

Faculty	3	Academic Integrity	25
Mission, Philosophy	5	Readmission	26
Student Learning Outcomes	5	Course Audit	26
Program Objectives	5	Fraternization	27
Application to Program	6-7	Housing	27
Acceptance into Program	7	Parking	27
Pre-entrance		Library Services	27
Medical Screening	7-8	Student Government	28
Liability Insurance	8	Student Rights	28
Health Insurance	8	Student Fundraising	28
Child Abuse/ Criminal Record Check	8	Student Responsibilities	29
Students with Disabilities	9	Code of Ethics	29
Advanced Placement	9	Grievances / Appeals	30
Transfer Policy	9-11	Student Discipline	31-32
Scholarship Protocol	11	Sexual Harassment	32
Student Advisement/ Counseling	11	Graduation	33
Student Privacy	11	Personal Appearance/ General Information	34
Communication	12	Clinical Attire / Uniforms	35
Social Media	12	Cell Phones	36
Use of Logo	12	Student Health Tote Guidelines	36
Photo Copying	12	Skills Lab Guidelines	36
The Plan of Study	13-14	Attendance / Absence	37
Course Descriptions	15-20	Absences / Late Assignments	37
Grades	21	Leave of Absence	38
Course Registration	21-22	Student Injury	39
Curriculum Progression	22	School Cancellation	39
ATI	23	Official Transcripts	39
Academic Alert/Remediation	23	VA Educational Assistance	40
Academic Probation	23	Approvals & Accreditations	40
Withdrawal from a Course	24		
Withdrawal from the Program	24-25		
Change of Status	25		

Bursar Section	41
Fee Schedule	41
Bursar Activities	42
Tuition	42
Interest Charges	42
Returned Checks (NSF Checks)	42
Financial Responsibilities	42
Financial Aid	43
Financial Aid Information	43
Academic Year	43
Correspondence	43
Financial Aid Available	43
PHEAA State Grant	43-44
William D. Ford Federal Direct	45
Grade Level/Loan Eligibility	46
Loan Disbursements	47
Programs at CareerLink	48
Public Assistance	48
Employer Reimbursement	48
Military Benefits	48
Private Scholarships	48
Financial Aid Award Letter	48
Financial Aid Probation	49
Regaining Eligibility	49
Appeal Process	49
Transfer Credits	50
Repeat Classes	50
Incompletes	50
Exemption Credits	50
Withdrawals	50
Return to School after withdrawal	50
Refund Policy	50-52
NSLDS	53

Financial Aid Contact	53
Local Emergency Information Alcohol/Drug/Violence	53
Consumer Information	54
Student Lending Code of Conduct	54-55
FERPA	56
FERPA Release	57
Copyright Violations Penalty	58
Loan Repayment & Default Mgmt	58-59
Student Rights and Responsibilities	60-61
Campus Crime Report	62

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## Welcome

*The faculty and staff of the Geisinger-Lewistown Hospital School of Nursing would like to welcome you to the program! This handbook has been designed for you to use as a resource and to familiarize you with program policies and guidelines. You will also be assigned to a faculty advisor who will act as a resource person for you, and we recommend that you go to that person with your questions and concerns.*

*This handbook is reviewed and updated on a yearly basis. If it is necessary to change a policy during the school year, students will be informed in a timely manner.*

*Once again, welcome to the Geisinger-Lewistown Hospital School of Nursing! We are looking forward to helping you attain your goal of becoming a professional nurse.*

*Sincerely,*

*Faculty and Staff*

**School Motto:** Care, Compassion, Competence

**Mission:**

The Geisinger-Lewistown Hospital School of Nursing exists to provide quality nursing education. We seek to engage a diverse group of students in a manner that enables our graduates to become leaders in providing competent and safe bedside nursing care across the continuum and throughout the surrounding community.

**Philosophy:**

Nursing is a dynamic process of caring based on a theory-guided, evidence-based body of knowledge and established standards of professional practice. The focus of nursing practice is based on the patient/family's level of functioning, preferences, values, and needs related to their diverse physiological, psychological, socio-cultural, developmental and spiritual dimensions which promote, maintain and restore wellness. Education is a life-long process that fosters the development of critical thinking so that individuals can respond to the health care of people in a variety of settings with the concept of caring deeply rooted in its history.

**Student Learning Outcomes:**

1. Exhibit caring behavior while collaborating with the patient, family and members of the healthcare team to assist the patient to achieve optimal outcomes through evidence-based practice guidelines.
2. Utilize the nursing process to provide individualized nursing care in diverse settings while applying culturally sensitive care.
3. Demonstrate critical thinking and accountability while safely practicing within the ethical, legal and regulatory framework of nursing and standards of nursing practice.
4. Pursue personal goals for professional development and participate in lifelong learning.

**Program Objectives:**

1. To develop critical thinking skills, accountability, in the management of safe patient care.
2. To provide an educational process that integrates caring and evidenced based practice across the continuum and throughout the communities.
3. To advocate for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings while providing culturally sensitive care.
4. To pursue a commitment to lifelong learning in the nursing profession.

### Application to Program

All program applicants will be required to meet standardized criteria in order to apply for the program. The education requirements for admission are as follows:

1. High School Education – A candidate must have completed work equal to a standard high school education. A general equivalency diploma (GED) is accepted as a standard high school education.
2. High School Class Rank - Class rank will be considered for high school applicants and recent graduates. Rank in the upper half of the class is preferred.
3. Grade Point Average (GPA) - GPA will be considered for all applicants. A minimum cumulative GPA of 2.5 is preferred, with a “C” grade or better required in algebra, general biology and general chemistry, and each must be one full credit. (C-minus is not acceptable).
4. Applicants will have completed work equivalent to a high school education with a minimum of 16 units, including **three units of English, three units of social studies, two units of mathematics (one of which is Algebra), and two units of science, (general biology and general chemistry) with a related laboratory or the equivalent.** Algebra taken at a post-secondary school must be a college algebra or intermediate algebra.
5. All applicants will be required to take the National League for Nursing Preadmission Examination for RN, and a score of at least the 60<sup>th</sup> percentile is preferred.
6. Postsecondary Education - Applicants who have completed post-secondary coursework must submit a transcript(s) and detailed course description(s) for evaluation of academic achievement and possible credit transfer. Cumulative GPA of 2.5 or above is preferred.
7. Test of English as a Foreign Language (TOEFL) is required for applicants whose first language is not English. Acceptable scores must be documented.
8. Applicants must have a cleared/clean record of all criminal and child abuse clearances in order to apply. Clearances are not required until after acceptance into the program and must be turned in prior to the start of classes.

Applicants will be reviewed for admission after the following forms (if applicable) have been received:

1. Completed School of Nursing application with applicable fee.
2. High School transcript (past or current)
3. Diploma scores and/or G.E.D.(if applicable)
4. College and /or post-secondary education transcripts (past and current) (if applicable)
5. Report from TOEFL (Test of English as Foreign Language if applicable)
6. References - Three references are required. Suggestions are a teacher, guidance counselor, spiritual counselor or employer. Relatives and peers are not acceptable. References are to be submitted in an un-opened envelope with the writer’s signature across the seal. In order to maintain objectivity, GLHSON faculty and staff will not provide references for applicants.

**Application to Program Cont'd:**

7. NOTE: Applicants are responsible for obtaining and submitting official high school, post-secondary education, and college transcripts to the School of Nursing. These must be in un-opened envelopes with a signature across the seal. Attendance at any other institution must be reported at the time of application. Failure to indicate at the time of application that the individual has taken courses at another institution will result in denial of credit transfer from that specific institution. Any other misrepresentation or material omission of fact in an application will result in the denial or revocation of admission.

If the above requirements are met, the student may be scheduled for an interview with faculty members to assess the applicant's motivation, personal qualities, academic potential, and aptitude for the nursing profession.

Refer to policy B1

**Acceptance into Program**

Acceptance for admission to the School of Nursing is based on the assessment of the applicant's potential to successfully complete the curriculum as indicated by the Admission criteria. The procedure is as follows:

1. The applicant's potential to successfully complete the program will be assessed through a review of admission criteria.
2. Availability of class openings will be considered.
3. The admission committee will select the best candidates to offer program admission: those who demonstrate a commitment to the nursing profession and who have scholastic aptitude.
4. Candidates will be notified in writing of the decision of the admission committee.
5. All students who are accepted into the program will be required to pay the admission fee.
6. Students will be required to complete and submit pre-entrance medical screening requirements (see Pre-entrance Medical Screening Requirements).
7. Students will be required to have current Healthcare Providers CPR certification and health insurance, both must be maintained during the entire program.
8. Provisional acceptance means that an applicant must meet certain conditions in order to continue in the program. Failure to meet these conditions will result in involuntary withdrawal from the program.
9. Applicants may be granted part-time admission into the program.

Refer to policy B2

**Medical Screening**

In accordance with the Americans with Disabilities Act (ADA), all pre-entrance medical evaluations will be submitted after permission to enter the program is granted, will document ability to perform essential functions as outlined in the GLHSON policy manual, and will be the same for each student. The medical screening process is a comprehensive system of assessment, evaluation, and referral, designed to identify existing problem areas, document baseline health status; provide immuno-prophylaxis and education, and establish criteria for ongoing medical surveillance.

**Medical Screening Cont'd**

Nicotine and drug testing will be completed prior to admission into the program. If the test results demonstrate a positive result, the student will not be admitted into the program. A negative nicotine and drug test result must be maintained throughout the program.

Students must be free from communicable diseases, infection, psychological disorders and other conditions that present a threat to, or negatively impact the well being of faculty, other students or consumers, or would prevent the successful performance of the responsibilities and tasks required in the nursing education program.

New students and students re-entering the program greater than six months since withdrawing will be required to review and update medical information and perform nicotine and drug screening with the Student Health nurse. A physical examination will be necessary for all new students and those returning from a leave greater than six months. Students re-entering the program within six months of withdrawing will be required to review and update medical information with the student health nurse. A new physical exam will be necessary if there are changes in the medical condition of the student.

Faculty may refer students to the student health nurse if they appear to be unable to perform clinical functions. The student health nurse may ask for additional medical clearance or drug testing as she deems necessary.

Refer to policy B3

***Liability Insurance:***

All students will be required to maintain liability insurance and maintain it throughout the length of the program up to and including graduation. Malpractice insurance must be no less than \$1,000,000.00 per occurrence. Any student who fails to maintain liability insurance will not be allowed to attend clinical experiences.

***Health Insurance:***

All students will be required to show proof of health insurance and maintain health insurance throughout the length of the program up to and including graduation. Any student who fails to maintain health insurance may be involuntarily withdrawn from the program.

***Child Abuse and Criminal Record Check/FBI Clearance***

All students must provide criminal history information (Act 33) and PA Child Abuse History Clearance (Act 151). The clearances must have been obtained within the past six months, and the original forms must be produced. All forms must be placed in the student's file prior to enrollment.

Applicants must have a cleared/clean record of all criminal/FBI and child abuse clearances and maintain throughout the program.

The PA State Board of Nursing reserves the right to deny licensure based on the applicant's criminal and/or child abuse history, even if an individual has completed a nursing program (Refer to the Professional Nursing Law).

Refer to policy B1



### ***Students with Disabilities***

The Geisinger-Lewistown Hospital School of Nursing is committed to offering students who are disabled (as defined by Section 104 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) an opportunity to participate in the program. Evidence of a current, substantial limitation to learning or other major life activity and recent documentation (within the past 5 years) from a psychologist or physician must be submitted to the School of Nursing prior to registering for a course at the school. Pending review of substantiating information, the student will meet with the Program Director and/or designee to develop an individual education plan. The student is responsible for meeting with instructors to discuss how accommodation provisions will be implemented.

