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The Capital Area School of Practical Nursing (CASP) Student Handbook is intended to familiarize you with the services, procedures and regulations of the program. The Handbook should be used in conjunction with the materials distributed during orientation and with materials distributed by the classroom and clinical faculty at the start of each quarter. This handbook is designed to provide students with information about the practical nursing program of study at CASPN and, in general, how the school operates. This handbook should not be regarded as a contract between CASPN and/or any student or other person.

Purpose of the Handbook
- To provide guidance for new and continuing students.
- To describe general policies and procedures for the practical nursing program.
- To inform students of their rights and responsibilities.

The faculty reserves the right to amend or add policies at any time during the program and the student will be provided written copies of policy changes.

Capital Area Career Center Mission Statement
To provide students the opportunity to pursue career choices, to develop employability through technical and workplace skills, to transition into employment or post-secondary education, and to prepare for lifelong learning.

Capital Area School of Practical Nursing Mission Statement
In addition to the mission of the Capital Area Career Center, the mission of the Capital Area School of Practical Nursing is “To provide quality educational opportunities for students to develop the knowledge, skills and attitudes necessary to succeed and advance in the nursing profession, serving a culturally diverse community in a variety of healthcare settings.”

Florence Nightingale Pledge
"I solemnly pledge myself before God and in the presence of this assembly, to pass my life in purity and to practice my profession faithfully. I will abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug. I will do all in my power to maintain and elevate the standard of my profession, and will hold in confidence all personal matters committed to my keeping and all family affairs coming to my knowledge in the practice of my calling. With loyalty will I endeavor to aid the physician in his work, and devote myself to the welfare of those committed to my care.”
History

The Springfield School of Practical Nursing was organized in December of 1957, under the “Requirements and Recommendations for Accredited Schools of Practical Nursing in Illinois” set by the Illinois Department of Registration and Education. “Practical Nurse Education in Illinois Public Schools” published by the Board of Vocational Education, State of Illinois, was also used as a guide in establishing the program.

The program was sponsored by the Springfield Public School District #186, Board of Education, and the State Department of Vocational Education, and was established at the request of, and in cooperation with, St. John’s Hospital and Memorial Hospital of Springfield. Division Nine of the Licensed Practical Nurse Association of Illinois (LPNAI) gave loyal support to the organization of the program.

The first class was admitted on March 10, 1958. On July 1, 1977, the Nursing Program was moved to the Capital Area Vocational Center (now known as the Capital Area Career Center) and the name was changed to Capital Area School of Practical Nursing.

Governance and Accreditation

The Capital Area School of Practical Nursing program is operated under the administration of the Capital Area Career Center in cooperation with the Illinois Community College Board, and with the approval of the Illinois Department of Financial and Professional Regulation. The program currently holds an accreditation from NCA CASI / AdvancED through June 30, 2021. CASPN has been continually accredited by the Accreditation Commission for Education in Nursing (ACEN) since 1984.

During the program, students are affiliated with hospitals, long-term care facilities, physicians’ offices and other related health care agencies. Following successful completion of the program, students are eligible to apply to take the NCLEX-PN Examination. After passing the examination, students may apply for licensure as a Practical Nurse.
**Articulation Opportunities**

Graduates of the Capital Area School of Practical Nursing program are able to receive advanced standing toward an Associate Degree in Nursing through Lincoln Land Community College in Springfield, Richland Community College in Decatur and many other community colleges throughout Illinois.

For students interested in obtaining a Bachelor of Science in Nursing (BSN) degree, MacMurray College in Jacksonville IL offers nursing students with an LPN license who meet their admission criteria up to 15 hours of credit toward a BSN.

**Non Discrimination Policy**

The Capital Area School of Practical Nursing is an equal opportunity school and will not discriminate in its’ educational programs and activities based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, marital status, or veteran status, which do not interfere with the attainment of the educational program objectives. This policy extends to all legally protected classifications.
APPLICATION AND ADMISSION

Applicants must complete an application and meet the qualifications as outlined below:

1. Be at least seventeen (17) years of age.
2. Be a high school graduate or hold a GED certificate.
3. Successfully complete the Testing of Essential Academic Skills (TEAS) pre-entrance examination. All applicants are required to pass the Pre-Entrance Examination regardless of college hours or ACT scores. Applicants may take the TEAS test three (3) times and must achieve a score of 54% in the mathematics, reading comprehension, English and grammar sections of the test. A score of 42.3% is required in the science portion of the TEAS test.
4. Submit three (3) character references – References from employers or co-workers are preferred. If never employed, then by a teacher, guidance counselor, pastor, etc. References given by family members will not be accepted.
5. Submit a physical examination completed on the school’s form within the 12 months prior to starting the program along with the following immunizations: TDAP, two (2) MMR, documented proof of Chicken pox or Varicella Titer, and TB test within the year prior to starting class. A two-step TB skin test must be performed unless written verification that a TB skin test is performed annually. The applicant must have either started or completed the Hepatitis B series. Two of the three Hepatitis B injections must have been received prior to starting clinical rotations. The third Hepatitis B injection must be completed on schedule or the student will be dismissed from the program. An immunization record that includes dates of vaccination or lab reports with immunization titers must be submitted for verification of immunity. The physical examination and immunizations are the financial responsibility of the student.
6. Be certified in CPR as a Healthcare Provider by the American Heart Association or as a Professional Rescuer through American Red Cross. No online CPR courses are accepted. Students MAY NOT go to the clinical setting without a current CPR card on file.
7. Be a Certified Nursing Assistant (CNA) and be listed on the Illinois Department of Public Health Healthcare Worker Registry.
8. Complete the background check and drug screen. Information from applicants will be submitted to a company selected by CASPN for a criminal background check. Applicants will not be accepted into the program until the background check is clear or a waiver is received. A rapid urine drug screen will also be required at the applicant’s expense. Drug screens may be obtained at a physician’s office, clinic, or Midwest Occupational Health Associates (MOHA) in Springfield. Individuals who test positive on a drug screen shall be denied acceptance into the CASPN program for failure to meet program entrance requirements.
9. Be eligible for financial aid if needed. An applicant who has defaulted on a previous student loan(s) or owes a refund on a Pell Grant may be ineligible for financial aid. The applicant should contact the Financial Aid Officer before completing the application.
Essential Functional Abilities

