

# Isabella Graham Hart School of Practical Nursing

## Student Handbook 2023

**Effective January 30<sup>th</sup>, 2023**

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#### **Disclaimer**

The Institution, at its discretion, may make reasonable changes to program content, materials, and equipment as it deems necessary in the interest of improving students' educational experiences. The Institution also reserves the right to make changes in organizational structure, policy, and procedures as circumstances dictate. Each student is expected to review the information printed in this Handbook. Updates to the Handbook will be posted online and via Schoology, the learning management system.

# Program Information

## Practical Nursing Program

### Overview

The practical nurse program is a 1200-clock-hour program that introduces the student to professional nursing practice as a licensed practical nurse. Students may enter the program in one of three ways; days, evenings, or advanced placement.

### End of Program Outcomes

- Practice nursing that is patient relationship-centered, caring, culturally sensitive, and based on the physiological, psychosocial, and spiritual needs of patients/clients (Patient/Client Relationship Centered Care)
- Serve as a member of the interdisciplinary health care team to promote continuity of client care (Interdisciplinary Collaboration)
- Use current evidence from scientific and other credible sources as a basis for nursing practice and clinical judgment (Evidence-Based Practice)
- Promote quality improvement by contributing to the implementation of care-related plans to improve healthcare services (Quality Improvement)
- Provide a safe environment for clients, self, and others (Safety)
- Use information technology in the provision of client care (Informatics)
- Practice nursing in a professional, ethical, and legal manner (Professionalism)
- Use leadership skills in the provision of safe, quality client care (Leadership)

### Curriculum Plan

Semester I	
Practical Nursing I (PN 100 and PN 101) (15 weeks)	526.5 Clock Hours
Semester II	
(Advanced Placements students complete only semester II)	
Practical Nursing II (PN 200) (16 weeks)	520.5 Clock Hours
Practical Nursing III (PN 300) (10 weeks)	153 Clock Hours
Total	1200 Clock Hours

### Progression Requirements

Practical Nursing Program

- A minimum grade of “B-” in all nursing courses
- A passing clinical grade for each nursing course
- Completion of all required lab/simulation skills

Students may only be reinstated one time into the practical nurse program. A second failure in any nursing course will result in academic dismissal. If a student is unsuccessful a second time, they forfeit the opportunity to return to the program.

# Academic Policies

## Academic Integrity/Conduct Policy

The cornerstone of the Profession of Nursing is a commitment to integrity in all forms. The Academic Conduct policy defines the approach used for acts of academic misconduct involving students at the Institution. Academic integrity requires students to act with honesty and integrity in performing their academic responsibilities. Responsibilities include:

- Preparing and completing assignments,
- Taking examinations,
- Completing clinical work and/or skill competencies,
- Maintaining a conscientious effort to abide by all policies set forth by the administration, faculty, and staff at the Institution.

A compromise of academic integrity may constitute academic misconduct. Instances of academic misconduct include, but are not limited to:

- Plagiarism: Presenting as one's work, the words or ideas of another individual without proper acknowledgment.
- Reusing coursework from another course without the permission of the faculty
- Completing coursework for another student.
- Misrepresenting the share of responsibility for collaborative coursework and/or assignments.
- Working with other students on course assignments without the permission of the faculty.
- Cheating on an exam or quiz.
- Examples of cheating include, but are not limited to:
  - Looking at another student's exam or quiz,
  - Leaving the proctored room during an exam or quiz without prior permission,
  - Engaging in unauthorized communications during an exam, either on the phone or in person, during the exam/quiz,
  - Using "cheat sheets" notes, the internet, or other resources during the exam/quiz, and
  - Failing to follow the instructions of an exam or quiz.
  - Providing false information on or tampering with attendance records, academic records, or other official documents or means of identification.
  - Taking deliberate action to destroy or damage another person's academic work.
  - Recording and/or disseminating content without the permission of the faculty.
  - Enabling another student to commit any act of academic misconduct.

## Assignment Policy

All assignments including mandatory non-graded assignments are selected to enhance student learning through application activities. As such, students are required to review and submit all assignments meeting the following expectations:

- Professionally and Scholarly, which means typed, with your name, date, and title of the assignment, and in proper APA format.
- Submitted to the appropriate assignment folder.
- Screenshots or Emails of assignments will not be accepted.
- Submitted on time
- Graded assignments that are turned in up to 72 hours past the due date are considered late and will receive a 15-point reduction in grade.

- Any assignment not turned in within 72 hours of the due date will receive a zero for the assignment. Except under limited circumstances, there will be no chance to make up missed assignments.
- Assignment grades will be posted to the student's learning management account within two weeks of the due date.
- Non-graded mandatory assignments earn a grade of pass or fail and are to be submitted as directed. And are required to progress to the next course, and failure to submit such assignments as required may result in failure of the course.

## **Course ADD/DROP Policy**

The Institution has designated the first two weeks of the semester/module as the add/drop period. In most instances, the course schedule is pre-determined by the Institution. Student-initiated course changes during the add/drop period are limited. However, upon student request and approval of the administration, failed course repeat requirements, extenuating life circumstances, or other reasons may provide the basis for a student to take a reduced course load or add a course during the add/drop period. Students who are approved to reduce their course load and/or withdraw from a course during the add/drop period will receive a grade of "WC" Withdrawn/Cancel. When such occurs during the add/drop period, there will be no academic or financial responsibility on the student for the course withdrawn from. Students who are approved to withdraw from a course past the add/drop period and before the mid-point of the grading period will receive a grade of "W", Withdrawn, for that course. The student will be financially responsible for the cost of the course and the course will be counted as credits attempted toward their quantitative academic progress. Students may not withdraw from a course beyond the mid-point of the grading period and will earn a grade based on the work performed for that entire course.

## **Course Repeat Policy**

A student has one opportunity to repeat a core nursing course. For the repeat course, the higher grade will be used in the calculation of the student's overall grade. Nursing courses that are taken outside of the Institution are not eligible for transfer or repeat.

## **Definition of a Clock Hour**

The Practical Nursing program measures courses in clock hours and no credits are awarded for completing coursework. One clock hour is a minimum of 50 minutes of instruction in 60 minutes.

## **Enrollment/Attendance Verification**

Enrollment or attendance verifications may be obtained by visiting the Registrar's Office in person, or via fax @ 585-922-1473. The faxed or e-mailed requests must contain your signature before any information will be released. Please make sure your full name, and address/fax number to where the verification is to be sent appear on your request

## **Exam Policy**

The Institution uses Exam Soft to administer exams throughout the program. Exam Soft is a test-taking platform that creates a secure testing environment to maintain academic integrity, which

protects exam content and prepares students for the NCLEX exam. Regular attendance, including attendance on exam days, is a requirement of the Institution.

**Students MAY NOT miss/call in or be late for more than one exam without a penalty.**

- If you miss (call-in) for one exam you **MUST** complete it within 24 hours, by the end of the next regularly scheduled class day or you will receive a zero. In addition, if you are late, you will not be permitted to start the exam if it has already started and must make it up within 24 hours. In either instance, you will also receive a written warning.
- If you miss (call in) or are late for a second exam, you are placed on academic probation and will receive a 10-point reduction on this exam. You **MUST** complete it within 24 hours or you will receive a zero.
- If you miss (call- in) or are late for subsequent exams you will receive a 15-point deduction **for each exam missed or late** and this repeated action may warrant dismissal for violation of academic probation

**Preparing for an exam using Exam Soft**

Students are required to download the exam before the exam start time and will be able to do so 24hrs before the start of the scheduled exam. Any student who does not download the exam before the exam start time will not be able to take the exam and will receive a zero for the exam.

**Day of the Exam**

On the day of the exam, students must be ready to take their exam at their scheduled exam time. Computer updates must be completed before the exam start time. Students will be given an exam password and review password for their exam time. Students will not be permitted to take the exam past the exam start time except under limited circumstances and with prior approval from the administration.

**Exam Duration**

Students will have 1 hour to complete the exam, except in cases where reasonable accommodation is approved. After the exam is completed, students will be permitted to enter a password to review the exam.

**Exam Review**

Students will have 30 minutes to review the exam. During the 30-minute review period, students will be able to review missed questions. Students will not be able to change their answers during this time. Students will also be able to view their raw test scores. (A raw test score is only a projected exam score.)

**After the Exam**

To receive a grade for the exam, students must upload their exam immediately upon completion of the exam and exam review. Failure to upload the exam will result in a zero for that exam. Exam grades will be posted on students' learning management accounts within one week after all students have taken the scheduled exams.

**Exam Environment**

The following rules apply in the exam environment:

- Personal belongings or materials (except those required for testing) must not be placed on desks/ tables.
- Water bottles and drinks of any kind are prohibited from the exam environment.
- Electronic devices including, but not limited to, cell phones, smartwatches, and Google
- Glasses are prohibited from the exam environment. Additionally, iPads must be turned off (not on mute or vibrate) during the exam period and placed in backpacks/purses/bags in a secured location.
- Caps, hats, or jackets must not be worn during the exam period.
- Nothing is to be placed on the backs of or around the chairs.

**NOTE:** Any student requiring an exception to the rules above due to a medical, religious, or other reason



must contact the Disability Services Office at the start of the program or as soon as practicable in advance of any test or graded assessment to discuss whether a reasonable accommodation might exist.

## Grade Appeal Policy

Students may appeal a grade based on a perceived error in the calculation of the final grade in a course.

### Informal Appeal

Must be initiated within 5 school/business days after the grade is posted. If a solution/ agreement is not met, students may choose to file a formal appeal. To informally appeal a grade, students should contact the applicable class faculty member.

### Formal Appeal

If students are not satisfied with the informal process, students can request to move the matter to the Program Director within 5 school/business days after the informal appeal decision is made and include their advisor in the request. Students must present the following:

- The nature of the appeal
- Summarize actions to resolve the matter
- Explanation of dissatisfaction with an informal appeal.
- Proposed solution.
- Copy of the written response from an informal appeal.