Please refer to the GLHSON policy manual on further student nursing physical requirements.

### ***Advanced Placement***

Licensed Practical Nurses (LPNs) may apply for and receive advanced placement in the program.

The following criteria must be met:

1. All admission and pre-requisite requirements must be met.
2. The applicant must be a graduate of a Board-approved and accredited program.
3. The applicant must have a current Pennsylvania LPN license and be in good standing. A copy of the LPN license needs to be submitted and/or license verification will be conducted.
4. Two years of LPN work experience are preferred with in the past 5 years.
5. All written work and testing must be met with satisfactory performance in the transition course in order to continue in the program.
6. Additional theory and clinical time may be recommended, even if advanced standing is granted.
7. Students who are in the LPN to RN track, may receive credit by exam for N111-Nursing Fundamentals, Nursing 122-Professional Nursing Communication, Nursing 213 Critical Thinking. They will not be required to complete a course transfer form to receive credit.

Refer to Policy B5

### ***Transfer Policy***

A. For students requesting course transfer credit:

- 1.) The GLHSON will maintain a list of courses that have been previously reviewed and approved.
- 2.) The student will complete the course transfer form and will submit it to his/her advisor. The student must also submit official transcripts from the college or previous professional nursing program. The course description must be included for any courses that are not on the list of previously reviewed and approved courses.
- 3.) The advisor will review the course descriptions and will take one of the following actions:

**Transfer Policy Cont'd**

- a) If the course is included on the previously reviewed and approved course list, the advisor will approve the course and will submit the form for credit.
  - b) If the course is not on the previously reviewed and approved course list, the advisor will request a review by the Executive Committee.
  - c) The committee may ask the student for the course syllabus.
  - d) The committee will determine whether the course will be accepted, and this decision will be communicated to the student.
  - e) When an official transcript is received, the course will be added to the student's GLHSON transcript. Until the official transcripts are received, the course will have a "T\*" coded beside it on the grade report.
  - f) If the student decides to take a CLEP test for a course, credit must be granted through a college or university, and the student must submit official transcripts as proof of credit with the approved course number on the transcript. A course transfer form must also be completed. CLEP testing credit for English courses will not be accepted.
  - g) Accepted transfers will receive an official credit evaluation after student registration. For every semester that the student is still taking general education courses, he/she will be required to submit grade reports from the respective college or institution where the course is being taken. Students will be required to submit official transcripts at the end of every summer semester. Students may be refused registration to nursing courses if official transcripts are not submitted.
  - h) Students will not graduate and will not be approved to take the NCLEX exam until official transcripts are received for all classes
- B. For students who have been enrolled in previous professional nursing programs:
- 1.) Every applicant must meet the basic admission requirements (refer to Admission Requirements policy).
  - 2.) Only students who have successfully completed nursing courses at an accredited institution of higher education will be considered transfer students.
  - 3.) Transfer students must complete a minimum of three semesters of core nursing courses at the Geisinger-Lewistown Hospital School of Nursing.
  - 4.) Granting of transfer credit is evaluated on a course-by-course basis by the committee.
  - 5.) The student will follow the procedure for requesting course transfer credit.
  - 6.) Transfer applicants will be considered if space is available in the class.
  - 7.) Nursing Course transfer will be granted based on the following:
    - a) The course content must be comparable to the curriculum that is offered in Geisinger-Lewistown Hospital School of Nursing curriculum.
    - b) Course descriptions will be required for nursing courses completed at other institutions. Faculty will make the decision based on a review of the course description submitted.
    - c) In order for courses to be considered the course grade earned in Theory/Clinical must be at least C/P or higher. (C-minus is unacceptable).
    - d) Successful completion of challenge exams may be required.
    - e) A fee will be charged for each nursing challenge examination. The fee must be paid on or before the day of testing, and the student will be informed of the fee prior to the testing date.

- f) Students who have successfully challenged the theoretical knowledge portion of the course are required to be evaluated for clinical proficiency.
- g) Faculty may require students to audit nursing courses and/or attend clinical preparatory sessions as a condition of their enrollment.
- h) The student may be placed on academic probation as a condition of enrollment in the GLHSON program.
- 8.) After beginning the nursing program, all required courses must be taken through Geisinger-Lewistown Hospital School of Nursing, unless special approval is granted.

Refer to policy B7

### ***Scholarship Protocol***

All students will be given proper notice when scholarships are available. Scholarships must be submitted per the directions for each scholarship. Students receiving any type of scholarships may be required to attend a recognition ceremony or meet with donors as part of their scholarship acceptance.

### ***Current Scholships***

#### **J.C. Hamilton Scholarship**

\$1,000.00 scholarship offered once a year to all seniors.

#### **Robert & Sandy Metz Scholarship**

\$2,000.00 scholarship per year for the 2yr program. Offered once every other year. Must be an employee of the Geisinger Healthcare System.

#### **Sarah Heintzelman Stoicheff Scholarship**

\$2,500.00 scholarship offered once a year.

Refer to Policy C11

### ***Student Advisement / Academic Counseling***

Each student will be assigned a faculty advisor. The student will be responsible to complete a Student Checklist form found on our website, and for setting up a meeting with their advisor at least once a semester. In addition, the advisor must approve and sign all registration and course transfer forms. Students are expected to keep their advisor apprised of any pertinent issues.

### ***Student Privacy***

In order to protect student privacy, personal information such as phone numbers, addresses, or email addresses will not be released. Students are encouraged to personally share these if desired. Academic, financial or personal information will not be disclosed to outside individuals or institutions without a signed release of information. The Lewistown Hospital School of Nursing Alumnae Association will receive an address listing upon student graduation – please inform the GLHSON Secretary if you do not want your information shared with them. Also, email addresses will be shared with students groups. GLHSON follows the rules of FERPA which are outlined later in this handbook.

## ***Communication***

All students will be provided a Geisinger email address and they are to check their messages on a daily basis.

A secured mailbox for the GLHSON faculty/staff is located in front of the SON office building. No money or checks are to be placed in this mailbox.

The School of Nursing website can be accessed from the hospital website ([www.geisinger.edu](http://www.geisinger.edu)). Information for students will be posted on the website, and many forms can be downloaded from this site. Please check the site frequently.

Please note: Upon any change of address (email or home), phone numbers, name changes or contact information, it is your responsibility to inform the school administration office immediately to keep your files accurate and up to date.

**Name changes must have legal documentation included. New badges are required. No changes will be made until proper paperwork is received.**

## ***Social Media/Confidentiality***

Social media, professional networking sites, rapid-fire communication, blog sites and personal websites are all useful technology. The Geisinger-Lewistown Hospital School of Nursing appreciates the importance of using social media to foster learning and innovation through responsible open exchange and dialogue.

Strict confidentiality for all patients and residents of clinical sites will be maintained. Patient information is only to be shared in confidential areas of the facility with direct healthcare providers and faculty. It is never to be discussed outside the facility. When discussing Protected Health Information (PHI) in any non-secure area, all conversations should be kept as low as reasonably possible.

All students will have access to the student handbook online. The handbook will be reviewed with the students at orientation and on an annual basis. Once reviewed an acknowledge receipt will be signed by the student.

Refer to policy C13

## ***Use of Logo or Name***

The logo or name of the School of Nursing and/or the Hospital is not to be used without permission from the GLHSON director.

## ***Photocopying***

All students are reminded that for personal copies, the photocopier in the library is available for your use. Students are to be mindful of copyright infringement issues and hospital library guidelines.

Copyright laws are noted in the financial aid disclosure section of the handbook.

## **Plan of Study**

The Geisinger Lewistown Hospital School of Nursing (GLHSON) offers one program of study and that is in professional nursing. At the completion of the program, the graduate is eligible to apply for the National Licensure Exam (NCLEX-RN) to become a Registered Nurse.

In order to graduate from the GLHSON program, a student will need to complete 88 credits. The nursing courses, totaling 58 credits, will be offered by the GLHSON. The remaining 30 credits are college courses, and GLHSON has partnered with Harrisburg Area Community College to offer these courses to our students.

The GLHSON offers a two-year Plan of Study. Students who are Licensed Practical Nurses (LPNs) in the state of Pennsylvania can apply for advance standing to enter in the LPN track.

**GLHSON Plan of Study (Revised April 12, 2016) New Proposed Plan****(Fall – 16 weeks)**

GLHSON Courses	Credit/ Unit	General Education Course(s)	Credit/ Unit
N111: Nursing Fundamentals	10	Psychology	3
N122: Professional Nursing Communication	1	Anatomy and Physiology I	4
N213: Critical Thinking	1		
N130: PN-RN Progression Course* (LPN's only)	2		

**(Spring – 16 weeks)**

GLHSON Courses	Credit/ Unit	General Education Course(s)	Credit/ Unit
N112: Pharmacology	2	Anatomy and Physiology II	4
N121: Medical Surgical Nursing	8	Microbiology	4

**(Summer – 12 weeks)**

GLHSON Courses	Credit/ Unit	General Education Course(s)	Credit/ Unit
N131: Medical-Surgical Nursing II	6	Nutrition	3
		Human Growth and Development	3

**Year Two:****(Fall – 16 weeks)**

GLHSON Courses	Credit/ Unit	General Education Course(s)	Credit/ Unit
N211: Nursing Care of the Elderly	6	English	3
N221: Nursing Care of the Childbearing Family	6	Computer Applications	3

**(Spring – 16 weeks)**

GLHSON Courses	Credit/ Unit	General Education Course(s)	Credit/ Unit
N212: Psychiatric/Mental Health Nursing	5	Sociology	3
N222: Nursing Care of the Critically Ill	5		
N232: Transcultural Nursing	2		

**(Summer – 12 weeks)**

GLHSON Courses	Credit/ Unit	General Education Course(s)	Credit/ Unit
N231: Leadership and Management in Nursing	6		

**Two Year Plan of Study = 88 Credits/Units**

**Transfer Students and LPNs may qualify to receive credit for Nursing Fundamentals (8 credits), Professional Nursing Communication (1 credit), and Critical Thinking (1 credit) upon admission into the program.**

**Plan of study must be completed within 3 years.**

## ***School of Nursing RN Course Descriptions***

### ***Course Descriptions***

#### **N111: Nursing Fundamentals**

Credit Hours: 10 units (5 theory and 5 lab/clinical)

This course is designed to introduce students to nursing fundamentals based on concepts of health promotion and wellness. The theoretical component of the course will emphasize the basic needs of the individual in maintaining health and wellness and preventing illness. Theoretical concepts include an introduction to professional nursing as a caring profession, communication techniques, introduction to legal and ethical issues, nursing physical assessment and history-taking, nursing process, and the teaching-learning process. An overview will be provided on various types of health-care settings and patient care delivery systems.

The clinical laboratory portion of this course will enable the student to develop clinical competencies in the learning laboratory and to integrate theoretical concepts with clinical skills. Through selected guided experiences in direct care and the community, the student will apply acquired skills and knowledge to meet the basic health care needs of individuals. (Pre-requisite or Co-requisites: Psychology, Anatomy, Pharmacology.)

#### **N 121: Medical Surgical Nursing I**

Credit Hours: 8 Units (5 theory; 3 lab/clinical)

Presents concepts relating to the individual whose basic needs have been altered by illness. This course emphasizes the effects of stress on homeostasis in adults. The specific needs of clients experiencing impaired skin integrity, pain, altered nutrition, impaired mobility, fluid and electrolyte imbalances, fatigue, and challenges to emotional and spiritual well-being are presented in the classroom. Care of the client during the perioperative period is also presented. Principles of pharmacology and techniques of medication administration are emphasized. Guided clinical learning experiences are presented in an acute care setting, integrating theoretical concepts with clinical skills. Restoration of the client, family, and community wholeness is emphasized through appropriate assessment, diagnosis, planning, and therapeutic intervention/evaluation and client education. (Prerequisites: Nursing N111 and pre-requisites for that course; Pre-requisite or Co-requisite: Physiology, Microbiology, Nursing 122).