Physical Abilities. Students should possess the physical movements needed by a nurse to practice safely. This includes fine and gross motor abilities that would be required to provide nursing care and treatment in all health care settings. This also includes physical strength such as lifting 50 pounds, physical endurance, and mobility to move patients from one place to another and perform CPR.

Sensory Abilities. Students should be able to visualize changes in a patient accurately, including close up and at a distance. Students must be able to smell, hear and touch in order to collect objective data. Examples include listening to a patient’s heart, palpating a pulse, and detecting odors such as body fluid drainage which may be indicative of disease.

Interactive Communication Abilities. Students should be able to interact and communicate with sensitivity in oral and written modes. Students must be able to process and communicate patient data accurately and timely. Students must have interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds. Students must be able to convey information orally and in writing in English.

Cognitive Abilities. Students should be able to read quickly and understand and apply information. Students must possess satisfactory math skills including measurement and calculations within the context of nursing practice. Students must be able to critically think, analyze and evaluate in the clinical setting. Students must be able to read and understand documentation written in English.

Emotional Coping Abilities. Students should be able to function effectively under stress while exercising good nursing judgment. This includes using effective teamwork skills and experiencing empathy.

Professional Abilities. Students must abide by nursing law and polices guiding nursing practice. Students must be able to deliver care to individuals of all ages, races and cultures in all health care settings. Students must be caring, compassionate, responsible, honest, accountable and respectful.
TUITION AND FINANCIAL AID

Estimated Expenses*

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$75.00</td>
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<tr>
<td>Tuition</td>
<td>$11,000.00</td>
</tr>
<tr>
<td>Textbooks/supplies</td>
<td>$785.00</td>
</tr>
<tr>
<td>Student Uniform, White Shoes, Watch (other required items)</td>
<td>$400.00</td>
</tr>
<tr>
<td>Copies of Transcripts (each)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Assessment Technologies Institute Diagnostic/Validation Testing</td>
<td>$1100.00</td>
</tr>
<tr>
<td>Liability Insurance</td>
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</tr>
<tr>
<td>Skills Lab Kit</td>
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</tr>
<tr>
<td>Technology Fee</td>
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</tr>
<tr>
<td>Copy Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Parking Permit</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

Expenses Incurred At The Time Of Graduation:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Pin (optional purchase)</td>
<td>$70.00</td>
</tr>
<tr>
<td>NCLEX-PN Examination Fee</td>
<td>$298.00</td>
</tr>
<tr>
<td>LPN License Fee (after passing NCLEX-PN Examination)</td>
<td>$60.00</td>
</tr>
<tr>
<td>Finger printing (estimate)</td>
<td>$55.00</td>
</tr>
</tbody>
</table>

*PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Tuition

Tuition for the Capital Area School of Practical Nursing is $11,000.00 per year or $5,500.00 per payment period. A tuition deposit of $500.00 will be due within one month from the date of receipt of the acceptance letter into the program unless waived or reduced by the Financial Aid Office. The balance of the tuition, liability insurance, technology fee, diagnostic testing fee, and skills lab kit for the first payment period (1st and 2nd quarters) is due one week prior to the first day of first quarter. The tuition, diagnostic testing fee, and technology fee for the second payment period (3rd and 4th quarters) will be due one week prior to the first day of 3rd quarter.

Students returning within 180 days of withdrawal are charged their original tuition rate plus liability insurance and other fees. Students returning after 180 days of withdrawal are charged the current tuition rate plus liability insurance and other fees. The returning student is responsible for all outstanding balances from previous enrollment before repeating a quarter. A deposit of $250.00 will be due within one month from the date of receipt of the re-admission letter unless waived by the Financial Aid Office.

