security/crime-related incidents, which occur on School premises and/or relay any knowledge in their possession immediately to the Security department.

2. If possible, a detailed description of events, perpetrators, and property will be recorded by the security department.

3. If additional information becomes available, the reporting individual must notify the Security department as soon as possible. Victims of crime are informed of their rights to notify local law enforcement agencies.

4. To the extent possible, the security department will maintain the confidentiality of information received on crime incidents. The Security department investigates, and when appropriate, documents and prepares status reports.

5. In an investigation that has the potential to lead to criminal prosecution, the investigating unit will consult with hospital counsel for direction during the investigation process, and interact with state and local authorities as required.

6. Proper steps may be taken to report to proper authorities, for further investigation, any employees, students or individuals, if there is reasonable cause to believe that a criminal act has occurred.
7. The Security department’s Event Report will serve as notification and documentation on all reported offenses.

8. Subsequent to processing criminal complaints, the complainant will be advised that they may also report the matter to the local police authorities.

Security Department distributes the School’s Security/Crime Reporting information to students annually.
STUDENT SEXUAL ASSAULT PROCEDURES

DEFINITIONS

In accordance with its goal of providing a secure community for its students, Aria Health School of Nursing has developed this sexual offense response policy. For the purpose of this policy, sexual offenses include, but are not limited to rape, statutory rape, involuntary deviant sexual intercourse, indecent exposure, indecent assault, and aggravated indecent sexual assault. A forcible sex offense may be directed against another person against his/her will, or against a person who is incapable of giving consent because of minority or incapacity.

A sexual offense is a criminal act, which may subject the perpetrator to campus disciplinary action in accordance with established procedures, and/or criminal and civil penalties under state and federal laws.

Procedures:

1. Immediately report any sexual offenses to Security department, School officials and/or police
2. The student will be escorted by security/designee to the local emergency room/rape center.
3. The victim will be instructed not to shower, bathe, drink liquids or improvise any form of self-cleaning prior to undergoing a medical examination at the hospital or rape center.
4. Security will report all information regarding the sexual assault to the authorities as required as well include this information in the Crime Awareness and Campus Security Report that is filed each year.

Revised: 07/21/2004
Reviewed: 04/18/2008, 8/24/2015
SMOKING POLICY

There is absolutely no smoking on any ARIA property; see policy 904-1.08 on the ARIA Health internet. Violations will result in issuance of a Policy Violation.

PARKING

Parking is the responsibility of the student. Students must adhere to parking regulations at all clinical agencies and the School of Nursing. The parking lot is available for student and visitor parking; parking spaces are available for persons with a disability parking placard/license plate.

Torresdale Campus:

Students are encouraged to park in the garage. Lack of compliance with this policy will result in a Policy Violation. As a result of an agreement between city representatives, community groups and hospital administration, parking on the residential side of the streets listed below is prohibited. All employees of Aria Health, medical students, nursing school students, private contractors, vendors or any affiliated agents need to comply with these restrictions.

- Restricted Parking
  - Red Lion Road – From the corner of Knights Road to Waldemire Drive.
  - Waldemire Drive – From Red Lion Road to Green Acres Road.
  - Knights Road – From Ellicott Road to Kane Road
  - Orchard Lane

Key Contact: Director of Security

MEALS

Student is responsible for his or her own meals.

The Student Lounge is equipped with vending machines as well as a refrigerator, microwave and coffeemaker for student use. The lounge is located on the first floor, Suite 122/123 of the School of Nursing.

The hospital cafeterias are open to employees, visitors, and students.

Food Sales/Fundraisers may provide food items for SGA fundraisers with written permission from the Program Director or designee.

There is also a variety of food vendors located within a short distance of the School.
COMMUNICATION

Students should check School e-mail, including spam folders twice daily. Students are provided a mail folder, located in the Student Lounge on the first floor. It is the student’s responsibility to check the mail file frequently. A communication board is available for students to post items of interest after approval by School Administration.

SUGGESTION BOX

A suggestion box is available at the reception desk as a mechanism for collecting student suggestions. The box is checked on a weekly basis.

POLICY: SOCIAL MEDIA

Aria Health School of Nursing employees and students must exercise good judgment in the use of social networking sites, social media, professional networking, rapid-fire communications, blog sites and personal web sites in relation to their employment/enrollment with Aria Health School of Nursing. Employees and students may not use the Aria Health School of Nursing brand, name or related information on such sites, except in compliance with this policy. AHSN employees and students engage in social networking activity only in a professional manner and adhere to this policy as well as Aria Health System policies, HIPPA, E-mail System Practices, Internet Access System Practices, Information Security Policy, Photographing, and Video, and/or Audio Recording of Patients (see ARIA homepage policies folder).

Social networking sites are public in nature. Material published on these sites may be copied, transferred or saved and reposted in a variety of settings (including links to other internet sites). When publishing material on social networking sites, must students exercise sound judgment taking into consideration the public nature of the site, the risk of republication and misuse of the material. Students are responsible for any republishing or misuse of information they post on social networking sites. Violations of this policy will result in disciplinary action, up to and including termination/removal from AHSN.

EMPLOYMENT

The School of Nursing places rigorous academic demands on students and students should give full consideration to the decision of employment. Students should plan to devote 2-3 hours of homework per credit hour weekly.

Work study positions may be available; see section on financial aid for work-study information. Students may be employed as certified nursing assistants (CNAs) at Aria-Jefferson Health campuses after they have completed Nursing 111. The hospital may require that students complete the Red Cross CNA Certification process to maintain this job classification.
SCHOOL CLOSING - INCLEMENT WEATHER

In the event school is closed for any reason, class and clinical time will be made up as directed by the faculty in accordance with School of Nursing and Penn State University guidelines on contact hours. Students should be prepared to makeup clinical time or complete assignments as required as published on the academic calendar.

Closing information can be obtained by listening to local radio and television stations, KYW and Fox Philadelphia News or viewing their websites, www.kyw1060.com and www.myfoxphilly.com

The School closing number for KYW 1060 news radio, CBS 3 and FOX Philadelphia News #217. Students should also check their school e-mail accounts and text messaging for notification of closings.

FIRE REGULATIONS

Fire drills will be held at the School of Nursing periodically and unannounced. It is imperative that you participate in every fire drill. Remember to follow the R.A.C.E. procedure:

R – RESCUE Remove all persons from areas of danger.

Remain calm. When you hear the alarm you are to go in an orderly fashion to the FIRE EXIT designated for that area. ALL students must evacuate the building IMMEDIATELY. Any one in the area of the fire should check for any incapacitated person(s) in that area. In doing so, DO NOT jeopardize your safety.

EMERGENCY EVACUATION PROCEDURE:

- Follow evacuation instructions. Do not return to your classroom/office unless instructed to do so by an authorized person.
- Take personal belongings with you
- Do not turn back at any time for any reason

All personnel and students are to remain on the paved area outside of the building, until given the all clear notice, or other directives are issued.

A - ALARM

If you see a fire or smoke, pull the fire alarm located on each floor next to the stairwell EXIT door. Smoke detectors are located on each classroom, lab, landing, and office in the School of Nursing. Call the Fire Department, 911 and give the following information:

(1) Building Name and Address (Three Interplex Drive, Trevose, PA 19053)
(2) Floor and Suite number or area of danger
(3) Type and extent of fire.
**C - CONFINE**

Confine the fire by closing all doors and windows in your immediate area.

**E – EXTINGUISH & EVACUATE**

Extinguish the fire ONLY if possible. DO NOT jeopardize your safety.

---

**DISASTER REGULATIONS**

**CODE YELLOW: DISASTER**

1. All student nurses on duty in the hospital will remain at their posts. Student is to inform the disaster captain in their area of their presence.

2. Student nurses involved in an educational program (class) will remain in that setting unless instructed to do otherwise by the Program Director or designee.

**HAZARDOUS MATERIAL**

For any suspected hazardous material or chemical spill/contamination:

1. wash hands and any affected areas on your person thoroughly with soap and water.
2. report to instructor immediately.
3. cordon off area and DO NOT touch suspected hazardous material.
4. Close door.
5. Leave area. DO NOT jeopardizes your safety.
6. Remove patient from immediate area. DO NOT jeopardize your safety.
SECTION VIII

LEARNING RESOURCES

LEARNING RESOURCES  80
NURSING ART LABORATORIES  80
LIBRARY SERVICES  80
AUDIOVISUAL RESOURCES  81
COMPUTER LAB  82
USE OF WI-FI  82
LEARNING RESOURCES

Learning resources include the nursing arts laboratories, library, computer lab and related materials.

NURSING ARTS LABORATORIES

The Nursing Arts Laboratories are located on the first floor of the School of Nursing and are equipped with a variety of resources for faculty and student use.

**Hours:** Posted on lab doors and in classrooms; work study students available at these times for practice and remediation. For additional access contact lab coordinator or course faculty.

NURSING ARTS LABORATORY POLICIES

1. Students should sign in and out when using the lab for practice or remediation.
2. No food or drink in the lab.
3. Students using the nursing arts lab are required to return supplies to designated cabinet/drawer and tidy up the area before leaving.
4. Professional conduct is expected. Work study students are extensions of the faculty.

LIBRARY SERVICES

The School of Nursing Library, located on the first floor of the building, focuses on the art and science of nursing. The library also supports the educational programs of the Pennsylvania State University General Studies Program to assist the students with obtaining their bachelor degree. The School of Nursing Library is affiliated with the medical libraries of the Aria-Jefferson Health system and students are accorded the privilege of using these libraries at the Torresdale and Bucks campuses. The School of Nursing Library abides by the Pennsylvania Interlibrary Loan Code, adheres to the Copyright Code laws, and agrees to the Delaware Valley Information Consortium Memorandum of Agreement.

Within the library, there are seven computers for student use, a variety of nursing educational software and Microsoft Office applications, Internet/Wi-Fi access, Online Public Access Catalog (OPAC) to help students with locating materials at the School of Nursing Library, audiovisual equipment including a television/VCR player, and a photocopy machine. Electronic resources can be accessed from remote site (Follow the instruction for mobile and off site access in the hospital library homepage found on the intranet).

**Library Hours:** Professionally staffed Monday to Friday 8:00AM-4:00 PM; additional hours as posted

**Library Phone:** 215-710-3523

**Library Fax:** 215-710-3543

**Services:** Reference, professionally mediated searches, interlibrary loan, student orientation, database search training, and other assistance as needed.
Collection: The School of Nursing collection consists of 250-reference items, over 350 circulating items, more than 60 print and 400 online nursing journals, an audio video collection. The librarian inventories, reviews and evaluates the collection annually to ascertain appropriateness of the collection. The librarian encourages faculty recommendations. Acquisitions must meet the parameters of the collection development policy.

Reserve Policy: The reference collection includes current term textbooks, items of historic value, and ready reference materials. These may be used within the library. Faculty may request that other materials be kept on reserve for in-library use.

Textbooks: The librarian will purchase a maximum of two copies of current nursing and Penn State course textbooks for inclusion in the collection. The librarian will also provide information for student book purchases from Rittenhouse Distributors, Penn State-Abington College Bookstore, and at least two comparative sources. Faculty must provide their requirements a minimum of three weeks before the conclusion of the prior term to permit adequate time to review new editions and availability for student purchases.