**N131: Medical Surgical Nursing II**

Credit Hours: 6 Units (3 Theory; 3 lab/clinical)

This course builds on the theories and clinical experiences of Nursing 121. It emphasizes the care specific to the individual who is experiencing cellular imbalance. Adult health nursing theory is presented through an integrated approach that includes: prevention of illness; pathophysiology; promotion of wellness; rehabilitation; integration of research and problem-solving; pharmacotherapeutics; diet/nutrition therapy; patient teaching; and other modalities.

The clinical nursing experience enables the student to plan, implement, and evaluate patient care plans designed to restore homeostasis in the adult client within an acute care setting and in community settings. (Pre-requisite Nursing 121 and pre-requisites for that course; Co-requisite: Nutrition).

**N 211: Nursing Care of the Elderly**

Credit Hours: 6 units (3 theory and 3 lab/clinical)

This course focuses on the changes experienced with aging and their influence on the individual, the family and the community. The course introduces concepts related to the aging phenomenon and related healthcare dynamics. It explores personal values related to aging and promotes sensitivity to aging issues. End-of-life care issues are explored with an emphasis on appropriate pain management. This course provides clinical experiences that allow students to apply theoretical concepts to Gerontological nursing practice in the acute care and community settings (Pre-requisite: Human Growth and Development is a pre- or co-requisite course, Professional Nursing Communication, Nursing 131 and all of its requirements).

I.

**N 212: Psychiatric/Mental Health Nursing**

Credit Hours: 5 Units (3 theory/2 clinical)

This course will build on skills developed in N 122: Professional Nursing Communication. The student will be introduced to the concepts of nursing care as related to patients experiencing coping mechanism failures. The theoretical framework emphasizes therapeutic and interpersonal relationship skills, including self-awareness skills, communication skills, group process, and psychopathological disorders. The student will gain experience in working with adults, adolescents, and children. The clinical component includes experiences with one-to-one relationships and group interpersonal situations in acute, chronic, and community mental health systems. (Pre-requisite: Human Growth and Development is a pre- or co-requisite course, Professional Nursing Communication, Nursing 131 and all of its requirements).



**N221: Nursing Care of the Childbearing Family**

Credit Hours: 6 Units (3 Theory; 3 lab/clinical)

This course introduces the student to concepts of nursing care for the childbearing family. Emphasis is placed on applying concepts of childrearing and childbearing within the family unit from the prenatal client to the adolescent client. Principles of growth and development are correlated to nursing and medical diagnoses. The theoretical content includes the care of families experiencing normal and high-risk pregnancy and childbirth as well as pediatrics. Preventative issues surrounding the childbearing family are also emphasized. The clinical learning component includes experiences in the prenatal, antenatal, and postpartum management of the patient in the acute care and community settings. (Pre-requisites: Nursing 131 and all of its prerequisites; Human Growth and Development and pre/co-requisite: Sociology).

**N222: Nursing Care of the Critically Ill**

Credit Hours: 5 Units (3 Theory; 2 lab/clinical)

This course builds on the theories and clinical experiences of Nursing 111, 121, 131. The student will learn about clients who are experiencing high-risk, complex multi-system health care problems across the life span. Nursing concepts related to the needs of the critically ill patient will be emphasized. The course will incorporate advanced nursing skills and the theoretical knowledge required when caring for patients with complex medical-surgical problems. Caring relationships and critical thinking skills are emphasized in addition to the psychodynamics involved when caring for individuals and families experiencing a life-threatening crisis. Clinical experiences offer the student the guided application of theoretical knowledge and technical skills required to provide holistic nursing care to this population. (Pre-requisite: Nursing 131 and all of their pre/co-requisites Human Growth and Development).

**N231: Leadership and Management in Nursing**

Credit Hours: 6 Units (2 theory; 4 lab/clinical)

Introduces the student to the leadership and management skills needed to manage the care of individuals with acute health care needs. Emphasis is placed on the concepts of leadership, change, legal issues and quality improvement in health care delivery systems. Clinical experiences are designed to provide the student an opportunity for the application of leadership and management theories in the delivery of nursing care. Students are also oriented to the functions and responsibilities of the graduate nurse. (Prerequisites : Nursing 111 through 222 and all of their prerequisites).

**N122: Professional Nursing Communication**

Credit Hours: 1 Units (1 theory; 0 lab/clinical)

Introduces the student to the theories and skills necessary for effective and collaborative communication between members of the healthcare team as well as patients, families and others. Explores communication theories with a focus on listening skills, teaching skills, customer service skills and professional boundaries and relationships. Classroom experiences are designed to allow the student to apply theoretical knowledge and gain experience in the critical role of the nurse as a member of the interdisciplinary healthcare team. Provides the opportunity to learn and use medical terminology as well as to read, interpret and appropriately share patient information.

**N130: PN-RN Progression**

Credit Hours: 2 Units (1 theory; 1 lab/clinical)

This course is designed to integrate the theoretical concepts basic to professional nursing from practical nursing concepts and experiences. The course bridges prior learning and experience with professional nursing education. This course focuses on the delineation of the role and responsibility of the professional nurse as well as the theoretical basis for the nursing process. This course is open only to LPN-RN students. Nursing advisor approval is required prior to enrollment in this course.

The physical assessment or clinical portion of this course will focus on the presentation of principles and techniques used in obtaining a comprehensive health assessment and physical examination in the context of physiological, psychological, sociological and developmental parameters. Emphasis will be placed on differentiating between normal and abnormal findings in adults, the elderly and children. (Pre-requisites: Anatomy, Physiology, Microbiology, Psychology, N111, N112, N121, N122; Co-requisite Nutrition).

**N232: Transcultural Nursing**

Credit Hours: 2 Units (2 theory; 0 lab/clinical)

This non-clinical course explores aspects of human diversity including race, gender, ethnicity, sexual orientation and disability. Concepts such as social and economic justice, ethnocentrism and social class are addressed as they relate to the effective delivery of holistic nursing care.

**N213: Critical Thinking in Nursing**

Credit Hours: 1 Units (1 theory; 0 lab/clinical)

II.

This non-clinical course focuses on critical thinking, problem-solving and decision-making skills. Introduces ethical and legal constructs as they apply to health care issues. Emphasizes ways to apply critical thinking skills in the nursing care of various populations. Classroom experience includes exercises in the application of critical thinking skills.

**N112: Pharmacology**

Credit Hours: 2 Units (2 theory; 0 lab/clinical)

This course is designed to provide a theoretical foundation of pharmacological concepts important to the safe administration of drug therapy in various clinical settings. The focus will be on therapeutic pharmacologic treatment modalities and expected responses to treatments. Major drug classifications will be reviewed. The nurse's role in the delivery of drug therapy will be emphasized, as well as the safety aspects of drug therapy. Students will also demonstrate competency in calculating medication dosages. (Pre- or co-requisite Anatomy, Introduction to Psychology).

*The following general education courses are required.*

**Anatomy and Physiology:** 4 credits each

Study of the structure and function of human cells, tissue, organs, and systems. Clinical applications of anatomy and physiology will also be considered. These courses include lecture and laboratory component.

**General Microbiology:** 4 credits

The study of fundamental characteristics of bacteria and related microorganisms, including taxonomy, physiology, and distribution. This course includes a lecture and laboratory component.

**Nutrition:** 3 credits

An introduction to the science of nutrition. Consideration is given to nutrients, their composition, functions, and sources. Human physiology, including digestion, metabolism, and excretion is covered, along with special nutritional needs throughout the life cycle. Integrated with this basic information are special topics pertaining to diets, organic foods, preservatives, pesticides, world hunger, and other current issues.

**Human Growth & Development:** 3credits

Physical, cognitive, social, and emotional developments are studied throughout the life span. Major theories of development are discussed. Applications and examples are presented from applied contexts. Special needs of individuals at various stages throughout the life span are addressed.

**Introductory Sociology:** 3 Credits

This course will introduce the student to concepts of sociology. The course will focus on the nature and characteristics of human societies and social life.

**Computer Applications:** 3 Credits

This course is designed to introduce the student to computer applications related to health care. Basic computer skills will be reviewed. The student will gain skills in working with various computer programs, which are commonly used in the health care setting.

**English:** 3 Credits

This course is designed to introduce the student to technical and professional writing to prepare them to utilize effective written communication in the professional world.

**Introduction to Psychology:** 3 credits

This course is designed to introduce the student to basic concepts and theory related to psychology. The course will focus on human psychological development and behavior.

## **Grades**

Grades will be reported within two weeks of the end of each semester. The numerical and letter grade scale utilized in the School of Nursing is as follows:

A	93-100	4.00
B	85-92	3.00
C	75-84	2.00
D	62-74	1.00
F	below 62	0.00
W	Withdrawal Voluntary	not calculated
WP	Withdrawal while passing	not calculated
WF	Withdrawal while failing	0.00
Z	Involuntarily Withdrawn	0.00
I	Incomplete	not calculated

\*Clinical component of all nursing courses must be passed in order to pass class. Any grade below a C is considered not passing.

**\*To pass any course, the student must achieve a minimum of 75% cumulative average on exams before any extra points can be added.**

Refer to policy B19

## **Course Registration**

Students will be required to register for courses offered by the School of Nursing.

- A. Students will be notified when registration is open.
- B. The student will complete and submit the registration form and student checklist to his/her advisor. This is to be a face-to-face meeting.
- C. The student's advisor will sign the registration form and indicate his/her approval or disapproval.
- D. If the registration form is approved, the student will be enrolled in the class(es) as requested.
- E. If the registration is not approved, the advisor will meet with the student to review the reason.
- F. Students will be required to submit proof of grade and completion of pre- and co-requisite general education courses.
  1. The student must submit his/her original grade report from the college where he/she is taking general education courses by the first day of each semester or as soon as they are available to the student. The advisor will review the report and make a copy.
  2. If the student obtains a grade less than a "C" (this includes a C minus), and the course is a prerequisite, the student will not be permitted to take the requested, corresponding nursing course.
  3. Students will be required to submit official transcripts prior to the first day of the fall semester each year.
  4. Failure to submit grade reports and/or transcripts each semester may result in disciplinary action up to and including involuntary withdrawal from the program.

**Course Registration Cont'd**

- G. The School of Nursing Secretary will compile a list of students who are registered for each class.
- H. Request to add a course after the first day of class must be approved by course faculty and advisor. Cases will be reviewed on an individual basis.

Refer to policy B14

***Curriculum Progression***

All nursing courses within a semester must be successfully completed prior to enrolling in courses in the next semester.

- A. Nursing N111, N121, N131 must be taken in sequence. Students who fail any of these courses will be academically withdrawn from the school. If readmitted to the school, the student must repeat the course before progressing on to the next nursing course.
- B. All general education courses must be successfully completed before or during the semester that they are offered in the curriculum plan.
  - 1. Students who fail any general education course will be involuntarily withdrawn.
- C. Students who fail or withdraw while failing from any nursing course will be dismissed from the program and may not be eligible for readmission.
- D. Students will be given an ATI achievement test at the end of each major nursing course. A passing score must be achieved of at least a level one in N111, N131, N212 and N221.
- E. Students have a maximum of five years to complete the entire program.
- F. If the student has withdrawn, re-application is required with the appropriate fee.
- G. Students may apply for re-admittance to the program. Offer of re-admission will be at the discretion of the admissions committee.
- H. The Geisinger-Lewistown Hospital School of Nursing may permit progression exceptions due to unusual circumstances. The request will be reviewed by the Program Director and all decisions are final.
- I. Failure in either the clinical or theoretical portion of the course constitutes failure of the course.
- J. A theory grade of "C" (C minus is unacceptable), is required for all nursing and general education courses. A clinical grade of "Pass" is required for all clinical experiences.
- K. The student will be required to satisfy any outstanding GLHSON charges prior to the final exam and progressing to the next semester.