A student who withdraws and then reenters the same program at the same school within 180 days is considered to be in the same payment period from which they withdrew and are entitled to only the amount of financial aid not previously received and/or aid returned based on Return of Title IV calculations. Once the student completes the payment period for which he/she has previously been paid, they become eligible for subsequent Title IV Funds. If a student reenters the same program more than 180 days after withdrawal, the student starts a new payment period.
Tuition Refund Policy

Federal Return of Title IV Funds under the Higher Education Act Amendment of 1998. Scheduled hours will be used to determine the percentage of the period completed by a student withdrawing from a clock hour program. A student withdrawing from a clock hour program earns 100 percent of his/her aid if the student’s withdrawal date occurs after the point when he/she was scheduled to complete 60 percent of the scheduled hours in the payment period. A student withdrawing before he/she is scheduled to complete 60 percent of the payment period has earned the equivalent percentage of Title IV aid that has been or can be disbursed.

Example: If a student is scheduled to complete 10 percent of the payment period, the student is charged 10% of the payment period tuition fee, and their refund, if applicable, would be 90%.

Loan and grant money must first be used to pay for tuition and fees. Once the institution has determined the amount of Title IV funds that may be retained, any required refunds will be made to the Title IV programs according to the Department of Education’s distribution requirements. The student will then receive any refund due or be billed for outstanding charges.

The order in which unearned funds must be returned to the Title IV program is:
- FFELP loans – Stafford (unsubsidized, subsidized, then PLUS)
- PELL Grant Awards
- Other Title IV Programs
- State and other agencies
- Student

Refunds for all other types of assistance (i.e. State, private resources, scholarships) will follow the school’s refund policy above. There is a $50.00 fee for returned/bounced checks. Student transcripts will be held until this fee is paid.

Title 38 Students Under U.S. Code
Veterans and eligible students drawing education benefits, who have changes in their programs that affect educational benefits, must have them reported within two weeks and no longer than 30 days to the United States Department of Veteran Affairs Regional Office. Upon receipt of official transcripts and course descriptions of the prior education, students with prior post-secondary or college credits will be evaluated for possible advanced placement in the nursing program.

Financial Aid Program Participation
The school participates in the following financial aid programs: Federal Pell Grants, State of Illinois MAP Grant, Federal Stafford Student and Parent Loans, WIOA (Workforce Innovation and Opportunity Act), DORS (Dept. of Rehabilitation Services), Upward Mobility, IDES, IETC, Veterans Affairs Education Programs, and private scholarships and loans.

Confirmation of Student Immigration and Naturalization Service (INS) Status
The Capital Area School of Practical Nursing will not pay any Title IV financial aid to students whose status as eligible non-citizens has not been confirmed through the Department of Education’s Central
Copies of the student’s documentation may be collected as part of the financial aid application process through the Department of Education’s Central Processor. If the Central Processor is not able to match the student’s information with INS, the school will request secondary confirmation using the documentation collected during the student’s application process. If the student fails to submit documentation during the application process, the school will send the student a letter requesting documentation and explaining the deadlines to the student. Financial aid processing will cease until the student submits the requested documentation.

**Disbursement of Federal Aid**

Federal financial aid is not disbursed until the student submits all required forms and documentation. All awards are issued to the school. Disbursement of loan checks and Pell grants will not be issued any earlier than what is required by Federal Student Aid. Funds will be available after they have been received from the third party servicer rules and regulations and processed as quickly as possible through the Financial Aid and Business Office. Remember, one-half of all money awarded is disbursed per term.

**Federal Pell Grant**

The Pell Grant ranges from $626.00 to $5815.00 for the current award year. The amount awarded is determined by the EFC (Expected Family Contribution) printed on the SAR (Student Aid Report). EFCs between 0000 and 5081 will be eligible for an award based on a sliding scale provided by the Department of Education. The Pell Grant Award year extends from July 1 through June 30. All students who begin school in January must renew their FAFSA application as soon after January 1 as possible to qualify for the total award.

**State of Illinois Map Grant**

The Monetary Award Program (MAP) is the State of Illinois need-based grant program. A student’s financial need is based upon a comprehensive review of the family’s financial situation and the cost of attending the institution. MAP awards cover only approved tuitions and mandatory fees, not to exceed the maximum award amount for the academic year. The student must be a resident of Illinois twelve months prior to the first day of class and be enrolled at least half time at a college approved for the MAP Grant Program.

**Federal Stafford Student Loan Program**

Determination of eligibility for the Federal Stafford Student Loan is based on the student’s EFC (Expected Family Contribution) reported on the SAR (Student Aid Report) and his/her estimated expenses for the school year. Students may qualify for a need-based Subsidized Loan, and/or a non-need based Unsubsidized Loan. The maximum Stafford Loan, subsidized and unsubsidized combined, is $9,500.00 for an independent student and $5,500.00 for a dependent student. The dependent student may be eligible for increased loan amounts if a parent is denied a PLUS Loan.

The interest on the Subsidized Stafford Loan is paid by the government while the student is in attendance and during the grace period. The student is responsible for payment of the interest on the Unsubsidized Stafford Loan. The interest can be paid quarterly while the student is in school, or can be capitalized and added to the principal of the loan. In accordance with U.S. Department of Education regulations, an entrance counseling interview is required before receiving initial loan disbursements. An exit counseling interview is required before graduation or upon withdrawal.
The final default rates on student loans are as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Default Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>3.7</td>
</tr>
<tr>
<td>2012</td>
<td>6.7</td>
</tr>
<tr>
<td>2013</td>
<td>10.1</td>
</tr>
</tbody>
</table>

**Plus Loan (Parent Loan for Undergraduate Students)**

The PLUS Loan is a non-need based loan available to parents of dependent students. The PLUS Loan is obtained in the name of a parent. The maximum amount a parent can borrow is “cost of education minus financial aid received”. While the student is enrolled, the parent may pay the interest on the loan or allow it to be capitalized and added to the principal of the loan.