The Program Director has the discretion to ask questions of the student, advisor, and faculty during this process to obtain information from all parties involved.

## Grading Information

Grading is a mechanism to evaluate student levels of learning. The student will be evaluated for classroom learning, skills laboratory competencies, and clinical performance. The student is responsible for completing assigned reading material, written assignments, active participation, demonstration of employability skills, in-class/skills, lab/clinical activities, and for seeking clarification of concepts that seem questionable. Students will be assessed with the use of quizzes, comprehensive exams, homework, non-graded assignments, and skills lab/clinical competencies. These assessments allow the student to identify those areas that need reinforcing or further study.

Course grades are based on a point system and letter grades are based on quality points:

Letter Grade	Percentage	Quality Points
A	96-100%	4.0
A-	90-95%	3.67
B+	87-89%	3.33
B	83-86%	3
B-	80-82%	2.67
C+	77-79%	2.33
C	73-76%	2.0
C-	70-72%	1.67
D+	67-69%	1.33
D	63-66%	1.0
D-	60-62%	.67
F	Below 60	0

# Graduation Requirements

Participation in the graduation and pinning ceremonies is an earned honor. To be eligible to participate in the pinning and graduation ceremonies, a student must meet all of the following conditions:

- Successful completion of all required coursework as outlined in the curriculum.
- Satisfactory clinical evaluation
- All tuition and fees are paid in full
- Completion of ATI Virtual (50%) and ATI Live Review Course
- Acknowledgment and signed agreement to wear the selected attire for ceremonies. If a student attends graduation or pinning in attire that is not approved, the student will not be able to participate and will be asked to leave the event.

# Honors and Awards

## Academic Honors

At graduation, eligible students will receive academic honors. Those students who have a cumulative GPA of 3.9 or above will receive the “Summa Cum Laude” designation. Those who achieve a cumulative GPA of 3.7 to 3.89 will receive the “Magna Cum Laude” designation, and those who achieve a GPA of 3.5 to 3.69 will receive the “Cum Laude” designation.

## Dean’s List

Any student who has a GPA of 3.5 or above, is named to the Dean’s List for excellent academic performance at the end of each semester.

## NFLPN Honor Society

All students in the PN program who have earned a 3.0 (85%), have no history of failures in any nursing courses, and who demonstrate conduct on campus and in the clinical areas that reflect integrity and professionalism as determined by faculty, are eligible candidates for the Honor Society. Any student fitting these criteria will be sent an application and introductory letter after completing two nursing courses.

Students will be invited to be provisional members of either society and must take part in either an educational or a recruitment project, which will be determined as a joint effort between the faculty advisor and the provisional members. Students who participate in the project with success and maintain a GPA of 3.0 (85%) will be granted full membership. An induction ceremony will be held during the final semester.

# Lecture Recording Procedure

Pre-Class assignments include faculty-recorded lectures. Recordings are to be used for educational purposes only. Any other use would be considered an infraction of the Academic Integrity/Misconduct policy and may result in dismissal from the program.

# Registration

The Registrar maintains students' records, sets the academic master schedule, distributes grades, and administers many of the Institution's academic policies. Students should visit the Registrar’s website for

information ranging from class schedules and important registration dates; grades, records, and access to records; verification of enrollment, and attendance; graduation applications; the final exam schedule for each semester; and protection of students' privacy rights as well as questions regarding the Family Educational Rights and Privacy Act (FERPA). Additional information can be found on the website at [www.rgcohc.edu](http://www.rgcohc.edu)

## Reinstatement

Students are eligible to be reinstated one time into the program under the following conditions:

- The student will be held to the current catalog/handbook and admission criteria.
- At the time of reinstatement, the student will need to ensure all admission requirements are met.

### Process to Reinstatement

Once the student is notified that they will not progress they must meet with the program director and/or the Dean of Academics

- If after meeting with the program director and/or the Dean of Academics, the student chooses to proceed with the reinstatement process the student must complete the appropriate forms
- Before applying for reinstatement into the program, applicants will be required to submit an Action Plan for Success
- Financial aid eligibility may be affected by the timing of a student's intended reinstatement date
- If more than one semester/payment period has lapsed, the student must reapply through the general admissions process

A second unsuccessful attempt will result in academic dismissal and the student will forfeit the opportunity to return to the program.

## Remediation

Remediation is available to all students weekly and for any student needing additional assistance with lecture material or clinical skills, however, students are not awarded points for remedial work, and course grades will not be modified by participation in remediation activities.

## Rounding Policy

Grades on course assignments and examinations are determined by percentages. Individual assignment grades involving decimals will NOT be rounded. However, your overall final course grade will be rounded up to the next whole number when the decimal is equal to .5 or greater. When the decimal is less than .5 the grade will be rounded down to the next whole number. For example, a final grade of 79.5% will be rounded up to 80% and a final grade of 79.49 will be rounded down to 79%.

## Standards of Academic Progress

The Institution requires all students to maintain Satisfactory Academic Progress (SAP) toward the completion of their program of study.

The PN Program students must maintain a minimum level of academic progress toward the completion of their program of study. These standards apply to all students. The policy below explains the minimum academic requirements needed to be considered in good standing to maintain eligibility for financial aid funding. Failure to meet the minimum SAP standards puts the student's eligibility for further financial aid at risk. All forms of financial assistance programs offered by the Institution are subject to the SAP requirements.

SAP is measured at the scheduled completion of the financial aid payment period, which is 450 clock hours. The PN program is 1200 clock hours with three financial aid payment periods of 450, 450, and 300 clock hours.

All new students are considered to be making SAP at the start of the program, and SAP is measured when the student is scheduled to complete the class which includes the end date of each completed payment period. The first SAP evaluation is done after the completion of the Anatomy and Physiology and PN I classes. The second SAP evaluation is done after the completion of the PN II class. There is no SAP evaluation at the end of the final payment period because there are no additional financial aid disbursements. Each SAP evaluation is cumulative of all attempted PN program coursework, with certain exceptions noted in the SAP treatment of grades section.

If a student does not successfully complete each payment period with passing grades, the student's SAP evaluation will be performed as scheduled, but the corresponding financial aid disbursements, if eligible, will be delayed until all of the clock hours in the payment period are successfully completed with a passing grade. These are separate requirements, and both must be met before a disbursement may be made.

#### **Qualitative Measurement – Class Grades**

Students must achieve a final grade of at least 75% in Anatomy and Physiology and at least 80% in PN I, PN II, and PN III classes. Students must earn 90% on the drug calculation exam to progress in the program. Students must also earn a clinical grade of "P" or pass to progress and graduate. If any one of the student's grades falls below these required minimums, the student will be subject to the SAP sanctions described in this policy.

#### **Quantitative Measurement - Pace of Completion and Maximum Timeframe**

At each SAP evaluation point, the percentage of successfully completed clock hours to attempted clock hours will be calculated, and the number of required repeat clock hours for failed coursework will be assessed. The student must successfully complete 67% of the cumulative attempted clock hours. The student cannot repeat more than 600 clock hours over the entire PN program to remain in good SAP standing.

The maximum number of clock hours the student may attempt in the PN program is 1,800 clock hours. The student may only receive federal financing for the 1,200-clock-hour program but can attempt up to 1,800 clock hours. Once it is determined that the student must repeat more than 600 clock hours of classwork, it will become mathematically impossible for the student to complete the program within 150%, and the student will become ineligible for additional financial aid.

### **Instructional SAP Elements and Sanction**

#### **SAP Treatment of Certain Grades**

- Withdrawals - A grade of "W" or having withdrawn before completing a class counts as an unsuccessful class attempt in all SAP measurements.

- Incompletes - A grade of “I” or an incomplete class counts as an unsuccessful class attempt in all SAP measurements.
- Repeats – Only the second class attempt is considered in the qualitative SAP measurement. However, all of the attempted clock hours are counted in the pace of completion and maximum timeframe SAP calculations.
- Transfer Classes – Transfer clock hours are not counted in the qualitative SAP measurement but are counted as successfully attempted and completed clock hours in the quantitative SAP measurements.

### **Failing to Meet Satisfactory Academic Progress**

**SAP Warning** - Students failing to meet any SAP standard for the first time, except for the pace and MTF requirement for the AAS in Nursing program, will be placed on an SAP warning status for the following semester or payment period. A student on SAP warning is eligible for one additional disbursement of financial aid. The student will be notified in writing of being placed on warning status by the Financial Aid Office.

Students on SAP warning are also placed on an academic improvement plan (AIP). To promote academic success, the faculty and the student jointly develop an academic improvement plan. Students are required to demonstrate ongoing efforts to improve academic success when at risk of not being successful in the program. Students who have been placed on academic warning are required to meet with their administrator for monitoring the student’s adherence to the AIP.

The SAP warning status is removed following the SAP warning payment period if the student successfully meets all SAP measurements. If the student fails to meet SAP after the warning semester or payment period, they will lose financial aid. Students who do not meet SAP after the SAP warning semester or payment period can submit an appeal based on extenuating circumstances to have their financial aid reinstated.

**SAP Termination** – If the student does not meet the minimum SAP standards at the end of an SAP warning semester or payment period and not meeting the pace and MTF requirements, and does not successfully appeal, the student’s financial aid will be terminated for the next semester or payment period or until the student meets the minimum SAP standards at a subsequent evaluation point.

The student will also be terminated from receiving additional financial aid if the student does not meet the minimum SAP standards after an SAP probation semester or payment period or when it is determined that the student has exceeded the maximum timeframe or will need to repeat more than 5 credit hours or 600 clock hours.

**SAP Appeal Process** - If the student does not make SAP at the end of the SAP warning semester or payment period or does not meet the pace or MTF requirements at any evaluation point, the student will lose their financial aid eligibility. With a loss of financial aid eligibility, the student has the right to appeal by submitting an appeal to the Financial Aid Office. The student has **7 days** to request an appeal from the date the notice of failure to make SAP was provided.