Refer to policy B10

***ATI (Assessment Technologies Institute)***

GLHSON has adopted the use of Assessment Technologies Institute (ATI) curriculum support materials to assist students in the nursing program. These materials include tutorials, review materials, practice assessments and proctored assessments for the purpose of remediation. All students are required to complete all ATI assignments as noted on course syllabi. The practice and proctored assessments will be given periodically throughout the program as noted on individual course syllabi. All students are required to take the practice and proctored assessments as scheduled, create, and complete a focused review on each assessment. Students will be required to pass ATI proctored exams in N111, N131, N212, and N221 with at least a level one in order to pass these courses.

Refer to policy B23

***Academic Alert/Remediation***

Academic alert will be used as an academic accountability, support, and remediation program for those students at risk of failing a course. It is to be used at the instructor's discretion and may occur at any time during the semester. The academic alert may involve mandatory study halls, additional assignments, computerized reviews, regular meetings with course instructors, and other learning activities that the student or instructor deems helpful to their academic success.

***Academic Probation***

Students may be placed on academic probation for the following reasons:

- A. Grade of "failed" for a nursing course and/or general education course.
- B. High likelihood of failing of one or two courses at midsemester.
- C. High likelihood of failing the clinical component of a course at the mid-semester.
- D. The Faculty Advisor and the Director of the program will determine the conditions of the probation.
- E. Students who successfully meet the required condition(s) in the allotted time will be removed from academic probation.
- F. Students who fail to satisfy the condition(s) in the allotted time will be involuntarily withdrawn from the program.
- G. Students who are on academic probation more than once will be reviewed on an individual basis and may be involuntary withdrawal from the program.
- H. The period for academic probation will be reviewed every 90 days.
- I. For students receiving VA monies, the Department of Veteran's Affairs (DVA) will be contacted if student exceeds 90 days of probation or does not successfully meet the requirements to be removed from academic probation.

Refer to policy B20

***Withdrawal from a Course***

Students who choose to withdraw from a course must complete a Withdrawal Request Form and submit it to their Advisor.

- A. Withdrawal from a course may result in automatic withdrawal from the program (see Withdrawal from Program Policy). In any case, students who withdraw from more than two courses will be automatically withdrawn from the program.
- B. Students who withdraw from a course or courses are subject to all financial obligations to the School of Nursing, please refer to Financial Aid Section for this information.
- C. Students enrolled in affiliate college courses must follow withdrawal policies of that college. Students who withdraw from these courses must inform their GLHSON advisor and may also be withdrawn from the GLHSON program.
- D. If withdrawal is prior to the last 30 calendar days of class, a “W” for “Withdrawal” will be reflected on the grade report. If the student withdraws during the last 30 calendar days of class, “WP” for “withdrawing while passing” or “WF” for “withdrawing while failing” will be reflected on his/her grade report.
- E. The last day to voluntarily withdraw from a course is the last day of class.
- F. As soon as it is definitively determined that a student will fail a course (i.e. missed excessive days, failed ATI test, failed clinical experience, failed exit examination), the student will not be permitted to attend any further classes or clinical experiences in the affected course. Students may be permitted to attend other nursing courses that they are passing.

Refer to Policy B6

***Withdrawal from the Program***

Students may voluntarily withdraw from the School of Nursing. They may also be withdrawn involuntarily. In both cases, they may re-apply to the program.

The procedure for voluntary withdrawal is as follows:

- A. Students who choose to withdraw from the program must complete a Withdrawal Request Form and submit it to their Advisor.
- B. Withdrawal from a course may result in automatic withdrawal from the program.
- C. Withdrawal from the Program requires re-application to the Program.
- D. Students who withdraw are subject to all financial obligations to the School of Nursing including the course or courses from which they are withdrawing.
- E. Students enrolled in affiliate college courses at PSU Lewistown must follow withdrawal policies of GLHSON. Withdrawal from GLHSON program results in automatic withdrawal from PSU courses.



**Withdrawal from the Program Cont'd.**

The procedure for involuntary withdrawal is as follows:

F. Items B-E under Voluntary Withdrawal apply

G. Students may be involuntarily withdrawn from the program due to the following:

1. Failure to follow the plan of study, (not taking a required course), failing or withdrawing from a required course.
2. Incidents of cheating or plagiarism.
3. A student fails a course or withdraws while failing more than one time.
4. The Faculty and Director of the School of Nursing reserve the right to terminate any student in violation of Student Responsibilities, Clinical Expectations, and any disciplinary infractions. (See policies).

Refer to policy B6a

***Change of Status***

It is the policy of Geisinger-Lewistown Hospital School of Nursing that students apply for change of status when they wish to change from two year to three year plan of study. Permission to change status is not guaranteed.

**Procedure**

1. The student will contact his/her advisor to discuss his/her desire to change status.
2. The student will complete a change of status form.
3. The faculty will meet and review the request. Factors to be considered include space in the requested class and the student's academic performance.
4. Faculty will communicate the decision via completion of the form and will return it to the student within 7 days.
5. If the status change is granted, the student profile and file will be changed to reflect changes.

Refer to policy B13

***Academic Integrity***

Honesty and integrity are important qualities for nurses, therefore, incidents of cheating or plagiarism will result in disciplinary action. Disciplinary action may include involuntary withdrawal from the program. All students will have access to the student handbook and policy manual. They will read and acknowledge understanding during orientation and on an annual basis.

Refer to policy B25

**Readmission**

A student wishing to apply for readmission to the program may apply during open enrollment.. The following will also pertain:

- A. Readmission request should include the academic semester, year, and nursing course the student wants to re-enter the program.
- B. Program vacancies will be filled, space permitting, with students who meet all re-admission criteria.
- C. All general requirements (i.e. TB, CPR, Hepatitis B Vaccine, clearances, health insurance, liability, nicotine and drug screening) must be updated prior to the semester in which the student re-enters the program.
- D. Required curriculum courses' previously completed will not be accepted with grades that are less than a "C" (this includes C minus).
- E. The amount of time that has lapsed since the time of withdrawal and re-admission request must be considered. To assure retention of knowledge and skills, the student is encouraged to return to the program at the earliest feasible time. Re-taking of previously completed nursing courses may be required if the student has been out of the program for over two years.
- F. The student may be asked to audit previously taken courses and pass clinical competency skills evaluations if it's been less than two years. If they are unable to demonstrate clinical competency at a reasonable level, they will be required to retake the course. (Audit fees for courses – theory and clinical- will apply)

Refer to policy B4

**Course Audit**

Students may have the option to audit courses offered by the School of Nursing. The procedure is as follows:

- A. Students will be notified when registration is open.
- B. The student will complete and submit the audit request form to his/her advisor.
- C. The student advisor and the instructor of the class will sign the audit request form and indicate their approval or disapproval. Approval will depend on the size of the class.
- D. If the audit request is approved, the student will be enrolled in the class(es) as requested.
- E. If the audit request is not approved, the advisor will meet with the student to review the reason.
- F. Students will not receive credit for classes that are audited. The class will appear on the transcript as an audited course.
- G. Students will be charged a fee to audit classes and demonstrate competencies.
- H. The theory component of courses may be audited and a portion of the clinical component may be required (48 hours maximum; additional fee applies for clinical component).
- I. Students may have the option of participating in any graded activities at faculty discretion.

Refer to policy B18

***Fraternization***

Geisinger-Lewistown Hospital School of Nursing faculty/staff will not fraternize with students outside of any school-related functions.

***Housing***

Geisinger-Lewistown Hospital School of Nursing will not provide housing for students. If students are in need of housing, a list of area realtors will be provided.

Refer to policy C6

***Parking***

Parking is available for students as designated by the Safety and Security Department. A parking tag must be obtained from the Safety and Security department. Students will be held accountable for parking in only designated areas. Fines and disciplinary action may occur if students violate the parking policy.

***Library Services***

Geisinger-Lewistown Hospital Medical Library can be used at any time. Your nametag will unlock the library door. The Library Clerk is available Monday through Friday from 0800-1600 in the Geisinger-Lewistown Hospital Medical Library. Students have access to online journals through the Geisinger website as well as other online sites (CINAHL, EBSCO Host, etc.) and these may be accessed at the Geisinger-Lewistown Hospital Medical Library as well as Geisinger-Lewistown Hospital School of Nursing Learning Center.

All library books must be returned and all fees paid prior to progression to following semester and/or graduation.

The Runtagh School of Nursing Library has been moved to the School of Nursing classroom building.

### ***Student Government***

All students will be asked to join the Geisinger-Lewistown Hospital School of Nursing Student Nurses Association. The purpose of the student association is as follows:

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
- B. To provide programs representative of fundamental interests and concerns to nursing students.
- C. To promote and encourage participation in community affairs and activities related to health care and social issues.
- D. To represent nursing students to consumers, institutions, and other organizations.
- E. To promote and encourage student nurse recruitment and participation in educational opportunities regardless of a student's race, color, religious creed, sex, lifestyle, national origin, age or economic status.
- F. To promote and encourage a collaborative relationship with nursing and health related organizations.
- G. To aid in the development of the whole student and his/her responsibility for the health care of all people.
- H. To have direct input into the standards of nursing education and to influence the education process.

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### ***Student Rights***

Students have a right to the following:

- A. To be informed of admission, progression/advancement, and graduation criteria.
- B. To receive accurate information about courses and program requirements.
- C. To equal treatment regardless of race, color, religious creed, gender, age, national origin, or physical disability.
- D. To access their own records that will be kept confidential, according to policy.
- E. To participate in curriculum development, implementation, and evaluation, via the Curriculum Committee.
- F. To be informed of policies and have advance notice of any policy changes.
- G. To graduate and apply for licensure when all of the program requirements have been fulfilled. (Note: The Pennsylvania State Board of Nursing retains the final authority for NCLEX licensure issues.)
- H. To organize and participate in a student government.
- I. To be treated with dignity, respect, and a caring attitude.

Refer to policy C9

### ***Student Fundraising***

All fundraising that is done by the student body (ie. class projects) must be approved by the Student Government officers, the GLHSON Director and the Geisinger-Lewistown Hospital Community Relations Department.

### ***Student Responsibilities***

Students are responsible for the following:

- A. To know requirements for admission, progression, and graduation as stated in the student handbook and GLHSON policy manual.
- B. To know and follow the guidelines set forth in this handbook and the ANA Code of Ethics.
- C. To actively participate in classes and clinical experiences and to review course syllabi and expectations.
- D. To follow the chain of command, participate positively in conflict resolution, and to follow the student grievance procedure if conflicts are not being resolved effectively.
- E. To vote for student representatives to the Curriculum and Student Affairs Committees.
- F. To comply with the PA State Board of Nursing regulations for licensing examination.
- G. To treat others with dignity, respect, and a caring attitude.
- H. To maintain patient confidentiality.