Circulation: All materials with the exception of journals and the reference collection can be checked out. The loan period for books is two weeks with one renewal, while the loan period for audio-visual materials is two days with one renewal, limit two items at a time. There will be no exceptions. Faculty who would like a longer loan should arrange to purchase a department copy.

Fines/Overdue Materials: The library encourages responsible and ethical use of the collection and the library facilities. Material not returned on time limits the rights of others to use the material. In light of this, untimely returns of books will be fined $0.25/daily; other materials with be fined $2.00 daily. When materials are not returned by the end of the term, those borrowers will be required to pay replacement value for the material; a hold will be placed on the student account barring registration, transcript requests and other school services.

Other: The Medical Libraries of Aria-Jefferson Health are also available to students. They can be accessed 24/7 with the student ID. No food, drinks or cell phone conversations are allowed in the Library. Cell phones should be set on vibrate.

AUDIOVISUAL RESOURCES

There are a variety of audiovisual equipment and resources available to faculty and students. These are located within the School of Nursing library and throughout the school.
In each classroom, an overhead projector/screen, and a podium with microphone. In the library, there is a combination television/VCR player for faculty and student use. The computer technician should be notified for replacement of bulbs or repairs for the equipment.

The learning resources committee is responsible for audiovisual resources, primarily videotapes, audiotapes and software. Presently, there are over 100 audiovisuals available for faculty and students to borrow.

Reserve copies maybe used within the library. The learning resources committee welcomes recommendations but purchases will depend on Faculty approval and available budgeted monies as stated by the Program Director.

**COMPUTER LAB**

The computer lab is located on the first floor of the Aria Health School of Nursing.

**Computer Staff:** Computer Technician

**Phone:** 215-710-3555 (office) or 215-710-3547 (computer lab)

**Hours:** 8:00 AM – 4:00 PM, Monday – Friday

**Access:** Students have free access to the computers anytime during operational hours except when a lab is reserved.

**COMPUTER LAB**

The main computer lab is located on the first floor of the School. There is a satellite Computer Lab on the second floor reserved for testing.

1. No food or beverages are permitted in any computer area at any time.

2. Blocked websites required for school projects can be forwarded to the computer technician for review and access.

3. No outside software programs may be installed on the computers. Requests may be made to the computer technician for any necessary programs that are not available.

4. No one may copy software from the computers, as this would be a violation of copyright laws.

5. No projects should be saved to the computer hard drive/desktop. Students’ projects should be saved on a portable USB drive or CD. Individual student projects saved on the computer’s hard drive will be deleted.

**USE of WI-FI**

The School of Nursing is equipped with Wi-Fi for the use of students and faculty. Students are expected to use the Wi-Fi to access only School related sites. Use of sites of an unprofessional nature is subject to a Code of Conduct.
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>IX</td>
<td>MISCELLANEOUS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT</td>
<td>84</td>
</tr>
<tr>
<td></td>
<td>GLOSSARY OF TERMS</td>
<td>85</td>
</tr>
<tr>
<td></td>
<td>Aria Health School of Nursing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DIRECTIONS TO ARIA-JEFFERSON HEALTH CAMPUSES</td>
<td>90</td>
</tr>
</tbody>
</table>
FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

•Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
•Parents or eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
•Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  ◦School officials with legitimate educational interest;
  ◦Other schools to which a student is transferring;
  ◦Specified officials for audit or evaluation purposes;
  ◦Appropriate parties in connection with financial aid to a student;
  ◦Organizations conducting certain studies for or on behalf of the school;
  ◦Accrediting organizations;
  ◦To comply with a judicial order or lawfully issued subpoena;
  ◦Appropriate officials in cases of health and safety emergencies; and
  ◦State and local authorities, within a juvenile justice system, pursuant to specific State law
•If you would like anyone other than yourself to have access to your records, please see Administration to complete a FERPA Form.
**Advisement** – A mechanism that provides a means for individualized academic and professional development.

**Attrition Rate** – Percentage of students of a given cohort who do not graduate within 150% of the standard curriculum including those dismissed, withdrawn or who do not re-enroll.

**Biopsychosocial** – A holistic view in which an individual is viewed as one who is comprised of biological, psychological, social, and spiritual aspects, which interact with one’s physiology.

**Caring** – promoting health, healing, and hope in response to the human condition (NLN, 2010, p. 65).

**Clinical Experience** - Laboratory, hospital, community or alternative setting used to provide students with the educational opportunities needed to apply theoretical and empirical knowledge of the health-illness continuum. Students are expected to develop increasing levels of proficiency in psychomotor skills required for nursing practice, the critical thinking skills needed to design, manage, and coordinate care for individuals, families and communities.

**Clinical Practice** – Performance of skills inherent to the profession of nursing including the supervision of students in clinical /laboratory settings and/or the delivery of direct client care.

**Community** – An inter-relationship of social, economic, political, cultural, spiritual, environmental or geographic boundaries.

**Competence** – The NLN defines "competence" as the "application of knowledge and interpersonal, decision making and psychomotor skills in the performance of a task or implementation of a role".

**Competencies** – “discreet and measurable skills, essential for the practice of nursing, that are developed by faculty in schools of nursing to meet established program outcomes” (NLN, 2010, p. 65).

**Construct**- An abstract or general idea inferred or derived from specific instances.

**Context and Environment** – “In health care, context and environment encompasses the organizational structure, leadership styles, patient characteristics, safety climate, ethical climate, teamwork, continuous quality improvement, and effectiveness” (NLN, 2010, p. 65).

**Critical Thinking** – A process of purposeful, self-regulatory judgment; an interactive, reflective reasoning process. Critical thinking is an essential component of professional accountability and quality nursing care. Critical thinkers in nursing exhibit these habits of the mind: confidence, contextual perspective, creativity, flexibility, inquisitiveness, intellectual integrity, intuition, open-mindedness, perseverance, and reflection. Critical thinkers in nursing practice the cognitive skills of analyzing, applying standards, discriminating, information seeking, logical reasoning, predicting, and transforming knowledge. (adapted from Rubenfeld & Scheffer, 1999)
**Cultural Sensitivity** – Engaging in the lifelong process of self-appraisal of attitudes, feelings and biases toward groups of people who are different than one’s self; being conscious of disparities among individuals and families with an appreciation that providing optimal health care is comprised of awareness, knowledge, skill and encounters; maintaining an active desire to understand differences in heritage, language, values, health beliefs, and practices (Camphina-Bacote model, 2002).

**Curriculum** – The organization and sequencing of program requirements including the process and learning experiences, which lead to the achievement of educational outcomes.

**Default Cohort** – the percentage of a school’s borrower’s who enter repayment on certain Federal Family Education Loan (FFEL) Program or William D. Ford Federal Direct Loan (Direct Loan) Program loans during a particular federal fiscal year (FY), October 1 to September 30 and default or meet other specified conditions prior to the end of the next fiscal year.

**Empower**- To encourage the active and autonomous participation in events affecting one’s well-being.

**Evaluation** – An ongoing process that determines the extent to which established goals have been achieved.

**Evidence Based Practice** – Process founded on the collection, interpretation and integration of valid patient-reported, clinician observed and research derived evidence. The best available evidence, moderated by patient circumstances and preferences, is applied to improve the quality of clinical judgment (ANA, 2004).

**Environment** – Includes two components, internal and external. These components consist of natural, biological, psychological, behavioral, social and cultural factors.

**Family** – A self-defined unit of two or more individuals, existing through an identified bond; family members influence social, cultural and health decisions across the lifespan.

**Formative Evaluation** – Assessment that occurs during a course with focus on didactic and clinical performance/progress in meeting the course outcomes.

**Global Issues** – Outcomes that may have a worldwide effect and result from environmental, economic, social and/or political change.

**Graduation Rate** – Percentage of students of a given cohort who successfully complete the program requirements in 150% of the standard curriculum pattern.

**Health** – A dynamic state in which an individual adapts to his internal and external environment to achieve an optimal state of physical, emotional, social, cultural, and spiritual well-being. Health is viewed as a right of every individual.

**Health Illness Continuum** – A model that utilizes a scale to reflect the varying degrees of health and illness. The scale ranges from high-level wellness to severe illness/death. It provides a method of identifying a client’s level of health via a point along the scale. It is also a way to compare a client’s present level of health to their previous level of health.
Health Maintenance – The ability to identify, manages, and/or seeks out help to maintain health.

Health Promotion – Activities directed toward developing individual, family and community resources, to maintain and enhance wellness as a protection against illness.

Health Restoration - Activities directed toward the return of optimal health status.

Human Flourishing – an effort to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right to pursue his or her own such efforts. The process …is a lifelong existential journey of hope, regret, loss, illness, suffering, and achievement (NLN, 2010, p. 66).

Individual – A unique, complex human being with intrinsic value and inherent needs, who exists within the framework of family, community and society; individuals are in continuous interaction with their internal and external environments.

Informatics – A specialty that integrates nursing science, computer science, and information science to manage and communicate data, information and knowledge in nursing practice.

In Progress – Registered for or currently in a course.

Interdisciplinary – Cooperation, collaboration, communication and integration of care as a team to ensure that care is continuous and reliable (Institute of Medicine, 2003).

Learner – An individual who invests time and energy in order to acquire new knowledge and skills that result in mental activity and behavior change.

Learning – An interactive process that results in the development of intellectual tools and strategies needed to acquire knowledge and understanding that allows the individual to think productively and apply knowledge and skills.

Mentoring – An empowering, nurturing relationship with mutual sharing, learning and growth, which occurs in an atmosphere of respect, collegiality and affirmation. Mentoring behaviors may include inspiring, listening, advising, intellectual stimulation, teaching, coaching, and acting as an advocate and being a professional guide and role model.

Nursing Constructs – Encompasses the metaparadigm of the major constructs of person, health, environment and nursing. These four major constructs are dynamic and responsive to the ever-changing health care system.


Nursing Process – A dynamic process of assessment, diagnosing, planning, implementation and evaluation used to identify, diagnose and treat human responses to health and illness (ANA, 1995).

Organizing Framework – A meaningful picture of the knowledge that is important to nursing and how that knowledge is defined, categorized, sequenced, and linked with other knowledge (Daggett, Butts, and Smith, 2002).
**Patient-Centeredness** – an orientation to care that incorporates and reflects the uniqueness of an individual patient’s background, personal preferences, culture, values, traditions, and family; supports optimal health outcomes by involving patients and those close to them in decisions about their clinical care; supports respectful, efficient, safe and well-coordinated transition of patient through all levels of health care (NLN, 2010, p. 68).

**Performance Improvement Plan** – The process by which patient care processes, patient outcomes, and patient, family and physician satisfaction are continuously improved (Aria-Jefferson Health, 2008).

**Personal and Professional Development** – a lifelong process of learning, refining, and integrating values and behaviors that (a) are consistent with the profession’s history, goals, and codes of ethics; (b) serve to distinguish the practice of nurses from that of other health care providers; and (c) give nurses the courage needed to continually improve the care of patients, families, and communities and to ensure the profession’s ongoing viability (NLN, 2010, p. 23).

**Physiological** – Physical and chemical processes that are involved in the function of the living organism and its parts.

**Plagiarism**- the act of stating or implying that another person’s work is your own. You commit plagiarism if you: Submit a paper to be graded or reviewed that you have not written on your own. Copy answers or text from another classmate and submit it as your own. Quote or paraphrase from another paper without crediting the original author. Cite data without crediting the original source. Propose another author’s idea as if it were your own. Fabricating references or using incorrect references. Submitting someone else’s presentation, program, spreadsheet, or other file with only minor alterations. This is not a definitive list. (cited from psu.edu)

**Psychosocial Principles** – Essential properties referring to aspects of both social and psychological factors and behaviors.