**Repayment of Loans**

Repayment of the Stafford Student Loan(s) must begin in the seventh month after the student is no longer enrolled in the nursing program, whether or not he/she completes the program, or is dissatisfied with the program.

Repayment of the PLUS Loan begins 30-60 days following the final disbursement of funds.

The student is responsible for contacting the lender regarding repayment procedures following graduation or withdrawal from the nursing program. The Financial Aid Officer will alert the student of a change in the lender or holder of the loan. This notification can occur any time after the first disbursement is made.

Requests for deferment, forbearance, or any change in the repayment schedule, must be initiated by the student to the holder of the loan. Forms for requesting a deferment can be obtained from the lending agency or holder of the loan. If the student does not contact the lender regarding repayment procedures within six (6) months after graduation, or withdrawal from the nursing program, he/she will be considered in default, and action will be taken against him/her by the lender and/or federal government. Requests for consolidation of all loans to allow the student to make one quarterly payment, instead of two or more, must also be initiated by the student.

Please refer to the financial aid handouts for further information on charges, interest, grace periods, repayment and deferments on student loans.

**Default Prevention**

In addition to entrance and exit counseling interviews, mappingyourfuture.org and isac.org (Illinois Student Assistance Commission) are useful websites that provide college, career, and financial aid information and services. Visitors to Mapping Your Future may choose from several topics such as: 10 Steps to Financial Fitness, Budget & Loan Calculators, CAREERSHIP, Debt/Salary Wizard, and Deferment Navigator to name a few. A student who does not begin repayment or does not maintain the repayment schedule as required is considered to be in default.
A student, who is in default on a Stafford Loan or owes a PELL Grant refund under the Title IV Program, is NOT eligible for further financial aid.

Default status can result in an adverse credit rating, garnishment of wages, withholding of Federal or State Tax refunds, denial of LPN licensure, and possible litigation. (See financial aid handouts for further information.)

**Return to Title IV Funds Policy**

Title IV funding is based on the amount of time a student actually attends classes. For CASPN this is based on clock hours/days attended. A student who has withdrawn from the program could still be eligible for Title IV funds to be refunded after withdrawal. Upon withdrawing from the program a Return to Title IV Calculation is completed by the financial aid office. This formula is used to determine how much of the federal funds were “earned” by the student based on the number of days the student was in attendance versus the number of days in that specific aid period. For CASPN the aid period is divided into two separate semesters of which clock hours/days of attendance are used to determine how much aid was actually earned prior to the student’s withdrawal date. If the funds that were disbursed are less than the funds actually earned by the student (student must be eligible for said funds) additional funds will be disbursed to the student after the withdrawal.

**Determining Withdrawal Date in Regards to Title IV Funding**

CASPN records attendance twice each day. Students are allowed to miss a total of three days in any one quarter. If a student exceeds this limit a letter of dismissal is sent. If the student does not return to classes and/or does not contact the school an unofficial withdrawal is assumed. Students can also submit an official withdrawal. In each instance the last date of attendance is used to determine what funds were earned during that award period. The withdrawal date is classified as the date the student formally withdraws from the program or the date of the fourth consecutive day a student is not in attendance and has not contacted the school in regards to the absence.

**Calculating Title IV Funds Earned**

Once a student is dismissed or withdraws from the program a “Drop Sheet” is created stating details such as last date of attendance, drop date and reason for withdrawal or dismissal. The Admissions Office is required to submit these forms to the Financial Aid office within one week of the drop date to ensure all returns and/or refunds are processed prior to the 45 day deadline required by the Department of Education. The dates are used in calculating earned funds and also to determine if funds are returned to Title IV or if any refunds are due to the student. When returns are required we first return any unsubsidized loans. If those are exhausted and more funds are to be returned we will then return subsidized loans, followed by Pell grant if necessary. If a student withdraws prior to receiving all eligible Title IV funds, CASPN will utilize calculations to determine what funds were earned by the student and will issue a post-withdrawal disbursement if the student has earned more funds than have been disbursed while attending classes. Prior to any refund to a student CASPN is required to return any grant overpayment the student owes. After, and/or if there is no overpayment owed by the student, funds will be disbursed to the student. CASPN is allowed to credit a student’s account for any funds still owed to the school (i.e. tuition, books) for current term charges. This can only take place if the student has contracted with the school. Funds withheld by CASPN cannot exceed monies owed by the student. These funds can be credited without the student and/or parent’s permission. The student does not have to be notified prior to CASPN crediting Pell funds to the account. However, if the post-withdrawal
disbursement is either a Direct Student Loan or Direct Parent Plus Loan the student and/or parent must be notified in writing prior to any loan funds being either credited or disbursed to either the student or parent.