### ***Code of Ethics***

The Geisinger-Lewistown Hospital School of Nursing adheres to the ANA (American Nurses Association) guidelines for ethical practice that are as follows:

- A. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- B. The nurses' primary commitment is to the patient, whether an individual, family, group, or community.
- C. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
- D. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
- E. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
- F. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
- G. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- H. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
- I. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

\*American Nurses' Association (2015) Code of Ethics for nurses with interpretive statements. Washington, DC: Author

**Complaints/Grievances/Appeals**

- A. Students are encouraged to deal with interpersonal problems by using conflict resolution and problem-solving skills. For example, if a student has an issue with an instructor or a peer, they will be encouraged to speak to that person about the issue.
- B. A complaint is defined as the student expressing dissatisfaction and feeling he/she has been treated unfairly. The student should contact the faculty within 2 working days to try to obtain a resolution. The faculty then has 5 working days to try to resolve the issue.
- C. A grievance is defined as a complaint by a student that alleges that he/she has been or is being adversely affected unfairly by a specific or unfair application of the school's regulations or policies.
- D. When efforts to resolve conflicts have not been successful, the following steps in filing a grievance are to be followed:
  - 1. A student will have five working days to file a grievance following the incident of concern.
  - 2. The student will put the grievance in a formal, signed letter and give it to their advisor.
  - 3. The advisor will meet with the student and will provide a written response to the student within 10 working days of receiving the grievance.
  - 4. If the student is not satisfied with the results of the meeting with the advisor, he/she may request, in writing, a meeting with the grievance committee within five working days. A grievance committee will be appointed by the director.
  - 5. The grievance committee will meet with the student and provide a written response to the student within 10 days.
  - 6. If the student is not satisfied with the results of the meeting with the grievance committee, he/she may request, in writing, a meeting with the director within five working days.
  - 7. The director will meet with the student and will provide a response, in writing, to the student within 15 working days of receiving the grievance. The decision of the Program Director is final.
  - 8. No legal representation or the accompaniment of any person is permitted throughout this process.

Refer to policy C8

## ***Student Discipline***

No specific guide can substitute for good judgment. Progressive disciplinary action for violation of policies, rules or regulations may involve any of the following steps:

1. Verbal warning(s)
2. Written warning(s)
3. Final warning
4. Administrative Time-Out
5. Discharge from program

***In most cases, the steps of the disciplinary process will be followed. Immediate administrative timeout/discharge may occur for serious infractions.***

All students will have access to the student handbook and policy manual. They and will read and acknowledge understanding during orientation and on an annual basis.

### **DISCIPLINE OR DISCHARGE OF STUDENTS MAY RESULT FROM, BUT IS NOT LIMITED TO, THE FOLLOWING:**

1. Negligence or inconsiderate treatment in the care of patients.
2. Divulging confidential information concerning patient and/or healthcare Facility records.
3. Falsifying records, reports, or information of any nature.
4. Reading unauthorized confidential information (patient charts, administrative memos, etc.).
5. Theft, misappropriation, or unauthorized possession or use of property belonging to the healthcare facility, the school, or to any patient, staff, visitor or another student.
6. Soliciting tips for services from patients or any other person while on clinical assignment.
7. Willfully or carelessly damaging, defacing, or mishandling healthcare facility or school equipment or property of a patient, visitor, or another student.
8. Willful or careless violation of aseptic and/or sterile techniques.
9. Use or unauthorized possession of intoxicating substances.
10. Reporting to school/clinical under the influence of intoxicants.
11. Illegal use of narcotics or drugs.
12. Possession of a weapon during school/clinical hours.
13. Sexual harassment.
14. Interfering with the work performance of another student/staff, threatening, intimidating, or coercing another student/staff.
15. Rude, discourteous, or uncivil behavior such as fighting.
16. Willful or careless violation of safety, fire prevention and security regulations.
17. Insubordination; refusing to follow instructions of the Instructor; refusal of patient assignment.
18. Failure to notify your Instructor of absence and reason for absence two hours before clinical.
19. Excessive absences or habitual lateness.
20. Unauthorized absence from your assigned clinical area during regularly scheduled hours.

***Student Discipline Cont'd***

21. Soliciting and/or distributing of anything during clinical time or in clinical areas.
22. Entering an unauthorized area at any time.
23. Gambling or possession of gambling devices during school hours.
24. Sleeping while on clinical experience/lab/theory.
25. Inefficiency; failure to meet acceptable work standards.
26. Unsatisfactory quality and/or quantity of work.
27. Failure to perform assigned duties.
28. Wasting time, loitering, or abandoning a clinical assignment without notification of instructor and nursing staff.
29. Gossip, spreading rumors, or indiscriminate talk, involving oneself or any other student(s) in untruths or dishonest actions.
30. Inappropriate use of social networking sites as stated in Social Media Policy.
31. Practical joking, horseplay, etc.
32. Smoking or smelling like smoke when wearing clinical attire.
33. Slovenly appearances or inappropriate dress while on clinical duty.
34. Violation of any rule, regulation or established procedure of the school of nursing.
35. Any other misconduct, which affects the quality of patient care, service to the community at large or personal morale.
36. Failure to meet clinical expectations.
37. Audio/videotaping is not permitted.
38. Violation of academic integrity.

Refer to policy B15

***Sexual Harassment***

Geisinger-Lewistown Hospital School of Nursing is committed to providing a working and learning environment free from sexual harassment. It therefore is the policy of the school of nursing that sexual harassment is unacceptable and will not be tolerated. This applies to all faculty, students, and staff. GLHSON will take seriously all sexual harassment complaints; take appropriate action to provide remedies when sexual harassment is discovered; and to the greatest extent possible, protect the privacy of those involved. Faculty has an affirmative duty to ensure that their areas of responsibility are free from sexual harassment of any kind and shall take appropriate steps to prevent and eliminate such harassment.

All students will have access to the student handbook and policy manual. They and will read and acknowledge understanding during orientation and on an annual basis.

Refer to policy B24



**Graduation**

The following requirements must be met in order to participate in graduation from the program:

- (1) All required courses must be completed.
  - a. Grades for all nursing courses must be at 75% or higher.
  - b. Student has achieved Level I or higher on all core course ATI proctored exams, and all remediation has been completed.
  - c. If a nursing course includes both theory and clinical content, the student must pass both the theory and clinical components in order to complete the course satisfactorily. (Please see Grading and Evaluation Policy).
  - d. Official transcripts must be on file for all courses that have been transferred.
- (2) All financial responsibilities must be met and all materials that have been borrowed (i.e. library books or lab supplies) must be returned.
- (3) Completion of a standardized NCLEX readiness test, with attainment of a passing score.
  - a. All students will have four mandatory NCLEX readiness exams administered to them. For students who have not passed any scheduled exams, another NCLEX-readiness exam may be offered before graduation.
  - b. If the student does not achieve a desired score on at least one of the NCLEX-readiness exams, he/she will receive a failing grade in N231.
- (4) At the beginning of the final semester, the student must complete an Application for Graduation form and pay a non-refundable graduation fee. The student is also responsible for the purchase of a GLHSON pin and graduation uniform. The student will acquire the pin upon graduation from the program.

Refer to policy B9

### ***Personal Appearance/General Information***

The following expectations are provided as a guideline and students will follow policies outlined at each facility. These policies may be more restrictive than those of the School of Nursing, and students will be notified of such.

Faculty has the prerogative of not allowing a student in the theory/clinical area if said student does not meet the required standards of dress and grooming. Students are to practice good personal hygiene at all times.

- A. **Odors:** due to close contact with others, non fragrant deodorant or antiperspirant shall be worn by the students. Due to sensitivity of some patients and staff, scented personal care items and the lingering odor of smoke or tobacco are prohibited. The environment must be fragrant free. Avoid use whenever possible.
- B. **Breath:** close attention to achieving non-offensive breath and other body odors is important.
- C. **Hair:** neat, clean, styled off the collar and close to the head. Moderate hairstyles of natural color.
- D. **Mustaches and Beards:** neatly trimmed. Sideburns close to cheek and above the jaw line.
- E. **Nails:** clean, length not to extend beyond fingertips, no polish during clinical experience. No artificial tips or nails.
- F. **Cosmetics:** moderate use of makeup, worn very sparingly, no artificial eyelashes.
- G. **Gum:** chewing gum is not allowed in the clinical area.
- H. **Smoking/Chewing Tobacco:** is not permitted at any time. If detected students will be sent home.
- I. **No visible tattoos:** Any visible tattoos must be covered with clothing, tape, or a band-aid.
- J. **Cell Phones:** not permitted in clinical areas or classroom areas unless extenuating circumstance that has been approved by faculty.
- K. **Clothing:** no tight or revealing clothing.
- L. **Skin Stretching resulting from Foreign Bodies:** not permitted (i.e gauges, etc.).

#### **Jewelry: None except:**

- A. **Earrings:** one per ear lobe; pierced only; small, stud only. \*No **additional** body piercings are permitted.\*
- B. **Rings:** wedding ring only; no ring with stones.
- C. **Watch:** professional style; large face with second hand, small-medium sized watchband.

**Personal Appearance Cont'd;****Clinical Attire**

- A. Uniforms may be ordered from the current supplier specified by the School of Nursing. A specific style has been selected by faculty which has basic lines, will hold up to wear, can be laundered and will assist in identifying students in the program. No other styles will be permitted.
- B. Students must have or purchased the following items:
  - 1. Two complete uniforms. For women it may include the specified skirts/ pants and tops, or one of each. For men it includes two specified uniform pants and tops.
  - 2. One lab coat as specified.
  - 3. One name tag (provided by the School of Nursing)
- C. Other items which are required, but may be purchased at any store include:
  - 1. White professional nursing shoes, leather type, full heel with rubber soles (no sneakers, or open toes/heels).
  - 2. White hose and/or crew socks.
- D. Approved school-ordered uniforms must be worn over full white undergarments.
- E. **Female:** appropriate length, clean, pressed uniform; white hose. Only white crew socks or white knee-highs permitted with slacks. Skirts must be at least 1" below the knee and at least 1" above the ankle. White shirts may be worn under clinical uniform.
- F. **Male:** white crew neck T-shirt, and tunic neat, clean, and pressed. White crew socks must be worn.
- G. Shoes must be cleaned before each clinical assignment. Wash strings as necessary. No open-toe/heel, canvas, tennis shoes, clogs or flip-flops allowed.
- H. Student Name Badges are to be worn at all times during clinical assignments. The school provides badges; these are to be worn on the left lapel. All seniors must wear their senior designated pin.
- I. On occasion, students may attend clinical functions in street clothes at the instruction of faculty. Dress is conservative/professional attire.
- J. **Lab coats:**
  - 1. Neat, clean, and pressed.
  - 2. When worn with hospital-acquired scrubs, the lab coat should be buttoned.
- K. A clean uniform should be worn for each clinical experience.
- L. Equipment for the clinical area includes black ink pens, sphygmomanometer, bandage scissors, small note pad, stethoscope, and penlight, watch with second hand or digital.
- M. The faculty may refuse permission into the clinical area if the dress code is not followed, and the student will receive an unsatisfactory for the day.
- N. Specific clinical experiences may require alteration of this policy. Students are expected to conform to such requests or they may be refused permission into the clinical area.

**Non-clinical Attire**

- A. Students are expected to appear professional, clean and neat at all times. No torn jeans, sleeveless tops, shorts, sweatpants, pajamas, midriff tops, Spandex/leggings, mini-skirts, ball caps or shirts with offensive advertising are not permitted.
- B. No tight or revealing clothing is permitted. No cleavage. \*No visible tattoos/piercing.\*
- C. Sandals and capris are permitted.

### **Cell Phones/Electronic Devices/Computers**

Cell phones are not permitted in clinical, lab, or during class time unless extenuating circumstances that has been approved by faculty. Laptops/tablets are permitted during class time. Students are permitted to connect to the hospital intranet/internet system via WiFi at anytime. No live recording of faculty or audio/video taping is permitted. This includes pictures of any type.