The appeal must include a description of any unusual or extenuating circumstance(s) the student believes caused the poor academic performance. Examples of these circumstances include the death of a family

member, an injury, illness of the student, or other special circumstances. The appeal must be submitted on paper (not by email or verbally) to the Financial Aid Administrator and include these items:

- The description of the circumstance that contributed to the student's inability to meet the SAP standards. The timing of these circumstances must coincide with the period of poor academic performance;
- How the circumstance has been resolved to allow the student to successfully complete the program; and
- Supporting documentation.

Supporting documentation examples include a medical bill, a letter from a doctor, and an obituary/death certificate. The student must sign, and date all submitted statements. The Financial Aid Administrator or the Institution's President will evaluate the appeal and provide a decision in writing within ten (10) business days.

**SAP Probation** – This is the status assigned to a student who has failed to meet the minimum SAP standards after a semester or payment period on SAP warning or the student has reached the maximum timeframe, and the student has successfully appealed the reinstatement of their financial aid funding. The student will be placed on SAP probation for one semester or payment period and will be eligible to receive financial aid for that additional semester or payment period.

If the student fails to meet the SAP standards at the end of the SAP probation semester or payment period, the student will no longer be eligible for financial aid, see the SAP Termination section. A new Mitigating Circumstances Appeal cannot be submitted unless a new and different situation has occurred. If the student meets the minimum SAP standards at the end of the SAP probation semester or payment period, the student will be returned to good SAP standing. The student will be notified in writing of being placed on SAP probation status by the Financial Aid Office.

## **Reinstatement of Financial Aid Eligibility**

Reinstatement of financial aid after a student has not met the SAP standards is achieved in one of the following ways:

The student attends the Institution or another college/university, pays for tuition and fees without the help of student financial aid, and successfully completes additional required credit or clock hours. The Institution may consider these classes in the next SAP evaluation and if the student meets the minimum SAP standards, the student may regain aid eligibility for the subsequent semester or payment period. The student may also submit an appeal to the Financial Aid Administrator.

## **Withdrawal Policy**

### **Official Withdrawal**

Students withdrawing from one or some of their active courses, but not from all courses, must submit a withdrawal form to the Registrar's office to withdraw from a course. After the first week of class, a withdrawal will result in a grade of "W" (Withdrawn) on the student's academic record but will not be

calculated in the grade point average.

Students withdrawing from all of their active courses must initiate the official withdrawal process by submitting a withdrawal form to the Registrar's office. Withdrawal requests must be initiated by completing the online form; paper withdrawal forms, no voicemail messages or email requests will be accepted. Upon completion of this form, students will be contacted by a Registrar to confirm their intention to withdraw, verify their understanding of any potential academic and/or financial consequences, and affirm that the Institution has done everything it can to assist them in continuing their studies. Students who cannot be reached will be administratively (unofficially) withdrawn.

The date the student requests the withdrawal will be used as the date of the determination of withdrawal. However, the student's last day of academically related activity or class attendance will be considered the withdrawal date used to determine the amount of federal financial aid the student has earned for the term.

### **Unofficial Withdraw**

A student who stops attending or participating in a course and does not initiate the official withdrawal process will be considered an unofficial withdrawal from that course by the Institution. Based on the evidence of excessive absences, non-participation, or missed exams as defined in the course syllabus, a faculty member may initiate a student's withdrawal through the Registrar's Office or may assign an "F" as a non-participation grade which indicates an unofficial withdrawal from the course. For the Practical Nursing program, the determination of unofficial withdrawal will occur by the 14<sup>th</sup> day after the student's last day of attendance.

### **Non-Start Withdrawals**

A student who never begins attendance in a course and does not initiate a course drop or an Official Withdraw will be administratively dropped from the course by the Institution and considered a 'No Show' for the course and no grade will be assigned. Any federal student aid funds disbursed for a dropped course will be returned. Funds will be returned as soon as possible, but no later than 45 calendar days from the date of notification.



# **Clinical Information**

## **Clinical Failure**

A clinical failure may result when a student consistently

- Demonstrates a pattern of unsafe execution of psychomotor skills
- Fails to consistently apply theory to practice
- Does not distinguish between normal and abnormal data, or fails to take action based on data
- Does not demonstrate critical thinking
- Fails to seek guidance in uncertain situations
- Fail to act on constructive feedback
- Fails to meet the student learning outcomes due to excessive tardiness or absenteeism

## **Clinical Performance**

A core component of health care education is the clinical experience. Students participate in supervised learning sessions in real-world healthcare environments, which provide them with the opportunity to put what they have learned in the classroom into practice. Student clinical evaluation is based on clinical performance and clinical assignments. The student must obtain a clinical performance rating of a pass to progress through the program and to graduation. There are several clinical evaluations of student performance in the program. The student is evaluated and coached throughout each clinical rotation. A summative evaluation is done at the end of each clinical rotation with the clinical faculty. For a more detailed description of the evaluation process refer to the clinical syllabus.

## **Clinical Rotation Information**

Clinical hours and scheduled days will vary by program. Clinical hours are typically scheduled between 7:00 am – 10:00 pm. Clinical days may be scheduled Monday through Saturday.

## **Simulation Lab Performance**

Simulation (SIM) lab is part of the student learning experiences. Simulation is a teaching method that enhances active student learning. It engages students in real-life scenarios in which they can connect theory to clinical practice. Students will run through a scenario that is evidence-based and supports best practices and provides students with a safe and supportive learning environment.

Students are evaluated on their performance during the scenario and will debrief afterward with the Faculty to discuss performance, critical thinking skills, procedures, and communication skills.

## **Skills Lab Performance**

Skills lab performance is graded as meets competency or does not meet competency. All students must successfully meet competency for all skills to progress to the next course and graduation.



# Conduct Expectations

The Institution has adopted specific policies and procedures regarding student conduct and reserves the right to dismiss any student who exhibits conduct incompatible with the purposes of the Institution. The Board of Trustees, administration, faculty, and staff have a primary concern for the academic achievement, standards, and personal integrity of our students; recognize their obligation to protect institutional property; and take a special interest in the mental and physical health of the Institution's community.

## Civility Policy

Civility is generally defined as being polite, courteous, and respectful to others. Conversely, incivility can be described as any "speech or action that is disrespectful or rude or ranges from insulting remarks and verbal abuse to explosive, violent behavior."<sup>1</sup> the Institution is dedicated to creating a safe teaching-learning environment founded on respect and human dignity for all.

Therefore, uncivil behavior will not be tolerated by students, faculty, or staff in any venue (classroom, clinical, simulation, or lab). If a student is experiencing or believes they have experienced uncivil behavior from another student, faculty, or staff they should first attempt to address his/her concerns with that individual unless they feel uncomfortable, threatened, or unsafe. In that case, or if the conversation is ineffective and the behavior continues, the student should speak with faculty or a staff member the student feels comfortable. If the issue is not resolved, the student should follow up with the Program Director. Any student who experiences or believes they have experienced sexual harassment should also review the Institution's Title IX Sexual Harassment policies and procedures.

## Conduct Policy

All students must conduct themselves appropriately and civilly, with proper regard for the rights and welfare of other students, personnel, and other members of the community, and the care of facilities and equipment. This includes obeying federal, state, and local laws in addition to the policies below. Not knowing or understanding these standards and policies is not a defense or excuse.

The best discipline is self-imposed, and students must assume and accept responsibility for their behavior, as well as the consequences of their misconduct. The Institution's administration and faculty, however, recognize the need to set specific and clear rules for student conduct.

The rules of conduct listed below are not all-inclusive. They are intended to focus on safety and respect for the rights and property of others. Students who do not accept responsibility for their behavior and/or violate the rules of conduct outlined in this Handbook may face serious consequences, up to and including immediate dismissal.

Students must also be aware that the consequences for the violation of any policy or required behaviors therein may result in progressive and cumulative discipline, up to and including dismissal; or, depending on the egregiousness of the violation, immediate dismissal may occur, regardless of whether the student has had prior discipline. The administration reserves the right to impose the level of discipline as they deem appropriate and may combine disciplinary consequences depending on the facts of each situation and the nature of the offense.

The following are examples of misconduct that may result in probation or immediate dismissal from the program. These guidelines are not all-inclusive, therefore administration reviews all student offenses and incidents on a case-by-case basis:

## **Academic Misconduct**

Examples of academic misconduct include:

- Plagiarism
- Cheating
- Copying
- Altering records
- Assisting another student in any of the above

## **Disorderly Conduct**

Examples of disorderly conduct include but are not limited to:

- Running in hallways;
- Making unreasonable noise;
- Using language or gestures that are profane, lewd, vulgar, or abusive;
- Obstructing vehicular or pedestrian traffic;
- Engaging in any willful act which disrupts or negatively impacts the normal operation of the school community;
- Computer/electric communications misuse, including any unauthorized use of computers, software, or internet account; accessing inappropriate websites; or any other violation of the RRH acceptable use policy; and
- Bringing to school or having in his/her possession any item considered a nuisance (audio or other personal music devices), dangerous (firearms, weapons, chains, sharp objects, firecrackers), or inappropriate (e.g., pornographic material).

## **Insubordinate Conduct**

Examples of insubordinate conduct include:

- Failing to comply with the reasonable directions of faculty, school administrators, or other employees or otherwise demonstrating disrespect;
- Missing or leaving a clinical site without faculty permission;
- Entering any unauthorized area without authorization;
- Refusing to leave any classroom, lab, or clinical site after being directed to do so by authorized personnel;
- Accessing medical records without permission; and
- Violating HIPAA.