**Quality Improvement** – The continuous monitoring and evaluation of process and outcomes to identify opportunities for improvement.

**Quality and Safety** – the degree to which health care services are provided in a way consistent with current professional knowledge; minimize the risk of harm to individuals, populations and providers; Increase the likelihood of desired health outcomes; and 4) are operationalized from an individual, unit, and systems perspective (NLN, 2010, p. 68).

**Remediation** – A process initiated by student or faculty, which assists the student to improve identified deficiencies.

**Scholarship** – Building systematic knowledge through discovery, integration, application and teaching (Boyer, 1990).

**Scientific Principles** – Precepts from natural, behavioral and nursing sciences that govern the rationale for nursing interventions.
Scope of Practice – Legal guidelines of the nursing profession defined by each state to provide limits for the role of the professional nurse.

Self-Actualization – The fundamental tendency toward the maximum realization and fulfillment of one’s human potential (Mosby Medical Dictionary, 5th Ed.).

Self-Directed – Assuming responsibility for active learning.

Seminar – A required course with a specific focus offered at any level designed to increase critical thinking.

Service – Participation on School of Nursing and/or institutional committees, School community activities, and/or service to professional or community organizations.

Society – A community, nation or broad grouping of people having common traditions and collective activities or interests.


Summative Evaluation – final assessment of the student’s ability to meet course outcomes both didactic and clinical; includes documentation via computerized grade printout sheet, clinical evaluation tool and final meeting with the student.

Teaching – Activities facilitated by the teacher in the classroom, laboratory or clinical setting that promote intellectual curiosity, reflection, analysis, dialogue and growth in the student.

Unit – A predetermined number of hours assigned for specific course content for purposes of instruction and evaluation of student learning.

Universal Needs – Elements necessary for human survival and health such as food water and shelter.

Wellness – A dynamic balance among the physical, psychological, social, and spiritual aspects of a person’s health.
DIRECTIONS TO THE FRANKFORD, TORRESDALE, OR BUCKS CAMPUS:

Please visit the website at www.ariahealth.org

Directions – Aria Health School of Nursing & Corporate Center
Three Neshaminy Interplex
Trevose, PA  19053

PUBLIC TRANSPORTATION

From SEPTA’s Frankford Transportation Center (Bridge & Pratt El Stop), take **Bus Route 14** to Old Lincoln Highway and Interplex Drive.  (NOTE: there are a few different routes for Bus 14, be sure to ask the driver if the bus is going to Neshaminy Interplex).  Walk to building three at the Interplex.
Check the SEPTA website:  [http://www.septa.org](http://www.septa.org) for accurate times and fare information.  (Approximate ride time from Frankford Transportation Center is 40 to 50 minutes).
Reverse for trip home – Bus 14 at Old Lincoln Highway and Interplex Drive to the Frankford Transportation Center (Bridge & Pratt).
SECTION X

FINANCIAL AID POLICIES AND PROCEDURES

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Financial Aid Information</td>
<td>92</td>
</tr>
<tr>
<td>COA – Budgets</td>
<td>93</td>
</tr>
<tr>
<td>Student Eligibility</td>
<td>94</td>
</tr>
<tr>
<td>Entrance/Exit Counseling Requirements</td>
<td>96</td>
</tr>
<tr>
<td>Types of Financial Aid</td>
<td>97</td>
</tr>
<tr>
<td>Application Procedure</td>
<td>99</td>
</tr>
<tr>
<td>Financial Aid Deadlines</td>
<td>100</td>
</tr>
<tr>
<td>Duration of Eligibility</td>
<td>102</td>
</tr>
<tr>
<td>Bachelor Degree Holders</td>
<td>103</td>
</tr>
<tr>
<td>Transfer Students</td>
<td>104</td>
</tr>
<tr>
<td>Verification Process</td>
<td>105</td>
</tr>
<tr>
<td>Satisfactory Academic Progress (SAP) Standard</td>
<td>106</td>
</tr>
<tr>
<td>Changes in Enrollment Status</td>
<td>107</td>
</tr>
<tr>
<td>Special Circumstances</td>
<td>108</td>
</tr>
<tr>
<td>Award Letter Revisions</td>
<td>109</td>
</tr>
<tr>
<td>Title IV Refund Policies</td>
<td>110</td>
</tr>
<tr>
<td>AHSN’S Institutional Tuition Refund Policy</td>
<td>111</td>
</tr>
<tr>
<td>Federal Direct Stafford Loan Limits</td>
<td>112</td>
</tr>
<tr>
<td>Debt and Default Management</td>
<td>113</td>
</tr>
<tr>
<td>Student Loan Borrowers Rights and Responsibilities</td>
<td>115</td>
</tr>
<tr>
<td>Institutional Fees</td>
<td>116</td>
</tr>
<tr>
<td>Tuition Payment/Financial Responsibility</td>
<td>117</td>
</tr>
<tr>
<td>Student Right/Responsibilities</td>
<td>118</td>
</tr>
<tr>
<td>Selective Service Registration</td>
<td>119</td>
</tr>
<tr>
<td>Social Security Administration (SSA)</td>
<td>120</td>
</tr>
<tr>
<td>Citizen/Eligible Non-Citizen Status</td>
<td>121</td>
</tr>
<tr>
<td>Financial Aid Census Date Policy</td>
<td>122</td>
</tr>
<tr>
<td>Student Lending Code of Conduct</td>
<td>123</td>
</tr>
<tr>
<td>Veterans Educational Benefits</td>
<td>124</td>
</tr>
<tr>
<td>Payment Plan Terms, Conditions &amp; Agreement</td>
<td>125</td>
</tr>
</tbody>
</table>
ARIA Health School of Nursing  
Financial Aid Policies and Procedures  
Academic Year 2016-2017

General Information

Aria Health School of Nursing (AHSN) offers a variety of financial aid programs to assist students with their educational costs. The majority of AHSN students are eligible for some type of financial aid. All students are encouraged to apply for financial aid. Financial Aid is classified into three basic categories: grants/scholarships, loans and student employment. Grants/scholarships are funds that are considered gift aid and do not have to be repaid; loans are borrowed money that must be repaid with interest; and student employment (also called federal work-study) allows students to work on campus to earn money for educational expenses.

To apply for financial aid at AHSN, a student must complete the Free Application for Federal Student Aid (FAFSA) each academic year. Once the FAFSA is processed, the student will receive a Student Aid Report (SAR). The SAR will notify the student of their Expected Family Contribution (EFC). The EFC determines how much the student (and parents if the student is a dependent student) is expected to contribute to their education. The EFC is a calculated amount that uses a federally mandated formula, established by Congress, to determine the student/families ability to pay for their education. The Cost of Attendance (the COA is a budget used to award financial aid which includes an estimate of how much it will cost a student to attend school) minus the EFC will determine the financial need of the student. This calculation will ultimately determine the amount of financial aid the student is eligible to receive.

\[
\text{Cost of Attendance} - \text{EFC} = \text{Financial Need}
\]

The Financial Aid Office will use the information from the FAFSA to determine each student’s financial need and develop a customized financial aid package. The financial aid package will specify the types and amounts of financial assistance the student is eligible to receive. However, because funds are limited, Aria Health School of Nursing will attempt to meet the financial need of each student within the resources available to the institution. Eligibility for financial aid is determined on the applicant’s financial need, the ability to meet individual program requirements and the availability of funding.

For additional information, please contact:

Financial Aid Office  
Aria Health School of Nursing  
Three Neshaminy Interplex  
Feasterville Trevose, PA 19053  
215-710-3522

Implemented: 08/02  
Reviewed: 6/16  
Revised: 04/18/2008
Cost of Attendance (COA) - Budgets

The Financial Aid Office at AHSN establishes standard Cost of Attendance (COA) budgets each academic year as a basis for awarding financial aid funds. The COA is an estimate of the costs a typical full-time student may incur during the fall, winter and spring terms. It does not reflect the actual amount of money a student owes to AHSN. The COA figure is used in determining a student’s financial aid eligibility and includes both direct and indirect costs. Direct costs include tuition and fees. Indirect costs include allowances for living expenses, transportation, books and supplies, miscellaneous expenses and personal expenses. A student’s total financial aid cannot exceed their COA.

For a list of those expenses payable directly to AHSN, please see the section titled Tuition Payment/Financial Responsibility.

Implemented: 08/02
Reviewed: 6/16
Revised: 4/18/2008
Financial Aid – Student Eligibility Requirements

Eligibility for most financial aid programs is based on financial need. In order to receive financial aid, you must also meet certain eligibility requirements. The information contained on your FAFSA will help determine if you qualify for financial assistance and determine your status as a dependent or independent student.

To be eligible for financial aid you must:
- Be admitted to Aria Health School of Nursing.
- Demonstrate financial need (except for certain loan programs).
- Have a high school diploma or General Education Development (GED) certificate.
- Be working toward a degree, certificate or diploma in an eligible program.
- Be a U.S. citizen or eligible non-citizen.
- Register with Selective Service, if required (only males).
- Have a valid Social Security number.
- Maintain satisfactory academic progress each academic year.
- Certify that you will use federal student aid only for educational purposes.
- Certify that you are not in default on a previous federal student loan and do not owe money on a federal student grant.

Drug convictions:
The Higher Education Act of 1965 (HEA) as amended suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID. If you are convicted of a drug-related offense after you submit the FAFSA, you might lose eligibility for federal student aid and you might be liable for returning any financial aid you received during a period of ineligibility.

Information checks with federal agencies:
When you apply for financial aid, the U.S. Department of Education will also verify the information you provided on the FAFSA with the following federal agencies:
- Social Security Administration (for verification of Social Security Numbers and U.S. citizenship status)
- Selective Service System (for verification of Selective Service registration status, if applicable)
- Department of Homeland Security’s United States Citizenship and Immigration Services (for verification of eligible non-citizenship status, if applicable)
- U.S. Department of Justice (for verification that an applicant has not been denied federal student aid by the courts as the result of a drug-related conviction)
- U.S. Department of Veterans Affairs (for verification of veteran status, if applicable)

Any discrepancy with the agencies listed above will need to be resolved by the Financial Aid Office before financial aid funds are awarded and disbursed.

Dependent vs. Independent Status:
When you apply for financial aid, your status as a dependent or independent student will be determined. You are considered an independent student only if you meet one of the following:
- Be 24 years of age or older by December 31 of the award year;
• Be an orphan (both parents deceased), ward of the court, in foster care or was a ward of the court when 13 years or older;
• Be a veteran of the Armed Forces of the United States or serving on active duty for other than training purposes;
• Be a graduate or professional student;
• Be a married individual;
• Have legal dependents other than a spouse;
• Be an emancipated minor or in legal guardianship;
• Be a homeless youth;
• Be a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances
Entrance/Exit Counseling Requirements

If you decide to make student loans a part of your educational investment, managing the debt you incur is a major responsibility. To ensure that you understand this responsibility and the obligation you are assuming, the Federal Government requires you to participate in loan counseling prior to receiving your first loan disbursement and before you graduate or leave school.