CASPEN also has the right to credit funds to cover any past due balance owed or to cover a subsequent term’s tuition and fees, however, permission must be granted by the student prior to funds being applied to the student account. There is no specific order in which funds are to be disbursed to the student (i.e. Unsub, Sub, Pell). The Drop Sheet is kept in the students financial aid file along with the forms used in the calculations and any other information regarding the R2T4 (i.e. bank receipts and payment confirmations). These calculations and returns are to be made within 45 days of the last date of attendance. All post-withdrawal disbursements must be paid to the student (or parent) within 14 days of the Return calculation.

**Explanation of Return to Title IV Calculations**

A simple formula of completed hours vs number of hours in an award period is used to determine the amount of Title IV funds earned by the student at the time of withdrawal. The number of hours/days completed is divided by the total number of hours/days in the award period. This is taken times 100 to give a percentage of time completed. If this number is greater than 60% all aid has been earned for the award period. If this percentage is less than 60% then the percentage is taken from 100% to determine the unearned aid. The next step of the formula is to take the total amount of eligible aid and multiple it by the percentage of aid earned. This will put the aid earned into a dollar amount for the actual eligible aid earned. Any refunds or disbursements will then be made.
**Title IV Repayments**

A student who has received Title IV funds, and is dismissed or withdraws from the program before completing a payment period, may need to repay financial aid received in excess of the actual funds earned during enrollment. Repayments are based on the percentage of scheduled hours and expenses incurred. The student is responsible for discussing the need for repayment with the Financial Aid Officer and CASPN Nurse Administrator at the time of withdrawal or dismissal from the program. The Capital Area School of Practical Nursing will not issue any information for any student known to be in default on a CASPN student loan, owing a refund of Title IV Funds or having a balance on their school account. Future financial aid can be denied to a student who owes a repayment on a PELL Grant.

**Updating FAFSA**

A student must update his dependency status any time during the award year unless it changed because of marital status change. Students with extenuating circumstances may request a special review of their original FAFSA application. Students must submit a signed letter detailing their special circumstances to the Financial Aid Office before a special review will be conducted. Students must also provide the Financial Aid Office with any supporting documentation that is requested.

**Student Loan Code of Conduct**

**General Provisions**

CACC/CASPN, in recognition of the need to preserve the integrity of the student loan program, and in compliance with the Student Loan Code of Conduct requirements outlined in the Higher Education Opportunity Act of 2008 (HEOA), adopts the following Code of Conduct. This Code of Conduct is based upon Section 493 of HEOA. The requirements set forth in Section 493 of the HEOA shall take precedence over any section of this Code of Conduct that is in conflict with Section 493 of HEOA except that the more restrictive part of either this Code of Conduct or Section 493 of HEOA shall take precedence over the less restrictive part.

This Code of Conduct shall be published prominently on CACC/CASPN’s website.

CACC/CASPN shall administer and enforce this Code of Conduct. A violation of this Code of Conduct by any employee, officer or agent in the financial aid office or with responsibilities with respect to education loans shall be grounds for discipline, including discharge. All new employees with responsibilities with respect to education loans shall be supplied with a copy of the Code of Conduct within 30 days of being hired. All employees, officers and agents with responsibilities with respect to education loans shall be annually informed of the content and provisions of this Code of Conduct.
**Prohibition against Remuneration to CACC/CASPN**

CACC/CASPN will not solicit, accept or agree to accept anything of value from any Lending Institution, Guarantee Agency or Servicer in exchange for any advantage or consideration provided by the Lending Institution related to its student loan activity. This prohibition includes but is not limited to:

- Revenue Sharing Agreements
- Any goods (such as computer hardware) for which CACC/CASPN pays below market price
- Any computer software used to manage loans unless the software can manage disbursements from all lenders
- Any printing costs, postage or services

This does not prevent CACC/CASPN from soliciting, accepting or agreeing to favorable terms and conditions where the benefit is made directly to student borrowers.

**Prohibition against Remuneration to CACC/CASPN Employees**

CACC/CASPN will require and enforce that no officer, trustee, director, employee or agent of the school will accept anything more than a nominal value on his or her own behalf or on behalf of another during any 12 month period from or on behalf of any Lending Institution, Guarantee Agency, or Servicer. This prohibition will include, but not be limited to a ban on any payment or reimbursement from any Lending Institution, Guarantee Agency or Servicer to CACC/CASPN employees for lodging, meals, or travel to conferences or training seminars.

This does not preclude any officer, trustee, director, employee or agent of CACC/CASPN from receiving compensation for conducting non-school business with a Lending Institution, Guarantee Agency or Servicer from accepting compensation that is offered to the general public. This prohibition does not prevent CACC/CASPN officers, trustees, directors, employees or agents from holding membership in any non-profit professional associations.

**Ban on Gifts**

No CACC/CASPN employee involved in the affairs of the school’s financial aid office shall solicit or accept any gift from a lender, guarantor, or servicer of education loans. Gifts are defined as but not limited to:

- Any type of gratuity, favor, discount, entertainment, hospitality, loan or other item having more than a token monetary value. The term includes a gift of services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred.