### **Student Health Tote Guidelines**

- A. Nurse totes are to be ordered through the School of Nursing.
- B. Faculty will review the contents of the tote in the orientation session.
- C. Bring the entire tote to lab and lab competency sessions, as no other kits will be available.
- D. Repack the skills items and take them with you to practice at home. Use discretion where you practice with these items. These are actual medical supplies. Their use may be offensive or questionable to the public (i.e. Do not go to the library or to church to practice with the syringes. Keep your student ID badge with you when you carry your tote in case of law enforcement questioning.)
- E. Be sure your name is on your tote for easy identification.
- F. Do not leave your tote in extreme hot or cold conditions (i.e. your car).

### **Skills Lab Guidelines**

- A. Lab sessions provide the opportunity for hands-on practice with demonstrations and guidance from faculty. Learning is through imitation, trial and error.
- B. Proper attire is required for lab activities (i.e. casual attire-NO shorts, tank tops or sandals/flip-flops). School uniforms as requested by the instructor.
- C. Prepare for each lab by doing the required assignments.
- D. Keep the lab as neat and clean as possible. Ensure all beds are neat, in low position, wheels locked, and call bell at bedside before you leave the lab.
- E. Treat all models as if they are alive. Practice therapeutic communication and always use universal precautions.
- F. Ask questions, perform the skill.
- G. Handle lab model carefully and clean up your work area when you are finished. Help organize items for the next group.
- H. Prepare for lab competencies. You MUST demonstrate competency to continue in the program.
- I. Bring your Nursing Skills "Record of Clinical Procedures Book" (provided by the school) to all lab sessions and clinical sites. Your clinical faculty may sign off as she/he approves and witnesses the skill.
  - All students *will carry* the Record of Clinical Procedures book with them during every clinical rotation.
  - Students must have the Record of Clinical Procedures book signed off by the instructor at the time the skill is completed.
  - A Lost Record of Clinical Procedures book will result in a replacement fee payable to GLHSON to receive a new Record of Clinical Procedures book.
  - If the Record of Clinical Procedures book is lost, skills will need to be repeated and signed off on again.
- J. No pens are permitted in the simulation room.

## **Attendance/Absence**

Classroom and Clinical time is essential to succeed in this program and attendance is **mandatory**. In the event of unforeseen circumstances, the following will apply:

- A. Student must notify the Instructor, nursing supervisor, and the clinical site (if applicable) at least two hours prior to the start of the clinical day.
- B. Student will also call the school of nursing at 242-7930 and leave a message on voice mail if calling off.
- C. Students who have missed time from clinical will be required to make-up the time as determined by the Instructor, and the student may be charged a fee of \$50.00.
- D. The Director will be notified by the Instructor of any absence from clinical. Absences will also be noted on the student's clinical evaluation form.
- E. A student must attend 85% of theory and 100% of clinical experiences in order to pass the course.
- F. Excessive absenteeism/unexcused absences may result in disciplinary action, up to and including involuntary withdrawal from the program.
- G. When an absence occurs, the student is responsible for contacting the Instructor the next working day to arrange a make-up day for the missed exam, course work, or clinical time.

**Punctuality and Tardiness** – Students are expected to be punctual. The student may be sent home from clinical or class if tardy and will then be required to make up the entire day. This will be further defined in syllabus.

*Note: Appearing for clinical or class inappropriately dressed or inadequately prepared may result in the student being sent home. The student may be charged for a clinical make up day.*

## **Absences and Late Assignments**

- A. **Attendance is mandatory.** Classrooms and the Nursing Skills Lab are heavily scheduled and time for any makeup is very difficult.
- B. If you will be absent, you **MUST** contact the instructor immediately and outline a plan for making up the material lost. Failure to do so may result in failure of the course.
- C. Any absences or late assignments must have valid documentation (i.e. health care provider note). For a missed test, quiz, assignment or competency, an alternate time may be assigned, with the fee of \$50 due at the time of make-up, at the discretion of the instructor.
- D. Assignments that are late may result in a lower grade and/or may result in a zero.

**Leave of Absence**

- A. Students who wish to request a leave of absence will complete the Leave of Absence Request Form and submit it to their faculty advisor. If a medical leave is requested, the student's health practitioner must complete the Medical Leave Form. The student will turn the medical leave form in to the Program Director.
- B. The advisor will arrange for a meeting with the Director to discuss the leave of absence.
- C. When considering the leave of absence, the following factors will be taken into account:
  - 1. Current and past academic performance.
  - 2. Length of time requested.
  - 3. Where the absence would fall in the semester.
  - 4. Whether class and clinical time could be made up.
- D. Additional documentation may be requested from the student (i.e. if a family member is ill, documentation from their health care provider may be requested).
- E. Students may be advised to withdraw from the program rather than take a leave of absence if it is determined that the leave cannot be accommodated.
- F. The leave should not necessitate that a student will be unable to complete more than one semester. If that occurs, the student may be considered for involuntary withdrawal.
- G. Students who are granted a leave of absence are subject to all financial obligations to the School of Nursing.
- H. Prior to returning to school after a medical leave, the student must have their health care practitioner complete the Student Return to School Certification Form. This is to be given to the Program Director. Students must also contact their advisor to make arrangements to return to class and clinical time.

Refer to policy B17

### ***Student Injury/Medical Emergency***

All students who are seriously injured or who require immediate medical attention (during school hours) must be taken to the Emergency Department triage area for evaluation and treatment in the Emergency Department. The student's immediate instructor must be made aware at the time of the injury and should arrange an escort for the student to seek care. The instructor will assist with initiation of the Student Incident Management Form.

- A. As soon as possible after any school-related injury/illness or an incident with potential for injury/illness, the Student Incident Management form will be initiated and forwarded to the Student Health office.
- B. The student must complete the first section and the instructor responsible for the student at the time of the incident must complete the accident investigation and second section on the front of the form.
- C. The Student Incident Management Form will be forwarded to the Director after review by the Student Health Nurse.
- D. The Student Health Nurse or the Instructor will determine the need for medical intervention at the time of the incident.
- E. The Student Health Nurse will assist the injured student to obtain appropriate medical evaluation and/or treatment.
- F. Any student who has received medical evaluation and/or treatment for school related injury or illness must meet with the Student Health Nurse to review any medical recommendations as soon as possible.
- G. Prior to the student's return, a copy of the GLHSON Return to School Form must be completed by a Healthcare Practitioner and will be filed in the Student Health Department.
- H. Consent for release of medical records and the Student Health Nurse will obtain related information.

Refer to policy C3

### ***School Cancellation or Delay***

In the event of a school closure or delay due to hazardous road conditions, for clinical, lab, and classroom time, the SON will run in accordance with the Mifflin County School District **BUT** will only incur a **2 hour delay**, not a 3 hour delay as is the district's policy. **In the case of a delay, normal class schedules will resume at 10:00 a.m. Clinical schedules will start at 8:45 a.m.** For cancellations or delays, please listen to the stations listed below or log onto the Mifflin County School District website.

WCHX	105.5	WKVA	920AM
WMRF	95.7-103.5FM	WLAK	95.7-103.5FM
WIEZ	95.7-103.5FM	WVNW	96.7FM
WTAJ TV	10		
www.mcsdk12.org			

### ***Official Transcripts***

If a student would like to have official transcripts, they must complete a transcript request form, located on the website, and there will be a fee for each transcript. Fee is waived for currently enrolled students.

## ***POLICIES FOR VETERANS RECEIVING VA EDUCATIONAL ASSISTANCE ALLOWANCE***

### **MAKE-UP WORK**

Make-up work is not permitted for the purpose of receiving Veterans Affairs training allowances (CFR 21.4254).

### ***Approvals and Accreditations:***

This program has received full approval from the Pennsylvania State Board of Nursing.

*Pennsylvania State Board of Nursing  
PO Box 2649  
Harrisburg, PA 17105  
717-783-7142*

Our program has received full accreditation from the Accreditation Commission for Education in Nursing, Inc. (ACEN).

*Accreditation Commission for  
Education in Nursing, Inc.  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
404-975-5000*



**BURSAR**

**Geisinger-Lewistown Hospital School of Nursing  
Total Budget Estimate (1<sup>st</sup> year) Based on Full Time Traditional Student  
2016/2017 Tuition & Fee Schedule \***

Tuition (327.00 per credit) (3 semesters)	9810.00
Admin/Technical/Lab Fee (3 semesters)	285.00
Clearances	53.00
Books	930.00
Uniforms	210.00
CPR	65.00
Liability Insurance	35.00
ATI Fees	1013.00
Physical	90.00
Health Tote Bag	138.00
Application Fee	75.00
Pre-Admission Test Fee	94.00
Acceptance Fee	125.00
<b>TOTAL COST</b> Based on 1 year.	<b>\$12,923.00</b>

\*Based on 2016/2017 Projected Costs

\*\*Subject to change

***NOTE: This estimate does not include general education costs. General education costs will vary according to the college/university that you choose.***

## **Bursar Activities**

### **Tuition**

The Bursar's office will mail each student an invoice approximately two weeks before the beginning of the term. Students may request any additional invoices at anytime. Tuition payment in full is expected within two weeks of the invoice date unless exception is granted by the GLHSON Director. All costs for a semester must be paid prior to the student taking final exams and beginning a subsequent semester. Payment may be made in any of the following forms:

- Cash
- Check or money order payable to GLHSON (Geisinger-Lewistown Hospital School of Nursing)
- Credit or debit card (VISA or MasterCard)

The student must present their invoice at time of payment. All payments are to be paid at the Financial/Accounting office located on the 4<sup>th</sup> floor of the Geisinger-Lewistown Hospital (near the surgical center waiting area). No payments will be accepted at the school of nursing.

The school will not issue a grade report/transcript until tuition and fees have been paid in full.

### **Interest Charges**

Interest at the rate of one percent per month will be assessed and added to an outstanding balance more than 30 days old.

### **Returned (NSF) Checks**

It is understood that if student's (parents or guardian's) check is returned to the school for insufficient funds, it will be reprocessed once and a service charge equal to the fee charged by the bank will be added. If said check is returned a second time, student (parent or guardian) must pay in cash or with a money order.

If a student receives more aid than the student owes, a refund will be deposited in the students/parents personal bank account within fourteen days of the credit balance.

### **Financial Responsibilities**

*Students are responsible for the following additional costs: uniforms, textbooks, equipment, housing and commuter costs, medical and malpractice insurance, ATI (assessment technologies Institute), CPR certification, child abuse clearance, criminal record check, NLN achievement exams, graduation fees, challenge exam fees (if applicable), and personal expenses. The graduating student incurs these additional costs: State Board Licensure (PA), NCLEX Registration, Temporary Practice Permit, graduation uniform, graduation photographs (if desired).*

General education courses taken through Penn State Learning Center, Lewistown, PA, designated in the plan of study as college courses, may be included in the tuition cost.

## FINANCIAL AID INFORMATION

### Academic Year

An academic year for financial aid purpose consists of 3 trimesters. The fall and spring trimesters are 16 weeks in length, the summer trimester is 12 weeks in length.

### Applying for Financial Aid

You may be eligible for grants and loans provided you file a Free Application for Federal Student Aid (FAFSA). To complete a FAFSA log onto [www.FFSA.ed.gov](http://www.FFSA.ed.gov).

### Filing Dates

For the fall term 2016-2017 the application may be filed as early as January 1, 2016 and no later than June 30, 2017.

### FSA ID and Password (Federal Pin Number)

The online FAFSA can be signed with your FSA ID and Password. You can apply for your FSA ID and password at:

Fafsa.ed.gov  
Studentloans.gov  
Nslds.ed.gov  
Studentaid.gov

Dependent students will need to have one parent apply for an FSA ID and password. The FSA ID can be used to sign an electronic loan application.

### Correspondence

The financial aid office will correspond with students via their email accounts. It is important that each student provide the financial aid office with his or her current email address.