Before receiving a student loan, first time borrowers must complete an Entrance Counseling session. The Entrance Counseling session ensures that you understand your rights and responsibilities as a new student loan borrower. It will also provide you with important information to make certain you understand the basics of student loan borrowing such as interest rates, grace periods, prepayment, consolidation and repayment obligations. The Entrance Counseling session can be completed online at www.StudentLoans.gov.

Please note: Disbursement of your loan proceeds will not occur until the online Entrance Counseling session has been completed.

Prior to graduating, leaving college or enrolling less than halftime, borrowers are required to complete an Exit Counseling session. The Exit Counseling session will provide you with information on the necessity of repaying your student loan, repayment options, estimating your payments and information on deferment and forbearance. You will also be informed of the consequences of not repaying your student loans (default) and of various repayment strategies. The Exit Counseling session can be completed online at www.StudentLoans.gov.

Please Note: If you do not complete the Exit Counseling requirement, a hold will be placed on your records. The hold will only be removed upon completion of the exit counseling process.

You will need the following information available in order to complete the counseling sessions:

- Social Security Number
- Name, address, and telephone numbers of two references
- Name, address, and telephone numbers of your next of kin

Implemented: 07/04
Reviewed: 6/16
Revised: 08/24/2015
Types of Financial Aid

**Pell Grant:** The Pell Grant is a need-based award that does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's degree. Award amounts and eligibility are determined by a standard calculation (established by the U.S. Congress) based on your FAFSA information. The calculation also produces your Expected Family Contribution (EFC). Your Student Aid Report (SAR) will tell you your EFC and will tell you if you are Pell eligible. The Financial Aid Office determines the actual award amount based on your cost of attendance, enrollment status and EFC.

**PHEAA State Grant:** The Commonwealth of Pennsylvania offers PHEAA State Grants to Pennsylvania state residents demonstrating financial need. Awards are determined by PHEAA and are based on the student’s EFC (Expected Family Contribution) and annual cost of attendance. PA residents must file the FAFSA by May 1st to be considered for a PHEAA State Grant. If you need additional information regarding the PHEAA State Grant program, please contact them directly at 1-800-692-7392 or www.pheaa.org.

**Federal Supplemental Educational Opportunity Grant (SEOG):** The Federal SEOG grant is awarded to students based on exceptional financial need (students with the lowest EFC’s) and availability of funding. If you are eligible for a Pell Grant eligible, you will be considered for the FSEOG grant.

**Federal Work Study (FWS):** The need-based Federal Work Study program provides students with an opportunity to obtain a job on-campus and be paid an hourly wage. The money you earn from the Federal Work Study program is not applied to your student account. The student will be paid directly and receive a bi-monthly paycheck for the number of hours he/she works.

**Outside/Private Scholarships:** AHSN encourages students to explore all options for scholarship assistance. Sponsors for outside/private scholarships usually have their own eligibility requirements. A good place to begin the search for scholarships is online. AHSN does not recommend that students pay fees for scholarship information. The Financial Aid Office will complete any paperwork required to assist you in the application process. The Financial Aid Office must be notified of any additional awards received by the student. Notification of additional scholarships will be included on your financial aid award letter.

**Federal Direct Stafford Loan:** The Federal Direct Stafford Loan program is available to all students, regardless of financial need. The standard repayment term is 10 years. If the loan is **subsidized**, the government will pay the interest while the student is in school. If the loan is **unsubsidized**, the student has the option of capitalizing the interest or of paying the interest quarterly during the in-school period.

On March 30, 2010, President Obama signed the Student Aid and Fiscal Responsibility Act (SAFRA), which mandates that all schools process Stafford Loans through the Federal Direct Stafford Loan Program for loans first disbursed on or after July 1, 2010. Beginning with the 2010-2011 academic year, all Stafford and PLUS loans were processed using the Federal Direct Stafford Loan Program. The Federal Direct Stafford Loan program provides loans to students and parents (PLUS loans) which will be funded directly by the U.S. government. Stafford and PLUS loans will no longer be available through the Federal Family Education Loan Program (FFELP) through bank lenders such as PNC, Wachovia, Citizen Bank and Sallie Mae.

**Interest Rates:** Effective July 1, 2016 through June 30, 2017, the interest rate on Federal Direct Subsidized Stafford Loans and Federal Direct Unsubsidized Stafford Loans is fixed at 3.76%. The interest rate is fixed at 6.31% on Federal Direct PLUS loans.
Fees: An origination fee is deducted from your Federal Direct Stafford Loan disbursement. The origination fee is 1.068% on Federal Direct Stafford Loans and 4.272% on PLUS Loans (these are the current fees from 10/1/15 to 9/30/16).

The origination fee will increase to 1.069% for Federal Direct Stafford Loans where the first disbursement is made on or after 10/1/16 to 9/30/17.

The origination fee will increase to 4.276% for all PLUS loans where the first disbursement is made on or after 10/1/16 to 9/30/17.

Federal Direct Stafford Loan Application Procedures: To apply for a Federal Direct Stafford Loan, all first-time borrowers must complete a Master Promissory Note (MPN) online at www.StudentLoans.gov. Direct Loans are low-interest loans for students to help pay for the cost of a student's education. The lender is the U.S. Department of Education rather than a bank or other financial institution. The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the Department. It also explains the terms and conditions of your loan(s). In most cases, once you have submitted the MPN and it has been accepted, you will not have to fill out a new MPN for future loans you receive. You can borrow additional Direct Loans on a single MPN for up to 10 years.

Federal Direct PLUS Loan: Federal Direct PLUS Loans are low-interest loans for parents to help pay for the cost of a student's education. The lender is the U.S. Department of Education rather than a bank or other financial institution. The PLUS loan is available to credit-worthy parents of dependent students, regardless of financial need. Parents can borrow up to the cost of attendance minus other financial aid received.

Denial of PLUS Loan: If a parent of a dependent undergraduate student is denied for the PLUS Loan due to his/her adverse credit, the student will be eligible to apply for an additional Federal Direct Unsubsidized Stafford Loan. An Unsubsidized Loan in the amount of $4,000 per year (for level 1 or level 2 students) or $5,000 per year (for level 3 students) is available at the request of the student. The Financial Aid Office must receive the lender's PLUS loan denial notice to process the additional loan.

Alternative Loans (Private Bank Loans): Alternative/Private Loans are available to assist students who may need additional financing beyond the Federal Direct Stafford Loan Program to fund their education. Students may borrow up to the cost of attendance, minus other financial aid received. Loan approval is generally based on creditworthiness and ability to repay. The student is the primary borrower although a creditworthy co-signer is often required if the student does not have a credit history of his/her own. The interest on most alternative loans accrues while the student is in school; however, it can be deferred in many cases until after graduation or when the student ceases to be enrolled at least half-time.

Veterans Benefits: Educational benefits are available to certain veterans who served in the armed forces. For more information about the several types of programs available, you may call 1-888-GI-BILL-1 (1-888-442-4551) to speak to a Veterans Benefits Counselor or visit www.gibill.va.gov.

Implemented: 08/02
Reviewed: 08/14
Revised: 6/16

ARIA Health School of Nursing
Financial Aid Policies and Procedures
Academic Year 2016-2017
Financial Aid Application Procedure

To apply for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA) each academic year. The FAFSA is the official application a student must complete to apply for federal, and/or state financial aid. You can complete the FAFSA online at www.fafsa.ed.gov. Your FAFSA application should be submitted by May 1, 2016, to apply for financial aid for the 2016-2017 academic year. Make sure you list AHSN’s federal school code on your FAFSA application (009723). The Financial Aid Office will electronically receive your FAFSA information once the application has been processed.

After the FAFSA has been processed, both the student and AHSN will receive the Student Aid Report (SAR) indicating if the application has been successfully processed. If it has not, the student must correct the application before the Financial Aid Office can determine your financial aid eligibility.

The Financial Aid Office will send the student a financial aid award letter that will indicate your eligibility for financial aid. To be considered for financial aid, students must be accepted to the Aria Health School of Nursing or be a currently enrolled student. All currently enrolled students must maintain satisfactory academic progress each academic year to be eligible for financial aid.

Implemented: 08/02
Reviewed:08/14
Revised: 6/16
Financial Aid Deadlines

Application deadlines will be used to assist AHSN in determining how many students wish to be considered for financial aid. Since financial aid funding is limited, students are encouraged to meet all assigned deadlines. Meeting assigned deadlines will ensure that the Financial Aid Office receives the necessary information to determine a student’s financial aid eligibility in a timely manner. Your eligibility for financial aid can assist you in making important decisions about your enrollment plans. Students who fail to comply with the filing deadlines may not receive the maximum financial aid for which they qualify. All students will still be considered for financial assistance, even if they miss the assigned filing deadlines.

2016/2017 FAFSA Deadlines: The 2016-2017 Free Application for Federal Student Aid (FAFSA) or a Renewal FAFSA may be submitted no earlier than January 1, 2016 and received no later than June 30, 2017. All students are strongly encouraged to complete the FAFSA by May 1, 2016, to ensure that they also meet the PHEAA State Grant application deadline.

2017/2018 FAFSA Deadlines: The 2017-2018 Free Application for Federal Student Aid (FAFSA) or a Renewal FAFSA may be submitted no earlier than January 1, 2017 and received no later than June 30, 2018. All students are strongly encouraged to complete the FAFSA by May 1, 2017, to ensure that they also meet the PHEAA State Grant application deadline.

New Students: The suggested AHSN deadline to complete the FAFSA is May 1, 2016. Incoming/new students are considered for funding on a rolling basis after the May 1st deadline. Some sources of funding may not be available for late applications. If a new student misses the May 1st deadline, they are still encouraged to apply for financial aid as soon after the deadline as possible.

Current Students: The suggested AHSN deadline to complete the FAFSA is May 1, 2016. This deadline also ensures that current students will meet the PHEAA State Grant deadline. If a current student misses the May 1st deadline, they are still encouraged to apply for financial aid as soon after the deadline as possible.

Financial Aid Award Letter: A signed copy of the financial aid award letter should be returned to the Financial Aid Office no later than two weeks after receiving the offer of financial assistance. Students are in no way obligated to accept the offer from AHSN. By accepting and returning your award letter, we will reserve the funds offered on your award letter. If the Financial Aid Office does not receive a signed copy of the award letter from the student, the school will assume that the student does not want the funds offered and will rescind the offer.
**Federal Direct Stafford Loan Application:** First-time Federal Direct Stafford loan borrowers should complete a loan application at least 8 weeks prior to the start of the fall term. First-time Federal Direct Stafford loan borrowers are required to complete a Master Promissory Note (MPN) if they are interested in applying for a Federal Direct Stafford Loan. The MPN can be completed online at [www.StudentLoans.gov](http://www.StudentLoans.gov). Returning students (who borrowed a Federal Direct Stafford loan during the previous academic year) are not required to complete another MPN. The Financial Aid Office will automatically certify the Federal Direct Stafford loan each academic year after verifying the FAFSA and accepting and signing your financial aid award letter. If a Federal Direct Stafford loan application is submitted late, the Financial Aid Office cannot guarantee that the loan application will be processed and the funds received in time for the assigned tuition due date.

**Entrance Counseling:** If you will borrow a Federal Direct Stafford Loan, you must also complete an online Entrance Counseling session at [www.studentloans.gov](http://www.studentloans.gov). Your assigned FSA ID is required. The Entrance Counseling session is a requirement of the U.S. Department of Education. It will inform you of your rights and responsibilities as a student loan borrower. Your federal loans will not be disbursed to the AHSN unless your online Entrance Counseling session is completed.