**The following would not be considered “gifts”**:

- Standard material, activities, or programs on issues related to a loan, default aversion, default prevention, or financial literacy, such as a brochure, a workshop or training.
- Food, refreshments, training, or informational material furnished to any officer, trustee, director or school employee, as an integral part of a training session that is designed to improve the service of a lender, guarantor, or servicer of education loans to the institution, if such training contributes to the professional development of the officer, trustee, director or employee.
- Favorable terms, conditions, and borrower benefits on an education loan provided to all students.
- Entrance and Exit counseling services provided to borrowers to meet the institution’s responsibilities for entrance and exit counseling as required by law as long as the institution’s staff are in control of the counseling and such counseling does not promote the products or services of any specific lender.
- Philanthropic contributions to CACC/CASPN from a lender, servicer, or guarantor that are unrelated to education loans or that are not made in exchange for any advantage related to education loans. State education grants, scholarships, or financial aid funds administered by or on behalf of a state.
Ban on Gifts to Family Members
Gifts to family members of any officer, trustee, director or employee of CACC/CASPN will be considered a gift to said officer, trustee, director or employee of CACC/CASPN if:
- The gift is given with knowledge and acquiescence of the officer, trustee, director or employee of CACC/CASPN, and
- The office, trustee, director or employee of CACC/CASPN has reason to believe the gift was given because of the official position of said officer, trustee, director or employee of CACC/CASPN.

Limits on CACC/CASPN Employees Participating on Lender Advisory Boards
Any employee who is employed in CACC/CASPN’s financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

This does not preclude any officer, trustee, director or employee from participating on any lender advisory boards that are unrelated to student loans.

This does not preclude any CACC/CASPN employee not involved in the affairs of CACC/CASPN’s financial aid office from serving on the Board of Directors of a publicly traded or privately held company.

Contracting Arrangements Prohibited
Any officer, trustee, director or employee of CACC/CASPN is prohibited from accepting any payments of any kind from a lender in exchange for any type of consulting services related to educational loans.
- This does not prevent anyone else in the institution who has nothing to do with student loans from entering into these arrangements.
- This does not prevent anyone not employed in the financial aid office who has “some” responsibility for student loans from entering into these agreements if that individual in writing, recuses himself or herself from any decision regarding educational loans.
- This does not prevent anybody from serving on a Board of Directors or trustee of an institution if the individual, in writing, recuses himself or herself from any decision regarding educational loans.

Revenue Sharing Agreements Prohibited
CACC/CASPN will not enter any revenue sharing agreement where:
- A lender provides or issues a loan that is made, insured, or guaranteed under this title to students attending the institution or to the families of such students; and
- The institution recommends the lender and in exchange the lender pays a fee or provides other material benefits.

Prohibition on Offers of Funds for Private Loans
CACC/CASPN will not request or accept any agreement of offer of funds for private loans in exchange for concessions or promises of:
- A specified number of loans made, insured or guaranteed
- A specified loan volume
- A preferred lender arrangement
Ban on Staffing Assistance
CACC/CASPN will not request or accept from any lender any assistance will financial aid office staffing. This does not include:
- Professional development training for financial aid administrators
- Educational counseling materials, financial literacy materials or debt management materials to borrowers, provided that such materials disclose to borrowers the identification of any lender that assisted in preparing or providing such materials.
- Staffing services on a short-term, non-recurring basis to assist the institution with financial aid-related functions during emergencies, including State-declared or federally declared natural disasters.

Interaction with Borrowers

> CACC/CASPN participates in the Federal Family Education Loan Program (FFELP) and all student and parent borrowers are packaged under the program.

> CACC/CASPN will not assign, through award packaging or other methods, the borrower’s loan to a specific lender.

> CACC/CASPN will not refuse to certify, or delay certification of, any loan based on the borrower’s selection of a particular lender or guaranty agency.

Financial Aid Office Code of Conduct
All employees shall exhibit the highest ethical standards. All employees’ first duty is loyalty to Capital Area Career Center/Capital Area School of Practical Nursing and its students. No employee shall take advantage of his or her position for his or her personal gain or benefit.

No employee shall take any action that he or she believes is or might be contrary to law, regulation, or in the best interests of the students and parents we serve.

In every circumstance, employees shall ensure that the information given to students and parents is accurate and unbiased and does not reflect any preference arising from actual or potential personal or institutional gain.

In every instance, employees will be objective in making decisions and advising the school regarding any institution involved in any aspect of student financial assistance.

No employee shall solicit or accept anything from an entity involved in the making, holding, consolidating or processing of any student loans, including anything of value, except for such items of minimal or token value specifically exempted by the “Student Loan Code of Conduct.”

Employees will always disclose to the Capital Area Career Center/Capital Area School of Practical Nursing any involvement with or interest in any entity involved in any aspect of financial aid.

The Financial Aid Office Code of Conduct applies to all employees involved with Financial Aid, including financial aid staff, supervisors, Business Office personnel who deal with loans or grants and anyone who
otherwise has responsibility or authority over the financial aid operation. All such persons shall abide by the “Student Loan Code of Conduct” and familiarize themselves with its contents at least once per year.

**Satisfactory Academic Progress Statement**

To be eligible for federal and state financial aid, students are required by the U.S. Department of Education and the State of Illinois to maintain satisfactory academic progress toward their degree objectives.