## **Disruptive Conduct**

Examples of disruptive conduct include:

- Failing to comply with the reasonable directions of faculty, school administrators, or other personnel;
- Physically restraining or detaining any other person or removing such person from any place where he/she has authority to remain;
- Obstructing the free movement of persons and vehicles in any place where such movement is authorized or permitted;
- Bringing children, family, or friends to school during class hours without permission; and
- Sending text messages or using a cell phone or other prohibited electronic device during class.

## **Violent Conduct**

Examples of violent conduct include:

- Committing an act of violence such as: hitting, kicking, punching, scratching, spitting, or biting (this is not an exhaustive list) upon a student, teacher, administrator, or other employees, or attempting to do so;
- Committing an act of violence upon another student, or any other person lawfully on RRH property or attempting to do so;
- Possessing a firearm or weapon; authorized law enforcement officials are the only persons permitted to have a firearm or weapon in their possession while on RRH property or at a function;
- Displaying what appears to be a firearm or weapon;
- Threatening to use any firearm or weapon;
- Intentionally damaging or destroying the personal property of a student, teacher, administrator, other employees, or any person lawfully on the property; and
- Intentionally damaging, destroying, or defacing property.

## **Endangering the Safety, Morals, Health, or Welfare of Others**

Examples of prohibited conduct include:

- Lying to, attempting to deceive, or misrepresenting information to school personnel;
- Stealing the property of other students, personnel, or any other person lawfully on RRH property or while attending a school function;
- Engaging in defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them;
- Engaging in discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, disability, or other protected status as a basis for negatively treating another; or engaging in any act that constitutes discrimination under federal or state laws or regulations;
- Engaging in harassment, which may include sufficiently severe, persistent, or pervasive actions or statements directed at an individual or group which are intended to be, or which a reasonable person would perceive as, ridiculing, demeaning, or threatening, or conduct that is intended to cause an individual or group to have concern for their personal safety; or engaging in any act that constitutes harassment under federal or state laws or regulations;
- Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm;
- Selling, using, or possessing obscene material;
- Using vulgar or abusive language, cursing, or swearing;
- Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances, or being under the influence of either; “Illegal substances” include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as “designer drugs”;
- Inappropriately using, selling, or sharing prescription and over-the-counter drugs;
- Gambling;
- Indecent exposure, that is, exposure of the private parts of the body in a lewd or indecent manner;
- “Sexting”, which includes the sending, receiving, or possession of sexually explicit messages, photographs, or images by electronic devices;

- Cyberbullying, which includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs);
- Initiating a report of fire or other catastrophes without valid cause, misuse of 911, tampering with or discharging a fire extinguisher;
- Engaging in fraud; misrepresentation; forgery; falsification or misuse of documents, records or identification cards; or intentionally providing incomplete information in connection with an investigation into alleged policy infractions; and
- Engaging in any act which violates established rules or policy, willfully inciting others to commit any of the acts herein, or engaging in irresponsible behavior or conduct contrary to decent, polite, honorable, and honest standards.

## **Dress Code**

Students are expected to dress appropriately when involved in professional activities, ceremonies, clinical lab, and the classroom. Faculty set and strictly enforce the dress code outlined below. Any student who violates the dress code policy may be subject to discipline, up to and including possible dismissal from the event and/or the program.

Any student requiring an exception to the dress code due to a medical, religious, or other reason must contact the Program Director at the start of the program or as soon as practicable to discuss whether a reasonable accommodation might exist.

### **Classroom Attire**

- Students should dress professionally while on campus
- The issued identification badge must always be worn while on campus

### **Clinical/Lab Attire**

- Students must only wear the approved uniforms to lab and clinical.
- The approved uniform includes the following:
  - Uniforms must be laundered, free of wrinkles, and free of stains.
  - The issued identification badge must be worn above the waist at all times.
  - Plain, white, long, or short sleeve t-shirts may be worn under the uniform.
  - Approved warm-up jacket.
  - Clean white or black duty shoes or sneakers
  - Socks or stockings must match shoes
  - Bandage scissors, black ink pen, watch (with second hand), and stethoscope.
  - Hair must be tied back, off the face, and is to be worn at or above the collar at all times.
  - Students having a mustache or beard must keep it short, neat, and clean; Facial hair must be able to fit under or be completely covered by a surgical mask.
  - Fingernails are to be kept short and clean, not to extend beyond the fingertips, and nail polish must be in good repair;
  - Undergarments may not be visible through the clinical uniform.
  - Wedding bands and small earrings (a limit of two per ear) are permitted.
  - Tattoos of offensive nature must be covered.
- The following are NOT permitted:
  - Open-heeled clogs or shoes with holes in them (like Crocs) are not permitted
  - Use of perfumes, scented lotions, and aftershave.

- Artificial nails/gel polish/acrylic/dipped/powder nails.
- Artificial/false eyelashes are not permitted in the lab or clinical setting.
- Non-natural colored hair (i.e. pink, green, bright red, blue, purple etc.)

## **Commencement Attire**

- Distributed graduation cap and gown.
- Students may decorate their caps with professional, inspirational décor/words. Any inappropriate caps will not be allowed or tolerated and students will be dismissed from the commencement ceremony.
- Approved Stoles only, must be evaluated by the Student Navigator before commencement.

## **Pinning Ceremony**

- White Professional Uniform
- White Nurses Cap or White Baseball Cap
- Students will order from the link provided by the Institution
- Additional requirements
  - Uniform must be clean and pressed, with no wrinkles
  - Shoes must be white
  - White socks only
  - If wearing a dress or skirt must wear white stockings
  - Hair must be off the shoulder and pinned up and away from the face
  - Jewelry
    - Wedding bands only
    - No large earrings, studs only
    - No necklaces permitted
    - Watch permitted
  - Makeup
    - Moderate and professional
  - Short Nails only, white or clear nail polish permitted
  - Fake Eye Lashes
    - None Recommended
    - Permitted
      - Volume less than 3D
      - Thickness less than .15
      - Length: Medium 10-12 mm
      - Look: Natural Mascara Look

## **Professionalism**

Healthcare professionals have high standards for appropriate conduct and personal appearance. The development of professional attitudes and behaviors is essential in the preparation for a career. The professionalism you learn at the Institution will serve as the foundation of your professional demeanor during your career in health care. Being unprofessional refers to any behavior that violates the Patient's Bill of Rights, the Code of Conduct, the Code of Ethics, and HIPAA requirements, or reflects negatively on the Institution, or your chosen profession.

To assist the student in developing professional attributes, the student will be evaluated in all areas

(Academic, Skills Lab, Simulation Lab, and Clinical) on his or her professional characteristics. This includes but is not limited to the following:

- Honest and Ethical: express integrity;
- Accountable: answerable for their actions;
- Responsible: liable and conscientious;
- Dependable: trustworthy and reliable;
- Courteous: polite and respectful behavior and language. This includes both written and verbal communication;
- Punctual: arrives for class, lab, and clinical at the specified time. Follows procedures for absenteeism;
- Dress professionally, and appears neat and clean;
- Prepares for class, lab, and clinical experiences;
- Participates in class, lab, and clinical
- Demonstrates self-motivation for professional learning;
- Practices in accordance with the Licensed Practice Act, HIPAA, established standards of practice, and institutional policies and procedures;
- Utilizes an established nursing code of ethics, the Patient Bill of Rights, and the Self Determination Act as a framework for practice; and
- Maintains professional accountability.

## Non-compliance with Conduct Expectations

- First violation: Coaching.  
**Please note that depending on the egregiousness of the violation, the student may receive a written warning on the first violation or be dismissed for the day with the hours missed recorded, or be dismissed from the program.**
- Second or further violations: depending on the egregiousness of the violation and the number of violations, the student may receive a written warning, be dismissed for the day with the hours missed recorded, or be dismissed from the program.

# Dismissals

Failure to follow procedures, policies, or insubordinate conduct will result in disciplinary proceedings. The Institution has a progressive discipline process including coaching, counseling, probation, and/or dismissal. Immediate dismissal can occur as a result of poor performance, egregious behavior, violations of any of the policies outlined in this Handbook, or a series of events that put patients or other individuals at risk. A student who is immediately dismissed from the Institution may not thereafter be eligible for re-admission.

In addition to the bases already mentioned, the Institution holds the right to dismiss a student for any of the following conditions:

- Academic misconduct and dishonesty, including cheating and plagiarism.
- Disruption or involvement in a verbal or physical altercation in classroom or clinical settings.
- Insubordination.
- Attending school while under the influence of alcohol, drugs, or narcotics.
- Carrying a concealed or potentially dangerous weapon while in attendance at the Institution.
- Conduct unbecoming to the Institution or its students.
- Conduct or action that results in the loss of clinical site.
- Demonstrating poor judgment or inability to function properly, which compromises students'/patients' safety.
- Endangering the safety of a client or patient through an act of omission or commission, including medication or dosage error.
- Failure to secure a faculty member when preparing and administering medications for a client or patient.
- Any action that results in the affiliating facility prohibiting a student from clinical participation at that site.
- Any actions (or lack of) that result in the notification of the NYSDOH by a client/family or agency.
- Inconsiderate or unsafe treatment of patients.
- Disregarding safety and sanitary regulations, including refusal to wear appropriate PPE.
- Excessive absenteeism and/or tardiness.
- Failure to pay charges when due.
- Falsifying educational records.
- Failure to abide by all of the rules and regulations of clinical sites.
- Forgery.
- HIPAA or OSHA violations while on clinical/externship assignment or under any other circumstances.
- Improper use of e-mail and Internet access.
- Nonconformity with the rules and regulations of the Institution.
- Tampering with fire protection equipment or causing a false alarm.
- Theft.
- Falsification of records
- Material omission of information on an application
- Conviction of a felony
- Unsatisfactory academic/clinical progress
- Failure to adhere to the Institution's safety and health protocols; or misrepresenting information/engaging in deceitful behavior in connection with such protocols.
- Violating the Institution's Code of Conduct or any other policy outlined in this Handbook.