**Federal Direct Parent PLUS Loan Application:** If you are a dependent student and your parent would like to assist you with your educational costs, they can apply for a Federal Direct Parent PLUS loan. PLUS loan applications should be completed at least 8 weeks prior to the start of the fall term. A PLUS Loan Request Form (available from the Financial Aid Office) is also required. The PLUS Master Promissory Note (MPN) can be completed online by the parent at [www.StudentLoans.gov](http://www.StudentLoans.gov). If a PLUS loan application is submitted late, the Financial Aid Office cannot guarantee that the loan application will be processed and the funds received by the school in time for the assigned tuition due date.

**PHEAA State Grant Deadline:** The PHEAA State Grant deadline to complete the FAFSA application is May 1st 2016. Applications received after that date may be ineligible for a PHEAA Grant.
Durations of Eligibility

Under federal and AHSN guidelines, students may continue to receive financial aid for nine terms or until the first degree or diploma has been earned. Eligibility for financial aid will be terminated if a student takes longer than 150% of the established time to complete his/her course of study. Students are no longer eligible for financial aid once they either have completed the requirements for the degree or diploma or have completed the equivalent number of credits. Students are not permitted to delay graduation in order to continue their eligibility for financial aid. Students can also exhaust their eligibility for financial aid by failing or withdrawing from classes. If you have any questions about your eligibility please contact the Financial Aid Office.

Implemented: 08/02
Revised: 08/09/2013
Reviewed: 6/16
Bachelor Degree Holders

Students who have already earned a Bachelor’s degree or its equivalent and who are enrolling at AHSN are eligible to apply for financial aid. Bachelor degree holders are not eligible for the following:

1. Students are not eligible to receive a Pell Grant, PHEAA Grant or FSEOG Grant if they already have a bachelor’s degree.

2. Students who have already borrowed the maximum aggregate loan limit under the Federal Direct Stafford Loan programs are ineligible for continued loan assistance.

3. Students who are in default on a previous student loan or owe a repayment of a federal grant are not eligible to receive financial aid.

Implemented: 08/02
Reviewed: 6/16
Transfer Students

Transfer students may be eligible for financial aid and should apply following the same application procedures as other students (with exception listed below).

1. Transfer students who have already borrowed their maximum aggregate limit under the Federal Direct Stafford Loan program are not eligible for continued loan assistance.

2. Transfer students who are in default on a federal loan or owe a repayment of a federal grant are ineligible for financial aid.

3. Transfer students should be aware that financial aid received at another institution is not transferable. Students must reapply for financial aid at AHSN. If the student has already completed the FAFSA, they should release their FAFSA information to AHSN. This can be done online at www.fafsa.ed.gov by updating AHSN’s federal school code on their FAFSA application. Aria Health School of Nursing’s federal school code is: 009723.

4. Midyear (January) transfer students who attended another school during the fall 2016 semester and received financial aid for that semester, may be eligible for the remaining balance of their Pell Grant, PHEAA Grant and Federal Direct Stafford Loans at Aria Health School of Nursing. Students will receive a financial aid award letter that will reflect an ESTIMATE of their financial aid eligibility since students can only receive financial aid from one school at a time. Financial aid awards are subject to change based on the final determination of the type and amount of financial aid that was received during the fall semester.

5. Midyear (January) transfer students who attended another school during the fall 2016 semester should verify with their previous Financial Aid Office that all pending grants and loans for the upcoming winter/spring terms have been canceled. Financial aid cannot be disbursed to AHSN until all pending financial aid for the winter/spring terms have been cancelled at your previous school. If you received a PHEAA State Grant for the fall 2016 semester, you should contact PHEAA directly by calling 800-692-7392 to inform them that you will be transferring to Aria Health School of Nursing (federal school code 009723) for the winter 2017 and spring 2017 terms.

Implemented: 08/02
Reviewed: 04/08
Revised: 6/16
Verification Process

The U.S. Department of Education requires that approximately 1/3 of all FAFSA applications need to be verified by the Financial Aid Office at AHSN. Although most FAFSA applications are selected randomly, some may include those with inaccurate or incomplete information. AHSN also reserves the right to verify any FAFSA application. The verification process requires a student (and parents if the student is considered a dependant) to document their financial circumstances by submitting certain financial documents. If your FAFSA is selected for verification, the Financial Aid Office will contact you and request the appropriate documentation.

Some of the requested documents may include:

- 2016-2017 Verification Worksheet
- 2015 IRS federal tax return transcript for the student (requested directly from the IRS)
- 2015 IRS federal tax return transcript for the parents (requested directly from the IRS)
- Copies of all 2015 W2 forms for the student
- Copies of all 2015 W2 forms for the parents
- Documentation of independent student status
- Documentation of citizenship
- Proof of Selective Service registration - most male students must register with Selective Service to receive financial aid.
- Proof of Social Security Number - if you have changed your name, be sure to notify the Social Security Administration. Financial aid cannot be disbursed if your name and SSN does not match the records of the Social Security Administration.
- Proof of SNAP benefits – Supplemental Nutrition Assistance Program.

After you return the requested information, the Financial Aid Office will review the documentation you submitted and compare it with the information you submitted on the FAFSA. If there are any inaccuracies found between the information reported on your FAFSA and the actual amounts reported on your tax return transcripts (and/or other required verification documents), adjustments will be made to your FAFSA. You are advised to complete the verification process as quickly as possible because no packaging, awarding and disbursement of financial aid may be made until it is completed. Failure to submit the necessary verification paperwork will result in the cancelation of all financial aid.

Implemented: 08/03
Reviewed: 04/08
Revised: 6/16
Satisfactory Academic Progress (SAP) Standards

AHSN is required to establish Satisfactory Academic Progress (SAP) standards for its federal financial aid recipients in accordance with the U.S. Department of Education regulations. These standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational program continue to receive financial aid funding.

Whether a student is considered to be making satisfactory academic progress depends on successful completion of courses (credit hours), cumulative grade point average (GPA) and maximum time limits to complete their course of study. SAP must be maintained for continued consideration and receipt of financial aid at AHSN. SAP is determined on an annual review of your academic transcript after the completion of the spring term. This review determines your financial aid eligibility for the following academic year. If you fail to meet the SAP requirements listed below, you will be informed in writing that you do not qualify for financial aid funding.

Students must meet all of the SAP requirements listed below:

• **Term Completion Requirement:** A student must earn 24 credits each academic year to remain in good standing. Withdrawals, incompletes, audits and failures are not considered earned credit hours.

• **Grade Point Average Requirements:** A student must maintain a cumulative grade point average (GPA) of 2.0 each academic year to remain in good standing.

• **Maximum Time Limit Requirements:** A student’s eligibility for financial aid will be terminated once they have attempted more than 150 percent of the normal credits required for your program.

**Appeals:** Students who are denied financial aid and wish to appeal must submit a letter in writing to the Financial Aid Office. The letter must be received no later than five days after being notified that the student did not maintain satisfactory academic progress. The student must describe in detail the reasons why the minimum SAP requirements were not met. The student should include any documentation that will support their reason. The Director of Financial Aid will review all appeals. You will be notified of the SAP decision within two weeks of receiving your appeal request.

Implemented: 08/02
Revised: 08/07
Reviewed: 6/16
Change in Enrollment Status

All financial aid awards are based upon the student’s anticipated enrollment as a fulltime student. Student’s whom drop to less than fulltime may lose their eligibility for financial aid. Please contact the Financial Aid Office if your enrollment is less than 12 credits per term.

The Financial Aid Office will immediately remove any financial aid credited to the account of a student who has failed to maintain satisfactory academic progress or enrolls less than fulltime. You will be notified in writing if your financial aid has been canceled or reduced.

Students who withdrawal from AHSN or drop classes are strongly advised to meet with the Financial Aid Office. You should be informed on how the withdrawal will affect your financial aid eligibility. You should also be informed on how you withdrawal will affect your financial aid eligibility for future terms.

To avoid unexpected tuition balances, students should contact the Financial Aid Office with any questions pertaining to this subject. Please also refer to the section on Title IV Refunds and the AHSN Institutional Tuition Refund Policy.

Implemented: 08/02
Reviewed: 6/16
Revised: 8/09/2013
ARIA Health School of Nursing
Financial Aid Policies and Procedures
Academic Year 2016-2017

Special Circumstances

When special circumstances occur that affect your or your family's ability to pay for educational expenses; you are encouraged to notify the Financial Aid Office at AHSN. Listed below are some of the special situations categories. You and your family should describe your situation in a writing and send supporting documentation to the Financial Aid Office for review.

**Income Reduction:** The FAFSA is used to collect information about a student/family’s income and assets from the previous tax year. Special formulas are used to determine eligibility for financial aid. However, if a student/family’s income in the current tax year will be significantly less than the previous tax year, you should notify the Financial Aid Office. Please include all documentation supporting the reduction in income (example: pay stubs, unemployment papers, nonreimbursable medical expenses, separation, divorce, death of a wage earner). If your circumstances meet these criteria, AHSN will recalculate your eligibility for financial aid using the estimated income figures. At the end of the term, you may be required to provide additional documentation (such as a final pay stub or an estimated tax return) to verify the accuracy of your situation.

**Divorce or Separation:** If you or your parents separate or divorce after your information has been provided on the FAFSA, an adjustment can be made to reflect the updated income and asset information. If a separation or divorce occurs, financial aid will only be discussed with the student or with the custodial parent.

**Death:** If the spouse of a student or a parent (whose income information is provided on the FAFSA) passes away after the FAFSA is completed, the Financial Aid Office will adjust the FAFSA information to reflect only the student’s income and asset information or the living parent's income and asset information. Should this occur, please contact the Financial Aid Office and it will offer every assistance possible.

**Dependency Override:** Federal law mandates the classification of a student as a dependent or independent student for financial aid purposes. Any student who wishes to be considered an independent student must write a letter of appeal to the Financial Aid Office. The letter must describe the student’s situation in detail and submit any documentation that would support the independency claim. Only situations with extenuating circumstances and/or appropriate documentation will be approved by the Financial Aid Office.

Implemented: 08/02
Reviewed: 6/16
Revised: 08/07
Award Letter Revisions

The Financial Aid Award letter is subject to certain revisions under the following circumstances:

1. The Financial Aid Office is required by federal law to verify each student that is “selected for verification.” The Financial Aid Office will resolve any discrepancies based on the documents submitted from the student/parent to complete the verification process. Any changes made due to the verification process may result in a new calculation of your EFC and may affect your eligibility for financial aid.

2. If federal funding levels to AHSN are reduced, individual financial aid awards will be adjusted accordingly.

3. If at any point during the academic year, AHSN becomes aware of information that conflicts with other documentation in the student’s financial aid file, the Financial Aid Office will be required to resolve the discrepancy and revise your eligibility for financial aid.

4. If a student becomes “over-awarded” due to additional financial aid resources (not originally calculated in your financial aid package), your financial aid eligibility may be revised. “Over-awarded” means the total amount of scholarships, grants, loans and work-study may not exceed your COA (cost of attendance).