All students achieving a final grade of at least a ‘C’, defined as 77%, in each theory course at the end of a quarter as “making satisfactory progress.” Any student that does not achieve a final grade of at least ‘C’ (77%) in each theory course at the end of a quarter will be dismissed from the nursing program. The maximum time frame in which students may receive federal student aid cannot exceed 150 percent of the published length of the program, this includes all completed and uncompleted quarters. In this program, published length of the program is defined as four quarters, totaling 1330 clock hours.

**Responsibility for Payment of School Expenses**

I understand that the first payment (for quarters 1 & 2) is due one week prior to the first day of first quarter. The payment for the second period (quarters 3 & 4) is due one week prior to the first day of 3rd quarter. The school may grant a deferment pending the receipt of student financial aid. However, failure to be eligible and/or to apply for financial aid does not change my obligation to pay outstanding tuition, fees and other charges due the school on the required dates.

I understand that Federal regulations require that any financial aid I receive must first be credited towards any outstanding tuition and fees owed by me to the school. Once such charges are paid, I may use the remainder of the funds received for expenses of rent, food, utilities, and transportation (not including car payments).

I agree to submit any additional information and/or documentation necessary to support my application for financial aid upon request.
**Release Authorization for Title IV Funds**

I authorize the Capital Area School of Practical Nursing to credit my account with eligible Title IV Post-Withdrawal Disbursement funds for any prior or currently outstanding tuition obligation, and/or other institutional charges incurred should I be unable to complete my education and withdraw.

**Verification Policy**

Verification is a process which enables a school to confirm the accuracy of information used to determine a student’s eligibility for federal student assistance. A student’s file may be selected for verification by either the school or by the U.S. Department of Education.

If a student’s file has been selected for review under the verification process, the following material will be requested from the student:

1. A completed Verification Worksheet, signed by the student (and parent when applicable).
2. A copy of the U.S. Income Tax Return (IRS Form 1040, 1040A, 1040EZ, 1040 TEL, 1040PC) for the base year filed by the student. Married students must also provide their spouse’s tax return. Dependent students must also provide their parent’s return. IRS Form 1722 listing the taxpayer’s information is acceptable in lieu of 1040.
3. Any other information deemed necessary by the institution including, but not limited to, social security benefit documentation, divorce decrees, or W-2 forms.

The institution will withhold financial aid payments from any student who has not completed the verification requirements within the prescribed deadlines. Students must provide the above information prior to the first day of school or one week from date of request if school has already begun.

Students will be required to correct any information that is found to be inconsistent as a result of the verification process. The verification process is not considered to be complete during periods of corrective action. Corrections generally include a recalculation of the student’s EFC, and resubmission through the Central Processor.

If a student’s award changes as a result of the verification process, the student will be counseled and informed of how the change affects his/her packaging and financial obligations to the institution.

To protect the integrity of federal student assistance programs, institutions must enforce verification policies. It is the student’s responsibility to comply with any and all requests by the institution for verification material, within prescribed deadlines.

In the event of an overpayment in the Pell or SEOG programs, the student will be notified and given 30 days to repay the overpayment. After that time any unpaid balance in excess of $25 will be sent to the Department of Education for collection action. Until the balance is cleared, the school will withhold all academic transcripts and the student will no longer be eligible for Title IV assistance. Students will forfeit their right to federal assistance for non-compliance with verification policies.
The Faculty of the Capital Area School of Practical Nursing share the philosophy of the Capital Area Career Center and endeavor to provide students with knowledge, skills, understanding, attitudes, appreciation, and work ethic necessary to enter into and make progress in employment in an existing and changing society. In addition, CASPN faculty and staff hold the following beliefs:

**Man** is a unique being, with common needs deserving of worth and dignity. Man is viewed as a finite being with varying capability to function in society. Man is a unified wholeness composed of subsystems—biologic, interpersonal, intrapersonal, physiologic, sociocultural and developmental. Man’s nature is holistic—what affects one aspect of being affects the whole. Man’s daily living activities reflect his values, culture, motive, and life style.

**Environment** consists of dynamic biologic, physical, and sociocultural elements that interact to impact man’s health. These interacting dynamic forces constantly inspire and influence man’s state of health. The environment includes surroundings, conditions and influences affecting man.

**Health** is a dynamic state of wholeness characterized by optimal functioning. Health encompasses a state of well-being. It is a condition in which all functions of the mind and body are normally active.

**Nursing** is a process of planned steps directed toward meeting the needs of man. It is a learned profession based on understanding of the human condition across the lifespan and the relationship of the individual with others and the environment. The essential component of nursing is caring and concern for the wholeness of man and his needs. The goal of nursing is to promote comfort and quality health care. Nursing is the diagnosis and treatment of human responses to actual or potential health problems. Nursing is an art and science that integrates biologic, psychological, social and behavioral knowledge. The process of nursing involves a dynamic interaction between a client and nurse designed to promote, maintain, and restore an optimal level of health or support a peaceful death. Critical thinking is the basis of the nurse’s application and use of knowledge and experience in making judgment. The nature of nursing is continually evolving.