## **General Dismissal**

General Dismissal will occur when academic performance, conduct, or other non-professional behaviors have not been resolved *following a written action plan and warning*, and evidence that the behavior has persisted without improvement.

## **Immediate Dismissal**

Immediate dismissal can occur as a result of poor performance, egregious behavior, or a series of events that put patients or other individuals at risk.

Student dismissals will be provided in writing through a decision letter and will include the reason for the dismissal or other disciplinary measures being imposed. This written notice will specify the clause(s) in the Student Handbook that was found to be violated.

# **Due Process Procedures For Dismissal**

Students are required to uphold the academic and non-academic standards of the Institution. In addition, students are also required to uphold all standards and expectations within this Student Handbook, including those related to student conduct and behavior. Students should be aware that any member of the community may report an alleged violation of the Student Handbook.

Any sanction imposed shall be effective immediately and shall remain in effect through the conclusion of any appeal process initiated by the student.

## **Interim Action**

During the dismissal process, a student may be subject to an Interim Action. Examples of an Interim Action may include:

- A temporary suspension;
- A “no contact order,” which prohibits direct and/or indirect communication between parties;
- Limitation of access to designated school facilities by time and location; and/or
- Limitation of privileges to engage in specified school activities.

Interim Actions may be issued in the following circumstances: (1) to ensure the physical or emotional safety and well-being of members of the school or its property (2) to ensure the student’s own physical or emotional safety or well-being; (3) if the student poses an ongoing threat or disruption of the normal operations of the school; or (4) under any other circumstances as the administration deems appropriate.

## **Grievance Process**

Students are provided a safe and non-recriminatory opportunity to appeal a dismissal. Appeals must be submitted on the Student General Grievance Form within 7 days of receiving the dismissal letter.

Students under age 18 may include the support of a parent, guardian, or non-legal advocate.

- The student will inform the advisor that they are filing a grievance.
- The advisor will provide the contact email of the Grievance Investigator.
- The student will prepare and provide written documentation directly to the Grievance

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Investigator. *The investigator is unbiased and not employed by the Institution. The function of the investigator is to gather information for the Student Grievance Committee.*

- Written documentation must include any statement or information the student wishes to include. This may include but is not exclusive to text messages, emails, and grades.
- Faculty and advisor will forward all documentation and communication to the Grievance Investigator.
- Were applicable the names and contact information for others the student wishes to include should be provided. The Grievance Investigator will contact and interview individuals deemed critical to the investigation.
- The student may contact the Grievance Investigator at any time before the final decision.
- The Grievance Investigator convenes the Student Grievance Committee to review all documentation provided by the student, faculty, and advisor.
- Students are provided the opportunity to meet with the Student Grievance Committee. During the meeting, the student may add or emphasize any additional information to be considered during deliberation.

Following the meeting, the committee will review all information provided and will reach a unanimous decision. A recommendation based on the decision will be presented to President for a final decision. The Grievance Investigator will provide the student with a letter stating the decision.

## **Facilities**

The campus is maintained as a private and modern facility for the sole purpose of training students enrolled in health career-related programs. The campus is designed to foster close collaborative partnerships between students and faculty while creating opportunities for cooperation and interaction among the student body. Students have the opportunity to work with equipment and instruments related to their academic programs in the classroom, lab, or state-of-the-art simulation center. The campus also has 2 student lounge areas, a virtual library and a computer lab with internet connectivity, a cafeteria, lockers, and administration/faculty offices. A student copy center is also available in the computer lab and a Welcome Center for prospective new students to meet with staff.

### **Auditorium**

The Institution has a large auditorium with a seating capacity of 168. The auditorium is used for lectures and other campus events.

### **Classrooms**

Two large classrooms seat up to 85 people each and 2 smaller classrooms seat up to 40 people each

### **Computer Lab**

The Institution has a 20-station computer lab available for student use.

### **Dining Facilities**

A student café is located on campus and fully equipped with an industrial-sized refrigerator, microwaves, vending machines, coffee makers, and a water & ice machine.

### **Library**

All students, faculty, and staff have access to libraries through the parent organization RRH. Available to students is a fully online medical library system with electronic databases containing nursing, medicine, allied health, and patient education information. All databases can be accessed through the Intranet or by visiting <http://rrhlibraries.org/coh>. An onsite librarian is available for student guidance on a part-time basis and is available virtually Monday through Friday from 9 am to 5 pm. Outside of business hours, students and faculty can contact the library via email, through the online form on the website, or by messaging the librarian through the LMS for a response the following day.

### **Parking**

The Institution provides parking for students free of charge.

### **Skills & Simulation Lab**

The lab and simulation center is open during school hours or at other times when prior arrangements have been made with a faculty member.

### **Welcome Center**

The Welcome Center is available daily as a space for our Admissions team to meet with prospective new students and their families.

# Financial Aid

The Financial Aid Team provides information and advice to assist students and families seeking financial assistance towards costs. The team works diligently to find financial resources in accordance with the student's program and individual eligibility.

The institution offers federal Title IV funding and other sources of funding to students who enroll in the Practical Nursing program. The student must file a Free Application for Federal Student Aid found at the website [fafsa.ed.gov](https://fafsa.ed.gov), to apply for all forms of federal financial aid. See "How to Apply" below for further details. The following forms of federal, state, and institutional financial are available to students who qualify:

## **Federal Aid, Grants, and Direct Loans**

### **Pell Grant:**

- A grant program that provides aid to need-based students.
- Do not have to be repaid.

### **Direct Loans:**

#### *Subsidized Loan*

- Offers loans to students and is need-based.
- The federal government subsidizes the interest while the borrower is in school, in the grace period, or deferment.
- Must be repaid after leaving school.

#### *Unsubsidized Loan*

- Offers loans to students and is not need-based
- The borrower is responsible for the interest that accrues during any period.
- Must be repaid after leaving school.

#### *Direct Plus*

- Offers loans to parents of dependents students.
- Must be repaid starting while the student is still in school.

For additional information, see the [studentaid.gov](https://studentaid.gov) website for more information.

## **State Aid: The New York State Tuition Assistance Program (TAP)**

- Helps eligible New York residents pay tuition at approved schools in New York State.
- An annual TAP award can be up to \$5,665.
- TAP is a grant; it does not have to be paid back.

The easiest way to apply for TAP is through the FAFSA.

# Financial Aid Application Procedure

To apply, start with the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa>

Use the "IRS Data Retrieval Tool" within the FAFSA to have the IRS transfer your tax info into your FAFSA. Our **school code is 015201** ("Rochester General Hospital"). If you already completed a FAFSA

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for another school, just log in to your FAFSA and add 015201 to your list of schools.

If your program begins in January, you will need to complete next year's FAFSA application. Have the "IRS Data Retrieval Tool" transfer your tax info again.

The student will be notified in writing by the Financial Aid Office with an individualized aid package which will provide details on the types of programs and amount of funding for which the student qualifies and the next steps in obtaining the aid to pay for the student's educational expenses.

For questions, please contact the financial aid office at (585) 974-5500 or [CollegeFinancialAid@rochesterregional.org](mailto:CollegeFinancialAid@rochesterregional.org)

## Financial Aid Disbursement Procedure

Eligible students will receive a disbursement each term. First disbursements are made when all eligibility requirements are met and no more than 10 days from the start of the semester. Before disbursing funds, the student must be fully packaged and meet registration/attendance requirements.

Students will be charged tuition and fees at the beginning of each term. Payment in full is due two weeks before the first day of each term. Students with confirmed financial aid will be allowed to defer payment of each term's charges in this order:

1. Any grant intended solely for tuition
2. NYS Tuition Assistance Program (TAP)\*
3. GI Bill/VA
4. Federal Pell Grant
5. Any other grant received by The Institution for student expenses
6. Federal Parent Loan (FPLUS)
7. Federal Subsidized Stafford Student Loan
8. Federal Unsubsidized Stafford Student Loan

Be aware that, regardless of the order in which aid was used to defer payment, financial aid will be credited toward the student's charges in the order it is received until all charges are paid in full for that term, with the following exception: if funds from TAP<sup>1</sup>, VA, or WIA (including Rochester Works) have not been received but have been documented at the time that Federal Pell and Direct Loan funds are received, The Institution will continue original deferment against these four sources of aid before crediting the Pell and/or loan(s) to the student's account. Any credit balance (that is, aid that exceeds that term's charges) will then be paid by check to the student to use toward other education-related expenses, such as transportation, housing, food, clothing, etc. Payments to students are made no earlier than three weeks after the first day of the semester. If you withdraw before completing the program, your aid will be adjusted in accordance with federal regulations regardless of the order in which your aid was deferred or paid (see "Tuition Refund Procedure").

*1 At the time that the Pell and loan awards are credited to the student account, students eligible for a NYS TAP grant AND a financial aid refund may have a deferment of less than the full TAP award on their student account until the actual TAP funds are received from NYS in the final 5-7 weeks of each semester. The reduction in TAP deferment will be based on the full refund amount the student is due, and the TAP award amount.*

# Refund Policy

**PN Program students are subject to the following tuition refund schedule:**

**First Payment Period, which consists of the PNI and A&P courses:**

- Drop before the start of the program: 100% of tuition and refundable fees
- Drop before the end of the first week of classes: 75% of tuition and fees
- Drop before the end of the second week of classes: 50% of tuition and fees
- Drop before the end of the third week of classes: 25% of tuition and fees
- Withdrawal after the end of the fourth week of classes: **no refund**

**Subsequent Payment Periods, which consist of either PNII or PNIII:**

- Drop before the start of the program: 100% of tuition and refundable fees
- Drop before the end of the first week of classes: 50% of tuition and fees
- Drop before the end of the second week of classes: 25% of tuition and fees
- Withdrawal after the end of the third week of classes: **no refund**

Textbooks or other supplies are non-refundable.