5. If a student does not meet the Satisfactory Academic Progress (SAP) standards policy.

6. If a student does not enroll as a fulltime student, each term (enrolled in 12 credits per term).

Implemented: 08/02
Reviewed: 6/16
Revised: 08/2013
Title IV Refund Policy

If a student completely withdraws from AHSN during any term, the Financial Aid Office is required by law to calculate a Title IV refund. The concept behind the refund policy is that a student "earns" federal financial aid awards directly in proportion to the number of days in the term that they attended school. If a student completely withdraws from all classes during the term, AHSN must calculate the portion of the total scheduled financial aid that the student has earned. If the student received more financial aid than earned, the unearned excess funds must be returned to the federal programs.

The portion of the federal loans and grants the student was entitled to earn is calculated on a percentage basis by comparing the total number of calendar days in the term to the number of days completed before the withdrawal. The Title IV refund calculation is not required for students who attend classes after the 60% period of the term. A student who withdraws after the 60% point of the term is considered to have earned 100% of their financial aid and will not have to return funds to the federal Title IV financial aid programs. AHSN will return all unearned federal financial aid assistance funds on behalf of the student.

Unearned federal financial aid must be returned in the following order:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal SEOG Grant
6. Other Title IV Programs

**IMPORTANT:** AHSN will charge the student any tuition and/or fees that are no longer covered by financial aid due to the Title IV refund calculation. The student, therefore, becomes immediately responsible for paying the entire outstanding balance owed to the school. The student may also be obligated to repay the federal Title IV financial aid programs, if the student received a cash refund in excess of financial aid earned during the term. Institutional and state financial aid refunds will be calculated according to the AHSN Institutional Tuition Refund policy.

***The Title IV Refund Policy is independent of the percentage of tuition charged through AHSN’s Institutional Tuition Refund Policy***
ARIA Health School of Nursing  
Financial Aid Policies and Procedures  
Academic Year 2016-2017

**AHSN’s Institutional Tuition Refund Policy**

Institutional Refund Policy: Students who withdraw or take a Leave Of Absence (LOA) from AHSN will be subject to the following Institutional Tuition Refund Policy:

- End of second week: 100% refund
- End of fourth week: 50% refund
- After the fourth week: 0% refund (no refund)

Students who are considering withdrawing from AHSN or from individual classes are advised to meet with the Financial Aid Office to discuss how the withdrawal will affect their financial aid eligibility.

*** The Title IV Refund Policy is independent of the percentage of tuition charged through AHSN’s Institutional Tuition Refund Policy***

Implemented: 08/02  
Revised: 04/08  
Reviewed: 6/16
Federal Direct Stafford Loan Limits

The following charts illustrate the annual and aggregate loan limits for the Subsidized and Unsubsidized Stafford loans first disbursed on or after July 1, 2008.

Annual Federal Direct Loan Limits (effective July 2008):

<table>
<thead>
<tr>
<th>Year in School</th>
<th>Total – Dependent Student</th>
<th>Total – Independent Student</th>
<th>Amount of Total that may be Subsidized</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Level</td>
<td>$5,500</td>
<td>$9,500</td>
<td>* $3,500</td>
</tr>
<tr>
<td>2nd Level</td>
<td>$6,500</td>
<td>$10,500</td>
<td>* $4,500</td>
</tr>
<tr>
<td>3rd Level</td>
<td>$7,500</td>
<td>$12,500</td>
<td>* $5,500</td>
</tr>
</tbody>
</table>

* The Financial Aid Office will determine if the Federal Direct Stafford Loan will be Subsidized or Unsubsidized, or a combination of both, based on eligibility and financial need (as determined by the results of your FAFSA). Many students combine subsidized loans with unsubsidized loans to borrow the maximum amount permitted each year.

Aggregate Federal Stafford Loan Limits (effective July 2008):

<table>
<thead>
<tr>
<th></th>
<th>Aggregate Federal Stafford Loan Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent Student</td>
<td>$31,000 (no more than $23,000 of which can be subsidized)</td>
</tr>
<tr>
<td>Independent Student</td>
<td>$57,500 (no more than $23,000 of which can be subsidized)</td>
</tr>
</tbody>
</table>
ARIA Health School of Nursing
Financial Aid Policies and Procedures
Academic Year 2016-2017

Default and Debt Management

AHSN is committed to informing all students about Default and Debt Management. Many students rely on student loans to assist them with their educational costs. Students need to carefully consider the amount of debt they will incur during their academic career. Borrowing loans to pay for college has long-term financial implications. Like any other debt, a student loan is a serious financial obligation that must be repaid. In addition to the principal amount you borrow, you will be charged interest. Failure to make on-time monthly payments may affect your credit rating and your ability to borrow in the future.

Default and Debt Management education must start in your first year at AHSN and extend through graduation. It is easy to borrow, but repayment can be difficult. AHSN strives to educate students on sensible student loan borrowing. Understanding and minimizing your indebtedness will benefit you after graduation. Timely repayment of your student loan will ensure that future students will be eligible for the same benefits of financial aid that you have. All AHSN student loan borrowers are required to complete a mandatory online Entrance & Exit Counseling session to review the importance of loan repayment and default prevention.

Please consider the following when planning how much to borrow:
- **Amount**: Think about how much you need to borrow. You may not want to borrow the full amount for which you are eligible.
- **Number of Loans**: Your total indebtedness will be affected if you decide to continue your education after you graduate from AHSN.
- **Loan Limits**: Most student loan programs specify minimum and maximum amounts you can borrow.
- **Length of Repayment Period**: You will save interest costs if you choose a shorter repayment period.
- **Minimum Monthly Payments**: Monthly payments will depend on the amount you borrow and the repayment plan you select.
- **Borrowers Rights and Responsibilities**: Be sure you understand your rights and responsibilities under each loan program – be sure to keep all financial aid paperwork for future reference.

Responsible student loan borrowing will help you:
- Establish credit.
- Secure future loan borrowing for homes, cars and graduate school.
- Obtain credits cards.

Several repayment options are available to you:
- **Deferment**: Occurs when a borrower is allowed to postpone repaying the loan.
- **Forbearance**: Occurs when the lender allows the borrower to temporarily postpone repaying the principal, but the interest charges continue to accrue.
- **Consolidation**: A loan that combines several student loans into one bigger loan from a single lender.
- **Loan Forgiveness**: Under certain circumstances, the federal government will cancel all or part of an educational loan.

Loan repayment plans:
- **Standard Plan** - student pays a fixed amount each month until the loan is paid in full. The total loan amount is divided into monthly payments over a maximum 10-year period with a minimum payment of $50.
- **Extended Plan** - students who borrow in excess of $30,000 have this option. The total loan amount is divided into monthly payments over a maximum 25-year period.
- **Income Based Repayment Plan** - the required monthly payment is capped at an amount that is intended to be affordable based on income and family size. Additionally, if the student works in public service...
and has reduced loan payments through IBR, the remaining balance after ten years in a public service job could be canceled.

- **Income Contingent Repayment Plan** - Each year, monthly payments will be calculated on the basis of the student's adjusted gross income (AGI, plus spouse's income if married), family size, and the total amount of Direct Loans borrowed.

If you neglect your student loan responsibility, you may face serious consequences and the following steps may be taken to recover the outstanding balance due:

- **The Department of the Treasury may offset your federal and/or state tax refunds and any other payments, as authorized by law, to repay your defaulted loan.**
- You may have to pay additional collection costs.
- You may be subject to **Administrative Wage Garnishment** - this is where the Department of Education will require your employer to forward 15% of your disposable pay toward repayment of your loan.
- The Department of Education may take **legal action** to force you to repay the loan.
- Credit bureaus may be notified and your credit rating will suffer.

**Should your student loan go into default, there is help for you:** To determine your eligibility for the Default Rehabilitation Program and to establish a monthly repayment plan, contact your Loan Servicer. The Default Rehabilitation Program allows defaulted student loan borrowers who have established satisfactory repayment after default to remove the defaulted status completely from their loan account(s) and credit report histories.

Implemented: 07/04
Reviewed: 6/16
Student Loan Borrowers Rights and Responsibilities

As a student loan borrower, you have many rights and responsibilities. You should be informed about all aspects of your student loans, including: loan balances, repayment options, fees, grace periods, interest rates, an explanation of default and its consequences, consolidation and much more. As a student loan borrower, you are borrowing money and agreeing to pay it back. You are also bound by many important responsibilities during the life of the loan. If you do not repay your loan on time or according to the terms in your promissory note, you may go into default. Default has serious consequences and will affect your credit rating.

Students have the right to the following:

- Written information on your loan obligations and information on your rights and responsibilities as a student loan borrower.
- A grace period and an explanation of what this means.
- A disclosure statement - received before you begin to repay your loan (this should include information about your interest rate, associated fees, the balance that you owe and the calculated number of payments during your repayment period).
- Information on deferment and forbearance options.
- Information on prepayment of your student loan.
- A copy of your MPN (this is the legally binding paperwork necessary to obtain a loan).
- Documentation that your student loan is paid in full.

Students are responsible for:

- Completing Entrance Counseling before your loan is disbursed to AHSN (first time borrowers only).
- Completing Exit Counseling before you graduate, leave school or drop below half-time enrollment status.
- Repaying your student loan even if you do not complete your academic program, you are dissatisfied with your education or if you are unable to find employment after you graduate.
- You must notify AHSN and your student loan lender if you:
  1. Change your address.
  2. Change your name.
  3. Withdraw from school or drop below half-time enrollment.
  4. Transfer to another school.
  5. Fail to enroll or re-enroll in school for the period for which the loan was intended.
  6. Change your expected graduation date or graduate.
- You must make monthly payments on your loan after your grace period ends (unless you request and are approved for a deferment or forbearance).
- You must notify your lender of anything that might alter your eligibility for an existing deferment or forbearance.

Additional information is available online at:

- [www.aessuccess.org](http://www.aessuccess.org)
- [www.youcandealwithit.com](http://www.youcandealwithit.com)
- [www.nslds.ed.gov](http://www.nslds.ed.gov)
- [www.studentaid.gov](http://www.studentaid.gov)
- [www.studentloans.gov](http://www.studentloans.gov)

Implemented: 07/04
Reviewed: 08/14
Revised: 6/16
ARIA Health School of Nursing
Financial Aid Policies and Procedures
Academic Year 2016-2017

Institutional Fees

Application Fee: An application fee of $100 is required with every application for admission or readmission. The application fee is non-refundable.

Acceptance Fee: For admitted students to secure a space at Aria Health School of Nursing, an acceptance fee of $300 is required. The acceptance fee is non-refundable. The $300 fee will be credited to your tuition bill for your first term of enrollment.

Activity Fee: All fulltime students are assessed an activity fee each term of $50.

Technology Maintenance Fee: All fulltime students are assessed a technology maintenance fee each term of $100. Students entering their final term of enrollment (Capstone) are also assessed a $100 technology maintenance fee.

ATI Fee: All students who enroll at Aria Health School of Nursing will be assessed a $565 ATI fee during their first four (4) terms of enrollment.

Capstone Term Tuition: The tuition rate for the final Capstone term is prorated based on a 10-week non-standard term (all other terms at AHSN are 13 weeks in length). The tuition rate for the Capstone term is $4,340.

Tuition: The fulltime tuition rate charged each term of enrollment (fall 2016 term, winter 2017 term and spring 2017 term) is $5,210.

Late Fee: A late payment fee of $50 is assessed to any student failing to pay his or her tuition bill by the assigned due date.