## FINANCIAL AID AVAILABLE

### Federal Pell Grant

Pell grants are awarded to students who demonstrate financial need as defined by the federal government. Grant amount is determined by the student's "Expected Family Contribution" (EFC), which is indicated on your Student Aid Report (SAR). The FAFSA is your application for a Federal Pell Grant.

Eligibility Requirements include:

- Having earned less than a bachelors degree.
- Having graduated from high school or earned a GED.
- Enroll at least half time in a program of study.

## PHEAA State Grant

To be considered for a PHEAA state grant you must meet the following criteria:

- Have earned less than a bachelor degree.
- Have financial need as determined by the submission of a FAFSA and a PHEAA status form.
- Graduated from high school or earned a GED.
- Be enrolled in a two year program.
- Be a resident of Pennsylvania for the past year.

**Filing Dates.** For incoming students, present students, and transfer students who have not previously applied for or received a PHEAA grant, the deadline for grant award consideration for the fall term is August 1. Applications may be filed as early as January 1.

For students who are present recipients of a PHEAA grant, the deadline for grant award consideration for the next academic year beginning the fall term is May 1. Applications may be filed as early as January 1.

**State Grant Eligibility for a Transfer Student.** If a PHEAA grant was awarded at a prior institution, requirements for meeting academic progress standards must be met before a grant can be awarded.

- Student must submit an official academic transcript from prior college (s) attended.
- Semester and quarter credits will be evaluated by the financial aid office to determine academic progress.

***William D. Ford Federal Direct Loans***

Direct Loans are made available to you directly by the U.S. Department of Education (ED). ED is your lender and will be your lender throughout the life of your loan. Students will be required to complete Entrance Counseling before completing a loan application.

Direct Subsidized and Direct Unsubsidized loans are made to students attending school at least half-time in a program of study.

Before a loan will be certified, the student must sign an Enrollment Agreement indicating his/her intention to attend school.

Loan limits are determined by the student's grade level. First-year students may borrow up to \$3,500 and second-year students \$4,500. Repayment begins six months after graduation or separation from school. The interest rate for new subsidized and unsubsidized loans first disbursed between July 1, 2016 and June 30, 2017 is a fixed rate of 3.76% and an origination fee of 1.068 for loans first disbursed before October 1, 2016. Students will be required to complete Exit Counseling upon leaving school.

Loan applications are available online at [www.StudentLoans.gov](http://www.StudentLoans.gov). Online applications may be signed using your FSA ID.

**Additional Unsubsidized Direct Loan.**

The additional Unsubsidized Stafford loan provides assistance beyond the Subsidized loan limits. The additional loan limit is \$2,000 per academic year for dependent students; \$6,000 for independent students. This loan is available to independent students and to those dependent students whose parents are unable to obtain a Plus Loan.

The interest rate is variable and currently does not exceed 8.25 percent. Repayment begins on the principal of the loan six months after graduation or separation from school. Interest repayment begins during enrollment and billed quarterly. The student may choose to defer interest payments until repayment of the loan principal.

Direct loan money may be used for educational purposes only. You may pay for tuition, books, rent, food, personal living expenses, gas, bus fare, etc. You may not use the loan to buy a car, appliances, or use it for a vacation.

### Grade Level and Loan Eligibility for Loan

Loan borrowers are eligible to borrow the maximum grade level amount for each academic year provided they are meeting all satisfactory academic progress requirements and not in excess of educational costs. The following grade level classification, adhered to by Lewistown School of Nursing, will be applied by the financial aid office to determine loan eligibility for loan applicants.

Level	Credits	Subsidized Stafford Loan	Additional Unsubsidized Stafford Loan
First-Year Student	0-35 SON Credits 0-18 Gen Ed Credits	\$3500	\$6000 \$2000 (dependent student)
Second-Year Student	35-73 SON Credits 18-30 Gen Ed Credits	\$4500	\$6000 \$2000 (dependent student)

#### Aggregate Loan Limits: Maximum Total Outstanding Loan Debt

	Dependent Undergraduate Students	Independent Undergraduate Students
Undergraduate	\$31,000 (maximum 23,000 subsidized)	\$57,500 (maximum \$23,000 subsidized)

The student receives a disclosure statement that gives specific information about any loan that the school plans to disburse under their MPN, including the loan amount and loan fees. The disclosure statement also explains how to cancel their loan if they don't want it or a portion of it.

### Federal Direct Plus Loan

Plus loans are available to parents of dependent undergraduate students to meet educational costs. Parents may borrow the difference between a student's cost of attendance less any financial aid. Eligibility for a Plus loan is based on credit worthiness of the parent borrower.

Federal Direct Plus loans with a first disbursement date between July 1, 2016 and June 30, 2017 have a 6.31% fixed rate for the life of the loan. For loans first disbursed before October 1, 2016 there is a 4.272 origination fee deducted from each disbursement.

To access additional information on interest rates and loan origination fees refer to [www.studentloans.gov](http://www.studentloans.gov). The Department of Education deducts the fees before you receive any loan money, so the loan amount you actually receive will be less than the amount you have to repay.

Plus applications are available by going online at [www.StudentLoans.gov](http://www.StudentLoans.gov). Online applications may be signed using your Federal PIN number. Plus loan repayment begins 60 days after the funds are fully disbursed. Repayment term is up to 10 years. Parents have option of deferring on their loans. Refer to "Funding Your Education" booklet.

**Loan Disbursements**

Loan proceeds are sent directly to the school office and will be credited to the student's account. Two or three disbursements will be made for each approved loan. Proceeds cannot be credited to the account until the loan funds are received by the school. Students will be notified when the loan funds are disbursed to their account.

The amount of loan proceeds retained by the school will depend on the amount of the loan, the amount owed by the student minus grant, if applicable, and the number of disbursements. If a student account is overpaid, a refund will be given to the student/parent within the time period mandated by Federal law.

The student or parent borrower has the right to cancel or reject all or part of the loan up to 14 days following disbursement of the loan.

If a student withdraws from school and a Federal loan, student or parent Plus, has been disbursed on behalf of the student, a federally mandated calculation must be done to determine how much of the loan proceeds may be retained by the student and how much must be returned to the lender by the school. (See Refund Policy.)

**Programs at your area CareerLink**

Contact your area CareerLink, you may be eligible for funding through the WIA program, TAA program, OVR or Youth program.

*WIA- dislocated workers   TAA-trade   OVR- pre-existing disability   Youth-students under 23 living on their own*

**Public Assistance**

If you are presently receiving any type of funding through the Department of Public Welfare, you may be eligible for some funding for school. Please work with your area office.

**Employer Reimbursement**

Some employers will sponsor a student while in school. Please ask your employer about schooling benefits.

**Military Benefits**

Students that are eligible for military benefits need to submit their certificate of eligibility to the financial aid office. Educational benefits are available to certain veterans who served in the armed forces. For more information about the several types of programs available, you may call 1-888-GI-BILL-1 (1-888-442-4551) to speak to a Veterans Benefits Counselor or visit [www.gibill.va.gov](http://www.gibill.va.gov).

**Private Scholarships**

Scholarships may become available to students at GLHSON through private means. As scholarships become available the GLHSON office will notify students via email of the scholarships and eligibility requirements. If you are receiving a private scholarship not offered by the school please notify the financial aid office.

**Financial Aid Award Letter**

The financial aid award letter lists the aid programs awarded to you, amounts by term, and the total amount offered for the academic year. The award letter also lists the estimated cost for the academic year. Award letters are sent to your email account.

The award letter is also used to decline awards. You may accept all or part of the package and you should notify the financial aid office of your decision in the space provided. If you are declining part of the aid offered, please note the name of the award. This will in no way affect your eligibility for other awards. Sign and date the Award Letter if you are declining aid and return it to the financial aid office.



**Verification**

Verification is the process used to check the accuracy of the information you used when you filed your application for grants. The U.S. Department of Education randomly selects applicants for the verification process. Should you be selected for this process, you will be asked to submit specific information to the financial aid office. The financial aid office will submit any changes that need to be made as a result of verification. If the verification results in an over award to the student, the school will make the adjustment with the U.S. Department of Education. Should there be a change in your award, you will receive an updated award letter. All over-payment cases will be reported to the U.S. Department of Education whether occurring at Geisinger Lewistown Hospital School of Nursing or a prior school.

**Satisfactory Academic Progress**

Students receiving financial aid are required to maintain satisfactory academic progress. A student's academic progress is checked at the end of each academic year (end of each summer semester).

**Satisfactory Academic Progress for Title IV Aid** (Federal Pell Grant, Student/Parent Loans). The satisfactory academic progress policy has two standards of measure. Both standards of measure must be met to make progress for Title IV Aid.

**Quantitative** – At the time of a progress check the student has to have successfully completed all credits attempted. The maximum time frame to complete a program is 1.5 times the length of the program measured in credits attempted.

**Qualitative** – At the time of the first progress check the student must have earned a minimum cumulative grade-point average (GPA) of 2.0. Progress will be checked at the end of the end of each academic year.

Progress is checked at the end of each academic year for financial aid.

**Financial Aid Probation**

A student who fails to meet either the quantitative or the qualitative measures of satisfactory academic progress will be placed on financial aid probation or withdrawn from school. While on probation the student will continue to receive financial aid and will be expected to successfully complete 67 percent of credits attempted and to earn a 2.0 GPA on a per-term basis. If either of these standards is not met while on probation, the student will be placed on financial aid suspension.

**Regaining Eligibility**

In order to regain eligibility a student must reach a point where he/she has completed all credits attempted in his/her program and maintain the required grade-point average.

**Appeal Process**

A student who wishes to appeal a satisfactory academic progress decision may have special or mitigating circumstances. These must be documented and may be taken into consideration. An appeal of the satisfactory academic progress decision will be taken to the Academic Progress Committee which consists of the student's advisor, the Director and the Financial Aid Director.

### **Transfer Credits**

Transfer credits that apply to the program count toward the actual time frame (quantitative standard) of a student's program but not toward their GPA (qualitative standard).

### **Repeat Classes**

Repeat classes will count when measuring credits attempted. For GPA purpose the class with the highest or most recent grade will be counted.

### **Incomplete Grades**

If the incomplete is not completed within the time frame assigned, an automatic "F" will appear. For financial aid purpose incompletes count as credits attempted and not earned.

### **Exemption Credits**

Exemption credits will not be used in calculating financial aid for a given semester. For financial aid purpose the exemption credit will count as credit completed when determining what year (first or second) loan we certify for the student.

### **Withdrawals**

When a student drops a course and receives a withdrawal on his/her transcript (for whatever reason), the withdrawal course is counted as credits attempted but not earned.

### **Return to School After a Withdrawal**

If you withdraw from school and wish to return, you must first complete a re-application to school (available from the School Secretary). If your prior account at SON is paid in full, after meeting all the admissions requirements, the financial aid director will then send you a new enrollment agreement. If a balance remains on your account, you may not re-enroll at the SON.

Once the financial aid office receives your enrollment agreement, we will begin to reinstate your aid. If you are returning in a new academic award year, you will need to apply for financial aid by completing a Free Application for Federal Student Aid (FAFSA).

### **Refund Policy**

For students withdrawing from school after classes begin, the refund of tuition charges for each term will be determined as follows:

Portion of the Term	Percent of Tuition Retained
Prior to the First Calendar Day	0%
First Seven Calendar Days	25%
After the First Seven Calendar Days in the First 25%	45%
After the first 25% in the First 50%	70%
After the First 50%	100%

The withdrawal date is the student's last recorded date of academic attendance, as determined by the school from its attendance records.