## Return to Title IV Funds (R2T4) Policy

The Institution is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, or are dismissed before completing more than 60% of a payment period. Withdrawal after completion of 60% of the payment period results in the student earning 100% of the eligible aid disbursed for the payment period.

An R2T4 calculation must be performed for all withdrawn Title IV recipients regardless of the percentage earned for the payment period. Even students who have earned 100% of the aid for the payment period require an R2T4 calculation to determine if additional aid can be provided to the student as an eligible post-withdrawal disbursement.

If a student leaves the Institution before completing 60% of a payment period, The Institution must determine how much Title IV the student has earned for the payment period. Recalculation is based on the percentage of earned aid using the Federal Return of Title IV funds formula as follows:

- $\text{Percentage of clock hour program completed} = \frac{\text{the number of clock hours scheduled to be completed as of the student's withdrawal date}}{\text{the total number of clock hours in the payment period}}$

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

- $\text{Aid to be returned} = (100\% \text{ of the aid that could be disbursed} - \text{the percentage of earned aid}) \times \text{the total amount of aid that could have been disbursed during the payment period}$
- The Institution must compare this unearned aid to the unearned institutional charges based on the same calculation of the total amount of institutional charges for the same period.

The Institution is required to return the lesser of the unearned Title IV or the unearned institutional charges from the R2T4 calculation. If the unearned institutional charges (from the R2T4 calculation, not the institutional refund calculation) are the lesser amount, the difference between the unearned Title IV and the

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amount the Institution is required to return is considered a student overpayment which the student is required to refund either immediately (or by payments) in the case of grants and over the course of the repayment in the case of loans.

If a student earned less aid than was disbursed, the Institution is required to return the unearned portion of aid within 45 days of the day the Institution determined the student withdrew. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the Institution and that returned funds may have previously been used to pay tuition that is still due.

If a student earned more aid than was disbursed, the Institution will determine if the student is eligible for a post-withdrawal disbursement, which must be paid within 45 days of the student's withdrawal.

- Loan post-withdrawal disbursements must be approved by the student or parent before funds can be disbursed or retained.
- Pell post-withdrawal disbursements do not need to be authorized unless the student does not have an unpaid account balance for which the disbursement would apply.

If the student is required to pay grant funds overpayment, the Institution will inform the student by electronic mail where to make the required payment (Department of Education). The Institution will send the grant overpayment referral information to the Department of Education for reporting.

If the student is due a Title IV credit balance before withdrawal, the Institution will perform the R2T4 calculation and then pay any resulting Title IV credit balance to the student.

If it is determined that some of the federal aid the student received is unearned, it will be returned to the federal programs within 45 days of the date the Institution determined that the student withdrew. The funds will be returned in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent borrower)
4. Federal Pell Grant
5. Iraq and Afghanistan Service Grant
6. FSEOG

# **General Information**

## **Academic Year**

The academic year for the Practical Nursing Program consists of two semesters, and 41 instructional weeks.

## **ADA & Accessibility Services**

The Institution provides access and equal educational opportunity for students with disabilities. Before admission or any time after beginning classes, students with disabilities are encouraged to contact the office to schedule an intake interview. Based on the intake interview and documentation provided by a student, a variety of accommodations may be provided to help students limit the impact of their disability on their academic performance. Once students have self-identified, applied for services, and provided documentation of their disability, staff works to determine eligibility for reasonable accommodations. Under the Americans with Disabilities Act (ADA), both the student and the Institution must carry out these responsibilities promptly. Any student requesting accommodation must do so at least 14 days in advance of need unless the circumstances are prohibitive. Please note, that granted accommodations are not effective retroactively. Please disability handbook for additional information.

## **Administrative Services**

### **Email**

Each student will maintain a current email address while the student is at the Institution. Communications will be sent to your learning management account (Schoology) by faculty. Students are expected to check their Schoology account at least once a day.

### **Copying**

Students have access to a copier/printer in the computer lab.

### **Parking**

The campus provides parking for students, staff, and faculty. Students may park in the parking lot and have badge access through the front or north doors. Additional parking as directed. The student parking lot is monitored by security.

### **Photo Identification**

- Students will be furnished with a photo ID upon enrollment at the Institution.
- All students must wear a picture ID when participating in the classroom, lab, and clinical experiences.
- ID must be worn above the waist at all times.
- Any student who does not have a photo ID may be sent home from campus and/or the clinical setting.
- Lost picture ID must be replaced by contacting the Rochester General Parking office at 585- 922-9803 before the next clinical or classroom day.
- The cost of ID replacement is \$5.00 (subject to change), payable at the time of ID replacement.

## **Articulation and Consortium Agreements**

To assure its students experience a smooth transition to and from the Institution, and to promote educational mobility for its students, the Institution is continually seeking to refine its current articulation agreements while also pursuing new agreements with colleges and universities. Several transfer and articulation agreements have been established with other local colleges and universities.

# Attendance

Academic Institutions are under the supervision of the New York State Boards of Regents, New York State Department of Education, the New York State Office of Professions, and various accreditation agencies and therefore must adhere to best practices and educational standards.

Students are required to attend 100% of all scheduled classes, laboratory, and clinical experiences to gain every opportunity to learn and practice, to meet standards of academic progress (SAP), to satisfactorily progress to the next course, to meet the program outcomes and to graduate from the program.

Please note:

- Attendance violations and arriving late or leaving early from class, laboratory, or clinical are considered unprofessional behavior and will be recorded as missed clock hours, and warrant progressive discipline.

For the safety of the students, personnel reserve the right to contact the student at the telephone numbers of record on scheduled days that the student is not present if a student does not notify the Institution.

## Classroom/Lab/Simulation Attendance

If a student misses a class/lab/simulation day, **ALL** hours must be made up through assigned work specific to the content missed and with specific due dates to complete the required clock hours of the course and the practical nurse program. **It is the student's responsibility to work with the faculty of record to obtain the assigned makeup work.** If the makeup work is not completed as assigned and by the due date, the student will not be credited makeup hours and the student's account will reflect missed hours. Due dates will not be extended for failure to submit as assigned.

**Important Note: Each course has a maximum of three class days that may be missed, which requires a make-up assignment. Exceeding the three-day maximum is considered unsatisfactory attendance and a policy violation that warrants progressive discipline and up-to-program dismissal. The student will be dismissed from the program for not meeting SAP/attendance requirements at the end of each course.**

## Clinical Attendance

The purpose of clinical is to apply theory to clinical practice. Students are expected to demonstrate clinical competence and the achievement of the clinical objectives. This can only be achieved by attending clinical as assigned.

Clinical attendance expectations:

- Arrive at the clinical unit in uniform with the required tools/equipment by the scheduled time. (15 minutes before the scheduled time is best practice)
- If a student is going to be absent from clinical, the clinical faculty must be notified before the scheduled time.
- Failure to comply with the notification procedures will be considered a no-call/no-show and will result in program dismissal.
- Any missed clinical hours will require a clinical makeup assignment in a patient care area with direct patient contact. A clinical makeup fee of \$210 will be charged to the student account and must be paid in full before the end of the program to participate in graduation/pinning ceremonies.



Please note:

- Clinical tardiness is unacceptable and will not be tolerated.
- Failure to arrive on time to the clinical unit in uniform and ready to accept the patient assignment will result in dismissal for the day.

**Important Note: Each clinical rotation has a maximum of one day that may be missed which requires a make-up clinical day with direct patient contact. Exceeding the one-day maximum is considered unsatisfactory attendance and a policy violation that warrants progressive discipline and up-to-program dismissal. The student will be dismissed from the program for not meeting SAP/attendance requirements at the end of each course.**

## Bereavement

Students who experience the death of an immediate family member must contact Dr. Jake Wojtowicz, Student Navigator if they wish to implement either the Standard Bereavement Procedure or a Leave of Absence. The Division of Student Services has the right to request a document that verifies the death (e.g., a funeral program or death notice). Typically, this death involves that of a family member, in parallel to the bereavement policy for faculty and staff. However, it is up to the discretion of the Division of Student Services to determine if a death outside of the immediate family warrants the implementation of the student bereavement policy.

Immediate family shall be defined as spouse; natural, foster, or step-parent; a grandchild; grandparent; mother-in-law; father-in-law; natural, foster, or stepbrother; natural, foster, or stepsister, natural, foster, or stepchild or any relative residing in the same household, the domestic partner of the student and a child or parent of the domestic partner or any other relative of the domestic partner living in the same household.

### Standard Bereavement Procedure

Upon approval from the Division of Student Services, the student is allowed an excused absence commencing from the day of the death of the immediate family member. Should the student feel that they need additional days, these should be discussed with the respective Program Director and/or the Dean of Student Services. A reminder all missed class/lab/clinical time must be made up regardless of reason due to the clock hour requirements of the practical nurse program.

### Leave of Absence: Bereavement

Students may be allowed to withdraw from the semester in which the death occurs. The Bereavement Leave of Absence is for one semester only. Students who have opted to take the Bereavement Leave of Absence and have already attended classes for the semester of the leave will be allowed to re-enter the following semester without having to reapply to the Institution. Students who wish to take a leave of absence before the beginning of the semester will be required to reapply for the following semester. Students who are in good academic standing will be allowed to complete the credits for the semester in which they return.

Students will consult with the Dean of Student Services, on a case-by-case basis, as to whether they should withdraw from their courses during this leave of absence or request incompletes from the faculty member. Given that there may be a potential impact on financial aid, students who receive financial aid and who take the Leave of Absence, upon arrangement with the Dean of Student Services, will meet with a financial aid adviser before taking this option.

Please note, all information and documentation provided in support of these procedures must be accurate

and authentic. Submitting falsified records or documents, and/or forging signatures will subject you to disciplinary action.

## **Bias-Related Crime Prevention**

The Institution is committed to promoting a learning environment that is fair and allows students to progress solely based on ability and academic performance. Bias perpetrated by the students, faculty, or staff will not be tolerated. Allegations will be investigated promptly and with as much confidentiality as the situation permits, and discipline will be issued as warranted.