Transcript Fee: A $10 fee is charged for each official transcript requested from the AHSN.

Pinning Fee: A $250 pinning fee is charged to all senior students petitioned to graduate. This fee offsets costs related to pinning, such as: pinning ceremony site, audio equipment rental, flowers, diploma & folder, printing of invitations & programs, reception & programs.

Clinical Make-up Fee: A $300 fee is assessed to all students who need to make up a missed Clinical/Lab session.

Payment Plan Fee: A $125 payment plan fee is assessed for each term of enrollment in the payment plan.

Returned Check Fee: A $30 returned check fee is assessed for any payment to AHSN that is unsuccessful (such as lack of available funds or incorrect account information).

Implemented: 08/05
Reviewed: 08/08
Revised: 6/16
Tuition Payment and Financial Responsibility

Tuition statements are mailed to students approximately one month before the start of each term. All tuition statements must be paid in full by the first day of nursing classes each term. Students who have not made arrangements to pay their tuition/fees before the first day of classes each term will have a late payment charge of $50 added to their tuition account. The settlement of all financial obligations is the responsibility of the student (or the student’s parents if the student is considered a dependent). Failure to receive a tuition statement does not excuse a student from paying tuition and fees.

Failure to pay all tuition/fees by the established due dates will result in a financial hold being placed on your student account. This will prevent you from attending class, taking midterm/final exams, registering for the next term or obtaining academic transcripts. Failure to abide by the payment schedule listed below may also result in your dismissal from Aria Health School of Nursing.

2016-2017 Academic Year Tuition and Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition per term</td>
<td>$5,210</td>
</tr>
<tr>
<td>Activity Fee per term</td>
<td>$50</td>
</tr>
<tr>
<td>Technology Maintenance Fee per term</td>
<td>$100</td>
</tr>
<tr>
<td>ATI Fee</td>
<td>$565 (charged during the first 4 terms of enrollment)</td>
</tr>
<tr>
<td>Pinning Fee</td>
<td>$250</td>
</tr>
<tr>
<td>Clinical Make-Up Fee</td>
<td>$300</td>
</tr>
<tr>
<td>Late Tuition Fee</td>
<td>$50</td>
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</tbody>
</table>

Capstone Term Tuition: A reduced tuition rate of $4,340 will be charged to senior level students petitioned to graduate during their final term of enrollment at Aria Health School of Nursing. In addition, a $250 Pinning Fee and a $100 Technology Maintenance Fee will be charged during the final Capstone term.

Capstone Tuition Due Dates - For students entering their final Capstone term:

- Fall 2016 Term - Due on 8/15/2016
- Winter 2017 Term - Due on 12/19/2016
- Spring 2017 Term - Due on 4/17/2017

Tuition Due Dates - For all other students (excluding students entering their final Capstone term):

- Fall 2016 Term - Due on 9/6/2016
- Winter 2017 Term - Due on 1/3/2017
- Spring 2017 Term - Due on 5/1/2017

Implemented: 08/05
Revised: 6/16
Students Rights and Responsibilities

The receipt of financial aid is a privilege, which creates both rights and responsibilities.

As a student receiving financial aid at AHSN, you have the following rights:

- Students have the right to know the method used to determine their need
- Students have the right to be awarded financial aid in an equitable manner (as funds permit)
- You may decline all or any part of your financial aid awards (this must be done in writing)
- You may be able to return loan proceeds within 14 days of the date of disbursement
- You will be notified in writing of any changes made to your financial aid eligibility and/or your awards
- You may request a review of your financial aid application due to special or unusual circumstances (all requests must be submitted in writing)

Students have the right to contact the Federal Student Financial Aid Ombudsman to resolve issues related to student loans. The Federal Ombudsman phone number is 1-877-557-2575, and the web address is: https://studentaid.ed.gov/sa/repay-loans/disputes/prepare/contact-ombudsman

As a student receiving financial aid at AHSN, you have the following responsibilities:

- You must apply for financial aid by the assigned deadlines
- You are responsible for accurately portraying your financial resources and current financial circumstances
- You must be admitted to AHSN into a course of study leading to a degree, diploma or certificate
- You must report to the Financial Aid Office (in writing) any additional financial aid resources you are receiving (veterans benefits, scholarships, tuition reimbursement)
- You must return one copy of your financial aid award letter to the Financial Aid Office
- You must maintain Satisfactory Academic Progress (SAP) each academic year
- You must immediately inform AHSN of any address change
- You must immediately inform AHSN of any name change
- You must immediately inform AHSN if you do not plan to attend or plan withdrawal from school (you must also complete an Exit Counseling session)

Please note: Students or parents who knowingly provide false information on any financial aid form will be denied financial aid and will be refused financial aid for all subsequent years without the possibility of appeal. Additionally, students will be billed for all financial aid disbursed and may face prosecution by the Department of Education, which may result in fine, imprisonment, or both.

Due to the confidential nature of financial aid information, specific information/details will only be discussed with the student. A student may be required to show ID before financial aid information can be discussed. The Financial Aid Office is allowed to answer questions only from the parent whose information is contained on the FAFSA. The Financial Aid Office is allowed to discuss financial aid information only with the current spouse of the student (if the student is married). All FAFSA information, tax return information and other documentation is considered confidential and is available only to authorized AHSN personnel for financial aid purposes.

Implemented: 08/05; Reviewed: 6/16
Selective Service Registration.

Almost all male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register with Selective Service in order to receive financial aid funding. Almost all other male noncitizens are required to register, including illegal aliens, legal permanent residents, and refugees. The general rule is that if a male noncitizen takes up residency in the U.S. before his 26th birthday, he must register with Selective Service to be eligible for financial aid.

The easiest and fastest way for a male to register with Selective Service is online at [www.sss.gov](http://www.sss.gov). Once you register with Selective Service, you will be sent a “registration acknowledgment” card. Keep this document in a safe place as proof of your registration. You may be required to submit a copy of the card to the Financial Aid Office as proof of your registration.

Noncitizens who first enter the U.S. after the age of 26 are not required to register. Only those immigrant men who enter and live in the U.S. at ages 18 through 25 are required to be registered. If a male immigrant can show proof that, he first entered the U.S. when he was past registration age, he is clearly not required to be registered, and no Status Information Letter is needed. The student’s entry documentation is enough to show whether he was not required to register (acceptable documentation is a copy of passport or I-94 with date of entry stamp on it).

If you are male, over the age of 26 and are not registered with Selective Service, then you must submit to the Financial Aid Office a Status Information Letter from the Selective Service System. This letter will either confirm that you were not required to register before the age of 26 or that you were required to register and failed to do so. If you were required to register and failed to do so, then you must submit a written appeal to the Financial Aid Office with adequate supporting documentation to show that your failure to register was not done knowingly or willfully.
Social Security Administration (SSA)

When you complete the FAFSA, certain checks are done by government agencies to ensure the accuracy of the information. The Social Security Administration (SSA) will check their records to verify your Social Security Number (SSN). If there is a question about your date of birth, the name on your social security card or if the SSN is invalid, the Financial Aid Office will need to resolve the discrepancy before financial aid funds can be disbursed. You will be contacted if additional documentation is necessary. It is advised that you use your name and social security number as they appear on your social security card when completing the FAFSA. If your social security card needs to be updated, please contact your local Social Security Administration Office or go online for more information at www.ssa.gov.

Implemented: 08/07
Reviewed: 08/16
Citizen/Eligible Non-Citizen Status

When you complete the FAFSA, certain checks are done by government agencies to ensure the accuracy of the information. Students applying for financial aid as an eligible citizen or as an eligible non-citizen and whose citizenship status is not confirmed on the FAFSA must provide the Financial Aid Office with documentation of their status. The Financial Aid Office will contact you if additional documentation is necessary. The Financial Aid Office is responsible for confirming your status as a citizen or as an eligible non-citizen before you can be awarded any financial aid.

If you are an U.S. citizen born in the United States, please submit one of the following documents:
- A copy of your birth certificate
- A copy of the photo and information page of your U.S. passport

If you are a U.S. citizen born outside the United States, please submit one of the following documents:
- A copy of your Certificate of Citizenship
- A copy of the photo and information page of your U.S. passport
- A copy of your Certificate of Naturalization

If you are an eligible non-citizen, one of the following documents will fulfill the requirement:
- U.S. permanent resident, with a Permanent Resident Card (formerly known as an Alien Registration Receipt Card or "Green Card")
- Conditional permanent resident (I-551C)
- Other eligible noncitizen with an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: “Refugee,” “Asylum Granted,” “Indefinite Parole,” “Humanitarian Parole,” or “Cuban-Haitian Entrant”
- A citizen of the Republic of Palau (PW), the Republic of the Marshall Islands (MH), or the Federated States of Micronesia (FM).

You are NOT an eligible noncitizen and cannot receive federal student aid if:
- you have only a “Notice of Approval to Apply for Permanent Residence” (I-171 or I-464),
- you are in the U.S. on an F-1 or F-2 nonimmigrant student visa, or on a J-1 or J-2 nonimmigrant Exchange Visitor Visa, or
- you hold a G series visa (pertaining to international organizations).
- you been granted Deferred Action for Childhood Arrivals (DACA) status.

Implemented: 08/07
Reviewed: 08/14
Revised: 6/16
Financial Aid Census Date Policy

Your financial aid awards at Aria Health School of Nursing are based on your enrollment as a fulltime student. Lowering your credit load can reduce your financial aid. The Financial Aid Office will recalculate your financial aid if you are not enrolled as a fulltime student (minimum of 12 credits per term), as of the published census date. The purpose of the Financial Aid Census Date policy is meant to "freeze" your enrollment after the census date each term.

In accordance to federal regulations, the classes you are enrolled in, as of the census date, will determine the amount of funding you will receive. Your enrollment status will be verified on the census date each term and this will serve as your “official enrollment” to determine your financial aid eligibility. All federal and state aid will be based upon your census date enrollment status.

<table>
<thead>
<tr>
<th>Term</th>
<th>Census Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term 2016</td>
<td>10/4/16</td>
</tr>
<tr>
<td>Winter Term 2017</td>
<td>1/31/17</td>
</tr>
<tr>
<td>Spring Term 2017</td>
<td>5/29/17</td>
</tr>
</tbody>
</table>

If you **increase** your credits after the census date, your financial aid will **not** be increased.

If you **decrease** your credits after the census date, your financial aid will **not** be reduced.

**If you drop credits prior to** the census date, your financial aid eligibility will be recalculated and you may be required to repay some or all of your financial aid that was originally disbursed to you. If you drop all of your classes or withdraw from school, the Financial Aid Office will be required to recalculate your financial aid based on the percentage of the term that you have completed.

**Please Note:** If you drop a class **after** the census date, you may have future financial aid eligibility issues. Please review the Satisfactory Academic Progress policy in the Student Handbook for additional information on the requirements to maintain financial aid eligibility.

Please contact the Financial Aid Office if you have any questions about dropping a class or if you plan to withdrawal completely from school.

Approved: 08/2012
Revised: 6/16
Aria Health School of Nursing (AHSN) is committed to providing students and their families with the best information available regarding student loan borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between AHSN officers, employees or agents and education loan lenders, AHSN has adopted the following policies:

1. AHSN does not participate in any revenue-sharing arrangements with any lender.

2. AHSN does not permit any officer, employee or agent of the school who is employed in the financial aid 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.