The last date of attendance for an official withdrawal shall be the latest of the date the student began the process, the date the student notifies the school of intent to withdraw, or the last date of attendance recorded in the instructors' attendance records.

The last date of attendance for an official withdrawal shall be the latest of the date the student began the process, the date the student notifies the school of intent to withdraw, or the last date of attendance recorded in the instructors' attendance records.

The last date of attendance for an unofficial withdrawal shall be the latest of the mid-point of the term or the last documented academically-related activity, i.e. exam, tutoring, academic counseling, or turning in of an assignment.

Tuition refunds will be made within 30 days of the last date of attendance, save for a student who is approved in writing for a leave of absence (LOA) and does not return at the end of a LOA. The end of the LOA would then be the last date of recorded attendance.

#### **Title IV Refund Policy**

The Financial Aid Office is required by Federal statute to recalculate financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a payment period or term. The financial aid (Federal Pell Grant, Federal Direct Student Loans and Federal Direct Parent Plus Loan) must be recalculated in these situations.

If a student leaves school prior to completing 60 percent of a payment period or term, the financial aid office recalculates eligibility for aid. Recalculation is based on the percentage of earned aid using the following Federal Return of formula: Percentage of payment period or term equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of aid earned. Funds are returned to the appropriate program based on the percentage of unearned aid using the following formula: Aid to be returned equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the school is required to return a portion of the funds and the student is required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the school.

If a student earned more aid than was disbursed to him/her, the school owes the student a post-withdrawal disbursement which must be paid within 180 days of the date the school determines that the student withdrew.

The Geisinger-Lewistown Hospital School of Nursing must return the amount of funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Direct Loans (other than PLUS loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of funds is required
- Academic Competitiveness Grant for which a return of funds is required.

**Exit Counseling**

When a student withdraws or drops below half-time they are required to complete “Exit Counseling”. Exit Counseling can be completed online at [www.studentloans.gov](http://www.studentloans.gov). When the student completes Exit Counseling it informs Federal Direct Loan of the date they became ineligible for loan funds and the student is able to review their rights and responsibilities as a student borrower. Federal Direct Loan use the information provided by the student to determine repayment.

**NSLDS**

A student can access their loan information at anytime by logging onto the National Student Loan Data System at [www.nslds.ed.gov](http://www.nslds.ed.gov). Repayment calculators can be found on the student loan website, [www.studentloans.gov](http://www.studentloans.gov). It is important that you keep your lender informed of any address or name change.

**Scholarship Information**

The school will notify students via their email when scholarships become available. Scholarship criteria and application will be attached to the email. The scholarship committee will meet and determine the eligible recipients. Students will be notified of the committee’s decision.

**Financial Aid Contact**

Harriet Arndt

Financial Aid Advisor

717-242-7206

Hlarndt1@geisinger.edu

*Financial aid information is available on the school website [www.geisinger.edu](http://www.geisinger.edu) and in the student handbook.*

The Geisinger-Lewistown Hospital School of Nursing addresses substance abuse in our school catalog under the “Student Discipline” section. Drug and alcohol information is distributed during school orientation to students, faculty and staff.

**Local Emergency Information**

Alcohol, Drug, Violence Problems

Alcoholics Anonymous 717-242-1517

Clear Concepts Counseling 717-242-3070

Community Help Center 814-237-5855

Domestic Violence and Sexual Assault 717-242-2444

Women’s Resource Center (hotline) 814-234-5050

PA Coalition Against Rape 800-692-7445

Mental Health Crisis Intervention Services 800-929-958

## **FINANCIAL AID**

### ***CONSUMER INFORMATION***

GLHSON is required to make available to students, faculty and staff school disclosure information regarding:

- Code of Conduct
- Financial Aid Available
- Drug and Alcohol prevention information
- Student rights under FERPA
- Copyright Policy
- Loan Repayment and Default Management
- Campus Crime and Security

### **GEISINGER-LEWISTOWN HOSPITAL SCHOOL OF NURSING STUDENT LENDING CODE OF CONDUCT**

The Geisinger-Lewistown Hospital School of Nursing is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between The School of Nursing officers, employees or agents and education loan lenders, The School of Nursing has adopted the following:

- The School of Nursing does not participate in any revenue-sharing arrangements with any lender.
- The School of Nursing does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.
- The School of Nursing does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
- The School of Nursing does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any thing of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. The School of Nursing does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.

**Student Lending Code of Conduct Cont'd.**

- The School of Nursing does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- The School of Nursing recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. The School of Nursing will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
- The School of Nursing will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans
- The School of Nursing will not request or accept any assistance with call center or financial aid office staffing.

## Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) 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 of the day the GLHSON receives a request for access.

A student should submit to the Director, a written request that identifies the record(s) the student wishes to inspect. The Director will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Director to whom the request was submitted, that official shall advise the student of the correct person to whom the request should be addressed.

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

A student who wishes to ask the GLHSON to amend a record should write the person responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the GLHSON decides not to amend the record as requested, the Director will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

The GLHSON discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the GLHSON in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the GLHSON has contracted as its agent to provide a service instead of using GLHSON employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the GLHSON. [Optional] Upon request, the GLHSON also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO UNIVERSITY: FERPA requires an institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901



# Geisinger-Lewistown Hospital School of Nursing FERPA Release Form

Signing this release form allows a student to grant parent(s), grandparent(s), spouse and/or others access to his/her educational records maintained by the Geisinger-Lewistown Hospital School of Nursing.

Anyone given permission to view a student's records will also have access to ALL educational records belonging to that student (billing information, financial aid, grades, etc.).

Please indicate those you grant permission to have access to your information.

Agencies may request information on your behalf to determine eligibility in their program (WIA, OVR, TAA, DPW, etc.).

All permission granted will remain in effect until revoked by the student. I give permission for the following person(s) to have access to my records.

**PLEASE PRINT CLEARLY**

Release to \_\_\_\_\_ Relationship\_\_\_\_\_

Cancel release\_\_\_\_\_ Date\_\_\_\_\_

Release to \_\_\_\_\_ Relationship\_\_\_\_\_

Cancel release\_\_\_\_\_ Date\_\_\_\_\_

**Print Name**\_\_\_\_\_

**Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

***When a student is taking courses at Penn State and the School of Nursing student information will be shared between departments.***

Family Education Rights and Privacy Act is a federal law designed to protect the privacy of a student's educational records. Educational records are all records that contain information directly related to a student and are maintained by an educational agency or institution or by a party acting for the agency or institution. All FERPA rights transfer from the parent to the student when a student attends a postsecondary institution-regardless of parental information that may have been required when applying for financial aid. Therefore, Student Financial Services Office employees are unable to discuss matters with members of the student's family or other persons without the express written consent from the student. Should you wish your financial information to be shared with another person, please complete the attached FERPA release form.

## Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to produce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## LOAN REPAYMENT AND DEFAULT MANAGEMENT

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

Default and Debt Management education must start in your first year at SON and extend through

graduation. It is easy to borrow, but repayment can be difficult. SON strives to educate students

on sensible student loan borrowing. Understanding and minimizing your indebtedness will benefit you after graduation. Timely repayment of your student loan will ensure that future students will be eligible for the same benefits of financial aid that you have. A loan repayment calculator and loan services can be found on [www.studentloans.gov](http://www.studentloans.gov).

### **Please consider the following when planning how much to borrow:**

- Amount:** Think about how much you need to borrow. You may not want to borrow the full amount for which you are eligible.
- Number of Loans:** Your total indebtedness will be affected if you decide to continue your education after you graduate from SON.
- Loan Limits:** Most student loan programs specify minimum and maximum amounts you can borrow.
- Length of Repayment Period:** You will save interest costs if you choose a shorter repayment period.

**LOAN REPAYMENT AND DEFAULT MANAGEMENT Cont'd.**

**Minimum Monthly Payments:** Monthly payments will depend on the amount you borrow and the repayment plan you select.

**Borrowers Rights and Responsibilities:** Be sure you understand your rights and responsibilities under each loan program – be sure to keep all financial aid paperwork.

**Responsible student loan borrowing will help you:**

Establish credit.

Secure future loan borrowing for homes, cars and graduate school.

Obtain credits cards.

**Several repayment options are available to you:**

**Deferment:** Occurs when a borrower is allowed to postpone repaying the loan.

**Forbearance:** Occurs when the lender allows the borrower to temporarily postpone repaying the principal, but the interest charges continue to accrue.

**Consolidation:** A loan that combines several student loans into one bigger loan from a single lender.

**Loan Forgiveness:** Under certain circumstances, the federal government will cancel all or

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

The Department of the Treasury may offset your federal and/or state tax refunds and any other payments, as authorized by law, to repay your defaulted loan.

You may have to pay additional collection costs.

You may be subject to Administrative Wage Garnishment - this is where the Department of Education will require your employer to forward 15% of your disposable pay toward repayment of your loan.

The Department of Education may take legal action to force you to repay the loan.

Credit bureaus may be notified and your credit rating will suffer.

**Should your student loan go into default, there is help for you:** To determine your eligibility

for the Default Rehabilitation Program and to establish a monthly repayment plan, contact your

Loan Servicer. The Default Rehabilitation Program allows defaulted student loan borrowers who

**have established satisfactory repayment a Student Loan Borrowers Rights and Responsibilities**

As a student loan borrower, you have many rights and responsibilities. You should be informed

about all aspects of your student loans, including: loan balances, repayment options, fees, grace

periods, interest rates, an explanation of default and its consequences, consolidation and much

more. As a student loan borrower, you are borrowing money and agreeing to pay it back.

You are

also bound by many important responsibilities during the life of the loan. If you do not repay your

loan on time or according to the terms in your promissory note, you may go into default.

Default

has serious consequences and will affect your credit rating.

**Students have the right to the following:**

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

**Students are responsible for:**

- Completing Entrance Counseling before your loan is disbursed to SON (first time borrowers only).
- Completing Exit Counseling before you graduate, leave school or drop below half-time enrollment status.
- Repaying your student loan even if you do not complete your academic program, you are dissatisfied with your education or if you are unable to find employment after you graduate.
  
- You must notify the school and your student loan lender if you:
  1. Change your address.
  2. Change your name.
  3. Withdraw from school or drop below half time enrollment.
  4. Transfer to another school.
  5. Fail to enroll or re-enroll in school for the period for which the loan was intended.
  6. Change your expected graduation date or graduate.

To remove the defaulted status completely

- You must make monthly payments on your loan after your grace period ends (unless you request and are approved for a deferment or forbearance).
- You must notify your lender of anything that might alter your eligibility for an existing deferment or forbearance.

Additional information on is available online at:

- [www.ombudsman.ed.gov](http://www.ombudsman.ed.gov)
- [www.aessuccess.org](http://www.aessuccess.org)
- [www.youcandealwithit.com](http://www.youcandealwithit.com)
- [www.nsls.ed.gov](http://www.nsls.ed.gov)
- <http://mappingyourfuture>

## **Students Rights and Responsibilities**

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

### **As a student receiving financial aid, you have the following rights:**

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

issues related to student loans. The Federal Ombudsman phone number is 1-877-557-2575, and the web address is: <http://www.ombudsman.ed.gov>.

## CAMPUS CRIME AND SECURITY

The Geisinger-Lewistown Hospital School of Nursing is protected under the Geisinger-Lewistown Hospital Security. The Geisinger-Lewistown Hospital has a complete emergency conduct plan in place for various emergency situations.

A full report of the Cleary Act can be found on the School of Nursing website under Student Resources.

### *Campus Crime Report*

<b>Offense</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Drug & Alcohol	0	0	0	0	0	0
Sex Crimes	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Illegal Weapons	0	0	0	0	0	0
Burglary/Stealing	0	0	0	0	0	0
Assault	0	0	0	0	0	0