## **Campus Safety and Security Statistics**

In compliance with the Campus Safety and Security Act of 1998 (Clery Amendment) and New York State Education law Article 129A, the Institution publishes an Annual Security Report which contains the required campus security statements and crime statistics related to crimes reported to campus security and local law enforcement agencies.

## **Cancellation of Classes**

During the semester/payment period, individual classes will be canceled for the day, evening, or both when hazardous driving conditions or similar inclement weather circumstances make such action advisable. Cancellation of day classes does not necessarily mean evening classes are also canceled. Cancellation of day classes is usually announced at no later than 6 a.m. on the impacted day while cancellation of evening classes is usually announced at approximately 2 p.m. News regarding delays and cancellations can be found on the Institution's website, learning management system (Schoology), student information system (ORBUND) and broadcast over local radio stations.

## **Collections Policy**

The policy applies to the Student Accounts which is the centralized billing collection point for all student accounts. This document applies to all students. For this Policy, the Institution defines "student account receivables" as monies owed for educational-related Services. These receivables are considered to be valid as due and payable and for which there is no apparent disagreement over the validity of the claim or the amount at the time it was established.

Prompt collection of account receivables ensures reduced liability, maximizes the utilization of resources, and ensures that we remain committed to the success of our students and deliver the highest quality of service.

- The Institution will create and maintain a unique student account for each student where all transactions (charges and payments) are applied.
- The Rochester Regional Health ("RRH") Board of Directors approves all mandatory student tuition and fees annually. The approved tuition and fee schedule is published before the start of each academic Program /year. Any additional fees such as course fees or class fees as well as any changes needed to mandatory fees throughout the year are approved by the administration.
- Tuition and Fees will be calculated and posted automatically to a student account based on enrollment before the start of each term. Individual student accounts will be updated with funding received from external funders, scholarships, loans, and grants.
- Other expenses such as charges from missed clinical hours are supplied to the Institution bursar office from the Program Director and posted to the student account as needed.

## Credit for Previous Education

The Institution may consider transfer credits from other academic institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Transfer credit may be awarded for courses previously taken with an earned grade of “C” or greater and are equivalent to those courses required by the current Institutional Catalog. Transferred courses are not computed in the cumulative GPA but count as attempted and completed courses for Satisfactory Academic Progress purposes. The Institution does not grant credit for non-punitive grades or remedial courses, non-credit courses, or experiential learning.

## Drug-Free Environment

Rochester Regional Health and the Institution are committed to programs that promote safety for students, faculty, clients, and families at the Institution, in all client care areas in the hospital system, or any clinical affiliation. Student involvement with drugs and alcohol adversely affects performance, morale, safety, and client care.

The Institution recognizes responsibility for education, prevention, and the need for referral programs to promote a drug and alcohol-free campus and workplace. Thus, consistent with the spirit and intent of this commitment and in accordance with the Drug-Free Schools and Communities Act Amendment of 1989 and other applicable state and federal laws, the hospital, and the Institution have a policy regarding the sale, use, possession, or distribution of drugs and alcohol by all employees and students.

The use, possession, sale, or distribution of illegal drugs or alcohol by students in a clinical practice setting or on Institutional property is prohibited.

- The use, possession, sale, or distribution of illegal drugs at Institution-sponsored activities is prohibited.
- The use or possession of alcohol at campus-related activities is prohibited (unless authorized by the Institution), as is the distribution or sale of such by those who are of legal age to those who are not.
- In accordance with applicable state and federal law and the policy of the Institution, the following sanctions may be imposed upon those students found selling, using, distributing, or possessing drugs or alcohol on RRH/Institutional property (misuse or abuse of prescription drugs will be treated as use of illicit drugs):
- The unauthorized or illegal possession, sale, distribution, or use of drugs or alcohol by any student while in the health care facility, on the property, or while in uniform will result in immediate suspension from the program and may be cause for immediate dismissal from the program. Parents or legal guardians of minors will be notified, where applicable.
- No refunds of any tuition or deposits will be made if a student is suspended or dismissed for violation of this policy, however, the Institution will still perform a required return of Title IV funds calculation for Title IV recipients.
- Illegal substances will be confiscated, and the appropriate law enforcement agencies notified, if applicable.

## Email and Photography Policy

### E-mail Policy

The Institution uses e-mail as a means of communicating academic and administrative information to students in addition to Schoology, the learning management system.

## **Assignment of E-mail Address**

The Institution assigns an e-mail address (@rgcohc.edu) to each registered student. This Institution-issued e-mail account is designated as the student's official e-mail address when administrative and academic departments need to communicate with students.

## **Institution's Responsibility**

The Institution is responsible for communicating with students in a timely and accurate way about changes in policies, procedures, and deadlines that affect them. The Institution will select the most appropriate method (mail, LMS, ORBUND, telephone, e-mail) to convey pertinent information to specific groups of students. In some cases, e-mail may be used exclusively. Routine announcements, administrative and academic dates and deadlines, and information of a general nature will typically be posted in Schoology.

## **Student's Responsibility**

Students are responsible for receiving, reading, responding to, and complying with official e-mail communications sent by the Institution. Because information may be time-sensitive, students are encouraged to check their e-mail and Schoology regularly (daily, several times weekly) throughout the semester/course.

Students who opt to redirect their @rgcohc.edu e-mail account to another personal e-mail account do so at their own risk. The Institution is not responsible for e-mail that is not delivered to a forwarded address or for spam filters that may block e-mail messages. The student's failure to receive or read e-mail communications does not constitute an excuse for missing communications or deadlines.

## **Photography Policy**

The Institution reserves the right to photograph/videotape students for institutional promotion. Whenever possible in controlled photo/video shoots, the Institution will observe the common practice of allowing students to "opt out" of the photo/video shoot. However, permissions will not be obtained for the use of student images in photographs/videos of public events on campus or off campus and sponsored by the Institution, such as rehearsals, performances, lectures, student events, alumni events, and Institution ceremonies. Academic departments also reserve the right to photograph/videotape students and their work for institutional use.

## **Felony Convictions**

A felony conviction may hinder an individual's ability to become a licensed professional in NYS and/or may prevent a student from completing the required clinical requirements of a health career-related program. The Institution does not make such a determination regarding licensure. The regulatory agency from which the student is seeking licensure or completing their clinical experience is responsible. Contact NYS Office of Professions, New York State Education Department, for further clarification or with any questions regarding licensure

## **FERPA and Student Records**

The Institution complies with the Family Educational Rights and Privacy Act (FERPA), which affords students certain rights with respect to their education records.

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Institution receives an access request. A student should submit a written request that identifies the record(s) the student wishes to inspect. The Institution will make access arrangements and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institutional official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

- A student who wishes to ask the Institution to amend a record should write to the Program responsible for the record to identify the part of the record the student wants to be changed and specify why it should be changed.
- If the Institution decides not to amend the record as requested, the Institution will notify the student in writing of the decision and the student's right to file a grievance regarding the request for amendment. Additional information regarding the grievance procedures will be provided to the student when notified of this right.

3. The right to provide written consent before the Institution discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- The Institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to Institutional officials with legitimate educational interests.
- An Institution official is a person employed by the Institution in an administrative, supervisory, academic, research, or support staff, or a person in a position serving on an official committee, such as a disciplinary or grievance committee.
- An Institution official also may include a volunteer or contractor outside of the Institution who performs an institutional service or function for which the Institution would otherwise use its employees and who is under the direct control of the Institution concerning the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another official in performing his or her tasks.
- An Institution official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the Institution.

FERPA also permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions described in the FERPA statute at 20 U.S.C. 1232g and regulations at 34 C.F.R. Part 99. Directory information is personally identifiable student information that the U.S. Department of Education has concluded is permissible for institutions to release without a student's consent. The Institution has identified the following as Directory Information:

- Name
- Email/Phone Number
- Current enrollment status (full-time or part-time)
- Semesters enrolled
- Program of study
- Degrees, honors, and awards/scholarships conferred
- Addresses (only to government officials who wish to send congratulatory notices, RRH, or to four-year educational institutions with whom the Institution has specific articulation agreements).

The Institution may disclose any of this information without prior consent unless the Institution is otherwise notified in writing by a student/parent/guardian within 30 days of receipt of this policy that the Institution is not permitted to disclose such directory information. Students can request that their personal directory information be suppressed by submitting a formal written request to the Registrar's Office. However, please be aware that once directory information is suppressed, enrollment verifications for insurance companies, student loans, and prospective employers will not be given this information without the student's written permission which could have delays that may impact the student. Except for disclosures to Institutional officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

The student maintains the right to file a complaint with the U.S. Department of Education concerning alleged failures of the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office**

U.S. Department of Education 400 Maryland Avenue, SW  
Washington, DC 20202

## **Hospitalization**

Any illness/injury resulting in unplanned hospitalization or surgery is eligible for extenuating circumstances with appropriate request and documentation. Appropriate documentation includes but is not limited to physician/provider's note with dates care was provided. Extended illness/injury or surgery that does not extend beyond the student's allowable absences will necessitate a physician/provider's release with no restrictions or limitations before the student can return to class or clinical assignment. If due to extended illness/injury a student is unable to fulfill the academic requirements, the student may withdraw from the program/Institution and is eligible for readmission at a later date.

## **Jury Duty**

Students who receive a summons for jury duty may consider requesting a postponement of jury duty if the jury duty assignment conflicts with attendance. It is advisable, in such cases, that students request jury duty to be deferred until a break from the program so as not to interfere with classes, clinical work, or other program requirements; if student enrollment verification is required as part of the postponement process, students can request a program certification form from their Faculty Advisor.