3. AHSN does not permit any officer, employee or agent of the school who is employed in the financial aid 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.

4. AHSN does not permit any officer, employee or agent of the school who is employed in the financial aid 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.

5. AHSN does not assign a lender to any first-time borrower through financial aid packaging or any other means.

6. AHSN recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. AHSN 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.

7. AHSN 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.

8. AHSN will not request or accept any assistance with call center or financial aid office staffing.
Aria Health School of Nursing is dedicated to helping veterans, service members and their families achieve their educational and career goals. The Financial Aid Office can provide information and assistance to veterans and dependents of veterans eligible for Veterans Educational Assistance. A description of all Veterans Educational Benefits can be found online at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

Some of the most commonly used benefits include:

- Chapter 30 (Montgomery GI Bill - Active Duty)
- Chapter 31 (Vocational Rehabilitation and Employment)
- Chapter 33 (Post 9/11 GI Bill)
- Chapter 35 (Survivors' and Dependents' Educational Assistance Program)

Applying for your VA education benefits can be done in just a few steps:

- Determine which educational benefit is best for you by contacting the VA at 1-888-GIBILL-1 (1-888-442-4551) or by visiting your nearest VA regional office.
- Consult with the VA Certifying Official in the Financial Aid Office at Aria Health School of Nursing.
- Submit a copy of your Certification of Eligibility letter to the Financial Aid Office.
- The Financial Aid Office will report the total number of credit hours for which you are registered for at the beginning of each term. Please notify the Financial Aid Office if there is a change in your enrollment because this affects your certification.
ARIA HEALTH SCHOOL OF NURSING
PAYMENT PLAN AGREEMENT
2016-2017 ACADEMIC YEAR

Student Name: ________________________________________________________________

I promise to pay Aria Health School of Nursing all payments detailed in this payment plan agreement by the established deadlines. I understand that the payment plan agreement can be established for one term at a time and that a non-refundable $125 processing fee must be paid at the beginning of each term that the payment plan is requested.

I understand and agree that failure to pay all charges by the established due dates will result in a financial hold being placed on my student account. This will prevent me from attending classes, taking final exams, registering for the next term or obtaining academic transcripts. Failure to abide by the payment schedule listed below may also result in my dismissal from Aria Health School of Nursing.

I understand and agree that withdrawal from Aria Health School of Nursing does not release me from this payment plan obligation.

<table>
<thead>
<tr>
<th>Payment #</th>
<th>Payment Due Date</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment #1</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>50% of Tuition Balance + $125</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment #2</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>25% of Tuition Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment #3</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>25% of Tuition Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL:</td>
<td>BALANCE DUE:</td>
<td>$</td>
</tr>
</tbody>
</table>

Signature of Student: ____________________________________________________________
Social Security #: ______________________________________________________________
Date: _________________________________________________________________________

**By signing this form, you agree to this Payment Plan Agreement and all Terms & Conditions associated with the Payment Plan**

Signature of Bursar: ____________________________________________________________
Date: _________________________________________________________________________

Please return this form to:
Aria Health School of Nursing
Bursar’s Office
Three Neshaminy Interplex
Feasterville Trevose, PA 19053-6939
ARIA HEALTH SCHOOL OF NURSING
PAYMENT PLAN TERMS & CONDITIONS
2016-2017 ACADEMIC YEAR

Aria Health School of Nursing manages an in-house payment plan to assist students and parents in paying their tuition bill. The payment plan allows students to break up their tuition payments into three installments. The 1st installment will be 50% of the tuition owed; the 2nd and 3rd payment will be 25% of the tuition owed. The payment plan is available for each term of enrollment. Students must enroll in the payment plan before the tuition due date each term. Aria Health School of Nursing reserves the right to deny the payment plan option to students based on past payment history.

Fees to Participate
- $125 non-refundable enrollment fee per term of enrollment (the enrollment fee will be added to your 1st payment each term).
- $30 returned payment fee if a payment is unsuccessful for lack of available funds or incorrect account information.
- $50 late fee will be added for each payment received after the due date (see payment plan schedule below).

Accepted Payment Methods
- Check
- Money order
- Credit or debit card payment

Payment Plan Termination
- Failure to make tuition payments by the established due dates will cause your payment plan to be terminated. All unpaid tuition & fees will be payable immediately.
- Insufficient funds or wrong account information will cause your payment plan to be terminated. All unpaid tuition & fees will be payable immediately.
- Failure to adhere to the Payment Plan Agreement will result in a financial hold on your student account. This will prevent you from attending classes, taking exams, registering for future classes, obtaining academic transcripts and may result in your dismissal from Aria Health School of Nursing.

Fall 2016
- Payment #1: 09/06/2016
- Payment #2: 10/06/2016
- Payment #3: 11/07/2016

Winter 2017
- Payment #1: 01/03/2017
- Payment #2: 02/03/2017
- Payment #3: 03/03/2017

Spring 2017
- Payment #1: 05/01/2017
- Payment #2: 06/01/2017
- Payment #3: 07/05/2017
SECTION XI

APPENDICES

| A. CITATION OF POLICY VIOLATION | 128 |
| B. STATEMENT OF RESPONSIBILITY  | 129 |
| C. CONFIDENTIALITY STATEMENT    | 129 |
| D. HEPATITIS B VACCINE IN-PROCESS FORM | 130 |
| E. EXAM ITEM CHALLENGE FORM    | 131 |
| F. GRADED WRITTEN ASSIGNMENT CHALLENGE FORM | 132 |
| G. COUNSELING FORM             | 133 |
| H. ADMINISTRATIVE APPEAL FORM  | 134 |
| I. STUDENT CONCERN/SUGGESTION FORM | 135 |
ARIA HEALTH SCHOOL OF NURSING
Citation of Policy Violation

Name of person cited for Policy Violation: ________________________________

Date, Time and Place of the Violation: ________________________________

Description of Violation: (See Policy Violations in Student Handbook)

Signature of person issuing citation: ________________________________ Date: _________

Signature of student receiving citation*: ______________________________ Date: ________

Comments:

*Signature indicates above has been read.

This form will be forwarded to the Associate Director so that a date, time and place of a hearing can be set. All persons involved will be notified in writing.

cc: Program Director of Aria Health School of Nursing
ARIA Health School of Nursing

STATEMENT OF RESPONSIBILITY

For and in consideration of the benefit provided the undersigned in the form of experience in evaluation and treatment of patients of Aria (“Hospital”), the undersigned and his/her heirs, successors and/or assigns do hereby covenant and agree to assume all risks of, and be solely responsible for, an injury or loss sustained by the undersigned while participating in the program at Hospital unless such injury or loss arises solely out of Hospital’s gross negligence or willful misconduct.

Date this __________ day of ________________ 20___

___________________________________________
Print Student Name

___________________________________________
Signature

CONFIDENTIALITY STATEMENT

This undersigned hereby acknowledges his/her responsibility under applicable Federal law and this agreement to keep confidential any information regarding hospital patients, as well as, all confidential information of Hospital. The undersigned agrees, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient and further agrees not to reveal to any third party any confidential information of Hospital, except as required by law or as authorized by Hospital.

Date this __________ day of ________________ 20___

___________________________________________
Print Student Name

___________________________________________
Signature
**Hepatitis B Vaccine In-Process Form**

I have started, but at this time have not completed, the Hepatitis B series vaccination. I am aware that I may be exposed to blood and body fluids, in the clinical setting, that place me at risk of being infected with the Hepatitis B virus. I agree to provide to the person designated by the school of nursing, evidence of my progress in attaining immunity from the Hepatitis B virus. **I will also supply The Department Coordinator** with the results of the Quantitative HepB Antibody lab test, four to six weeks after the completion of the series.

<table>
<thead>
<tr>
<th>Dose#1: Date</th>
<th>Dose#2: Date</th>
<th>Dose#3: Date</th>
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<tbody>
<tr>
<td>Date ________</td>
<td>Date ________</td>
<td>Date ________</td>
</tr>
</tbody>
</table>

Quantitative HepB Antibody Blood Test result: Date performed ________

Results: *(attach copy of results with healthcare provider’s signature here)*

****
Aria Health School of Nursing
Exam Item Challenge Form

Name: _____________________________ Date: _____________

Course: ____________________________

I am challenging test item # ___________ on Exam # ______________________

Rationale: (Explain why you believe the test item is incorrect)

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

References: (Using APA format, cite three current nursing published resources to validate your challenge – include a photocopy of the source).

1. ________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

2. ________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

3. ________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

Decision of Faculty: ________________________________________________

   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________
## Aria Health School of Nursing
### Graded Written Assignment Challenge Form

| Name: ___________________________ | Date: __________ |
| Course: ___________________________ |
| Graded Assignment being Challenged: ____________________________________________ |

**Directions:**

*Please attach a copy of your assignment-grading rubric and the original graded assignment. In the space below, please provide the specific information that supports your request for a written assignment grade challenge.*

<table>
<thead>
<tr>
<th>Page Number(s)</th>
<th>Rubric Criteria</th>
<th>Rationale(s)</th>
</tr>
</thead>
<tbody>
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</table>

**Resolution of Grade Review:**

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

| Student Name: ___________________________ | Date: __________ |
| Course Faculty: ___________________________ | Date: __________ |
ARIA HEALTH SCHOOL OF NURSING COUNSELING FORM

STUDENT: ________________________________ DATE: __________________

INSTRUCTOR: _____________________________ Course: _____ Clinical Unit: _____

DIRECTIONS: Describe the issue or incident in detail. Include a plan of action with target dates when applicable.

STUDENT’S SIGNATURE: * ______________________________

DATE: ______

INSTRUCTOR’S SIGNATURE* _____________________________

DATE: ______

*Signature indicates the above has been read and reviewed

Copy (circle) Student Faculty Program Director
Aria Health School of Nursing
Administrative Appeal Form

Name: _____________________ Date of Occurrence: ___________

Please describe your appeal in detail and include how you believe your due process was not granted, your rights were violated and/or what extraordinary circumstances you have encountered that have prevented your academic progression. Cite student handbook page, if applicable. Attach additional pages if necessary:

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Students requested outcome of Administrative Appeal:

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Student Signature: _____________________ Date: ___________

Submitted to: _____________________ Date: ___________

For Admiration Only:

☐ Resolved by Associate Director. Outcome:

___________________________________________________________________________________
___________________________________________________________________________________

Signature of Administrator: _____________________ Date: ___________

☐ Presented to Program Director for review by _____________________ on _____________.

☐ Appeal sent to APSS by _____________________ on _____________. To be reviewed at the next scheduled APSS meeting on ___________. Outcome from APSS Committee:

___________________________________________________________________________________

Signature of APSS Chair: _____________________ Date: ___________

☐ Appeal Hearing granted by _____________________ on ___________. Student to be notified of hearing date/time at a later date.
Aria Health School of Nursing  
Student Concern/Suggestion Form

Name: ___________________________________ Course: _________ Date: _____________
(Please Print)

Nature of Concern/Suggestion (circle one): (Please describe in detail, attach additional pages if necessary)
______________________________________________________________________________
______________________________________________________________________________
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Student’s Suggested Resolution:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Student Signature: ______________________________________ Date: ________________

Submitted to: __________________________________________ Date: ________________

Date presented at APSS (if applicable): _________________________

APSS Follow-up to Concern/Suggestion:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signature: ______________________________________ Date: ________________