If a student chooses not to request postponement of jury duty or the postponement request is not granted by the courts, the student must present the summons to his/her Faculty Advisor as evidence to support their written request for the extenuating circumstance. Students are expected to call the attendance line daily to update the Institution regarding jury status. All missed clinical time must be made up and no fee shall be assessed.

## **Medical Illness**

Any change in physical condition must be reported to the Program Director and/or faculty/advisor. To maintain enrollment at the Institution including clinical, a student must provide documentation from their provider and RRH Occupational Medicine Work Ready clearing them to return to campus/clinical without restrictions. Certain physical or mental changes requiring a student to need a reasonable accommodation must be reported to the ADA/504 Coordinator. Should the student have restrictions, the Institution will



determine if reasonable accommodations can be made. The Institution may or may not be able to accommodate the student's restrictions or limitations. Students must meet all clinical outcomes and hours by the end of the semester/course. Due to the nature of nursing programs at the Institution, a student missing an extended amount of time is encouraged to take a leave of absence from the program and return to the next course offering. Should a student wish to seek re-admission to their program, they must continue to meet current admission requirements.

## Name Change

For a student to change their name, legal documentation, *or* proof of usage is required of the student's new name. A name change may be processed in person, at the Office of the Registrar. Name change requests will be accepted for students who are currently enrolled and for previous students whose records are maintained in the student **electronic** database. A certified copy of a court order or a marriage certificate or a dissolution decree reflecting the new name in full is the primary document required.

**NOTE: Requests to change the gender or preferred name listed on the student record can be made in person at the Office of the Registrar.**

You must provide a legible copy of **ONE** of the following forms of acceptable documentation that represents the change of name.

- Driver's license.
- Passport.
- Alien registration card.
- Marriage certificate.
- Divorce decree.
- Naturalization papers.
- Court approval of the name change.

If these documents are not available, then the student must demonstrate usage. The student must provide proof that they are the person whose name is being changed. This typically requires a photo ID. Once verified, the student must submit a minimum of two of the documents listed below. At least one of the documents must have a date of birth, a photograph, and a signature:

- Former ID
- Valid driver's license
- Valid ID
- Valid military ID
- Student ID
- Valid passport
- Original copy of citizenship form that contains signature & photograph
- Foreign country's passport
- A federally recognized Indian tribe's enrollment card or a US Bureau of Indian Affairs identification card containing the signature and photograph of the individual.
- Employee identification cards
- Business License
- Birth Certificate
- Social Security Card
- Utility, telephone, and medical bills that show the name used

## Non-Discrimination Statement

The Institution does not permit discrimination or harassment against any person because of race, color, religion, citizenship, national origin, ancestry, age, marital status, disability, sex, sexual orientation including gender identity, military status or veteran status, domestic violence victim status, predisposing

genetic characteristics, and genetic information, and complies with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, and access to all academic programs and activities. The Institution adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education. Inquiries regarding this nondiscrimination policy may be directed to campus leadership.

## **Odor Free Campus**

An odor-free environment helps create a safe and healthy workplace. Fragrances from personal care products, air fresheners, candles, and cleaning products have been associated with adversely affecting a person's health including headaches, upper respiratory symptoms, shortness of breath, and difficulty with concentration. People with allergies and asthma report that certain odors, even in small amounts, can cause asthma symptoms.

In consideration of employees, students, and visitors to our campus who may have sensitivities or allergies to various fragrances or scented products, the Institution maintains an odor-free workplace. This means employees/students should refrain from wearing fragrant products in the workplace that others can smell, such as perfumes, colognes, powders, scented body lotions, and similar products. Also, odors from smoking-related products such as tobacco and marijuana, and scented products such as candles, potpourri, scented oils, and similar products are prohibited on campus.

## **Program Transfer Policy**

The Institution is committed to finding the right fit for all students and encourages all students considering a program change to meet with the Director before making any decisions. Program and schedule changes may negatively affect financial aid eligibility and may also increase indebtedness to the Institution. Students wishing to change from one program of study to another will not be given credit for education or program costs from the original program.

## **Severe Weather Policy**

To reduce potential travel hazards for students, the Institution may be closed for class, lab, and/or clinical experiences due to certain weather conditions and at the discretion of the President. A closure message will be posted to the learning management system and associated social media pages. It is the student's responsibility to check for closures utilizing the above.

## **Smoking**

Rochester Regional Health (RRH) strictly prohibits smoking or the use of any tobacco products on any RRH property and includes the Institution's campus and all clinical sites. This includes the sidewalks in front of RRH parking lots and while in cars on RRH property. Infractions may result in disciplinary action.

## **Soliciting**

No soliciting is allowed during class, lab, or clinical hours (e.g., Girl Scout Cookies, Avon products, jewelry, bake sales, etc.) unless otherwise authorized by the Institution's administration.



## **Social Media**

Social media may have a significant impact on personal, professional, and the organization's reputation. Any statements or pictures shared within any social networking site (such as Facebook or Twitter) which can cause actual or potential harm or injury to another person or the reputation of the Institution may be grounds for discipline, up to and including dismissal from the program. The same laws, professional expectations, and guidelines for interacting with students, faculty, parents, alumni, and others.

## **Student Medical Coverage**

Students are expected to secure and maintain their medical coverage while attending the Institution. In the event, while attending class or during the externship a situation arises that requires medical attention or follow-up, it will be the responsibility of the student to seek medical services from their physician or medical provider.

## **Student Pregnancy, Maternity Leave, and Related Conditions**

The Institution is prohibited from discriminating against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. A student must be the one to self-disclose about pregnancy or related conditions. The Institution will make reasonable and responsive adjustments for a student who is pregnant or students with related conditions to ensure that these students have access to their education.

## **Student Responsibilities and Expectations**

Students enrolled at the Institution are accountable and responsible for their academic and clinical progress and success. These responsibilities include but are not limited to:

- Adhere to all policies.
- Attend all classes/clinical as scheduled and assigned.
- Communicate with Administration, Program Director, Faculty, and Advisors any concerns or needs to ensure academic and program success.
- Exhibit at all times professional behavior.
- Meet with your faculty advisor, counselor, and student success coach every five weeks and as needed.
- Monitoring grades earned and recorded in Schoology and Orbund.
- Monitoring attendance recorded in Orbund
- Participate Actively in class, clinical, and lab
- Prepare for assignments, exams, and hands-on experiences, do not just show up.

## **Title IX and Sexual Misconduct Policy**

The Institution is committed to providing an educational environment free from sex discrimination, including Sexual Harassment. In accordance with Title IX of the Education Amendments of 1972 and its implementing regulations in Volume 34, Code of Federal Regulations, Part 106 (collectively, "Title IX"), the Institution prohibits any person in the United States from being excluded from participation in, denied the benefits of, or subjected to discrimination based on sex under any education program or activity the Institution offers, which extends to admission and employment. Inquiries regarding the application of Title IX may be referred to the Title IX Coordinator (as identified in Section 1.4), the Assistant Secretary for the

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Office of Civil Rights of the U.S. Department of Education, or both. The Institution's full Title IX policy can be found on the Institution's website.

The Title IX of the Education Amendments of 1972 (Title IX), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Violence Against Women Act/Campus Sexual Violence Act (Campus SaVE Act), and Article 129-B of the New York State Education Law, provides the foundation for the Institution's commitment to providing a safe community, free from all forms of sex discrimination, including sexual misconduct.

## **Transcript Notations for Crimes of Violence**

For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements under the federal Clery Act, the Institution shall make a notation on the transcript of any student found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation."

For the respondent who withdraws from the institution while such conduct charges are pending, and declines to complete the disciplinary process, the Institution shall make a notation on the transcript that the student "withdrew with conduct charges pending."

Students may appeal seeking removal of the transcript notation for a suspension through a written request to the Dean of Student Services. The notation shall not be removed one year after the conclusion of the suspension. Notations for expulsion may not be appealed and will not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation will be removed.

## **Transportation and Parking**

Students are responsible for transportation to and from agencies utilized for clinical experiences. Students must have reliable transportation as clinical assignments cannot be changed due to transportation limitations.

## **Weapons on Campus**

Bringing a weapon of any kind to campus is strictly prohibited. Weapons include, but are not limited to (firearms, chains, sharp objects, firecrackers, pepper spray, and Tasers). Authorized law enforcement officials are the only persons permitted to have a firearm or weapon in their possession while on RRH property or at a function. If you see any suspicious activity on the campus, call 911 immediately. Please notify the Safety and Security Department and/or law enforcement of any threats, acts of violence, aggressive behavior, and/or the possession of weapons on the Institution's property.

## **Virtual Learning**

The Institution is not approved for distance learning. However, there are occasions when in-person learning is disrupted. For example, during the COVID-19 pandemic, as approved by New York State Education Department. When in-person learning is disrupted, the alternative learning modality will be Remote-Live Teaching (RMT). During RMT, classes utilize Schoology, Zoom, or other technologies. Students will sign in and participate virtually in lectures and group work during the specific times listed for the class. Students are required to be on camera at all times and adhere to attendance and all other class policies.

Students will also be expected to participate in other classroom activities, which may include watching or reading lectures, engaging in Schoology/Zoom discussion forums, and/or participating in virtual group activities. These additional activities will be completed on the student's own time and not during the remote class meeting times.

## State Authorization

The IGH Practical Nursing program (HEGIS 5209.20) is each registered with:

The New York State Education Department  
Office of the Professions  
89 Washington Avenue  
Albany, NY 12234  
518-474-3817, ext 360  
opprogs@nysed.gov  
<http://www.op.nysed.gov>

## Institutional Accreditation

The Institution is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES)

6116 Executive Boulevard, Suite 730  
North Bethesda, MD 20852  
(301) 291-7550  
<https://www.abhes.org/>  
[info@abhes.org](mailto:info@abhes.org)



## Programmatic Accreditation

The Practical Nursing program at Isabella Graham Hart School of Practical Nursing located in Rochester, New York, is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000  
<https://www.acenursing.org/>