**Practical Nursing** is the performance of selected nursing acts in the care of the ill, injured, or infirm under the direction of a licensed professional nurse, a licensed physician, or a licensed dentist in all settings in which nursing takes place. Practical nursing is concerned with basic therapeutic, rehabilitation and preventive care for people of all ages and diverse cultures in various stages of dependency. The practical nurse uses a clinical problem solving process (the nursing process) to collect and organize relevant health care data, assist in the identification of health needs/problems throughout the client’s lifespan and contribute to the interdisciplinary team in a variety of settings. The practical nurse uses the nursing process under appropriate supervision to provide competent care for clients with commonly occurring health problems.

**Education** is a lifelong process whereby learning occurs by guided experience so that behavior is modified or changed. Education is a dynamic process that directs and facilitates learning. The faculty guide, direct, facilitate and evaluate learning while encouraging self-direction and development of critical thinking. The process of learning is most effective in an atmosphere that respects individualism. The development of cognitive skills is enhanced by teaching strategies.
**Practical Nursing Education** is designed to focus on a holistic approach to learning, progressing from simple to complex. This education builds on previous levels of knowledge and experience. Practical nursing education is goal-directed and purposeful and includes the development of cognitive skills including critical thinking and analysis. Practical nursing education prepares entry level nurses to provide competent care for clients with commonly occurring health problems having predictable outcomes. Competency implies knowledge, understanding and skills in nursing process, and tasks guided by ethical and legal nursing practice.

**Conceptual Framework**

The conceptual framework of the practical nursing curriculum at Capital Area School of Practical Nursing is an organized frame of reference providing structure and process for this program. The framework is composed of faculty beliefs about man, environment, health, nursing, practical nursing, education and practical nursing education. The faculty uses the concepts of body systems, human needs, and the environment as interdependent variables for support. The body system approach encompasses normal anatomy and physiology, diseases and disorders, and nursing care. With the complexity of information this approach guides the students in progression from simple to complex. Human needs are addressed using Maslow’s hierarchy and include physiological, safety, love and belonging, self-esteem, and self-actualization. Man’s needs change as a result of the process of human development and effects of the environment. The environment encompasses the factors impacting man’s ability to manage his health. Health and illness exist on a continuum. In all aspects of life, cultural, religious, social, and psychological factors influence the client’s response to nursing care.

The conceptual framework encompasses an approach for analyzing human problems and meeting client’s needs. From a nursing perspective man is approached as an integrated whole. This holistic approach concerns itself with prevention of disease, restoration of health and maintenance of health. The nursing process approach is utilized to organize and provide care.

The nursing process consists of data collection, planning, implementation, and evaluation. The nursing student utilizes the nursing process in the practice of practical nursing, an integral part of professional nursing and health care.

Practical nursing includes the performance of selected nursing acts in the care of the ill, injured, or infirm under the direction of a licensed professional nurse, a licensed physician or a licensed dentist. The curriculum of Capital Area School of Practical Nursing is designed to prepare qualified, competent entry-level graduates to function effectively under the guidance of a professional nurse, licensed physician or dentist in a variety of health care settings.

**Academic Standards**

Students are evaluated on nursing practice skills, professional qualities, personal qualities, attendance and classroom/clinical performance. These qualities and skills are based on the objectives of the nursing program.
Program Outcomes

In compliance with the United States Department of Education, the disclosure of completion and placement rates of students is available. Nursing Education Program Reports are annually documented as outlined in 225 of the Illinois Compiled Statutes and statistics are compiled in various categories.

Capital Area School of Practical Nursing trends and analyzes statistics in the following categories to assess program outcomes:

- Completion Rates
- NCLEX-PN Pass Rates
- Graduate Program Satisfaction
- Job Placement and Employer Satisfaction

Completion Rates

<table>
<thead>
<tr>
<th>Graduation Date</th>
<th>Beginning enrollment</th>
<th>Current enrollment</th>
<th>Number graduated</th>
<th>Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 110</td>
<td>December 2012</td>
<td>68</td>
<td>N/A</td>
<td>59</td>
</tr>
<tr>
<td>Class 111</td>
<td>June 2013</td>
<td>75</td>
<td>N/A</td>
<td>54</td>
</tr>
<tr>
<td>Class 112</td>
<td>December 2013</td>
<td>74</td>
<td>N/A</td>
<td>55</td>
</tr>
<tr>
<td>Class 113</td>
<td>June 2014</td>
<td>75</td>
<td>N/A</td>
<td>60</td>
</tr>
<tr>
<td>Class 114</td>
<td>December 2014</td>
<td>66</td>
<td>N/A</td>
<td>53</td>
</tr>
<tr>
<td>Class 115</td>
<td>June 2015</td>
<td>64</td>
<td>N/A</td>
<td>57</td>
</tr>
<tr>
<td>Class 116</td>
<td>December 2015</td>
<td>60</td>
<td>N/A</td>
<td>51</td>
</tr>
<tr>
<td>Class 117</td>
<td>June 2016</td>
<td>72</td>
<td>N/A</td>
<td>59</td>
</tr>
</tbody>
</table>

NCLEX-PN Pass Rates

State licensure examination data are reported by the Illinois Department of Financial and Professional Regulation and list the number of candidates who successfully pass the NCLEX-PN examination on their first try. Listed below are the last five years of data for CASPN.

<table>
<thead>
<tr>
<th>Year</th>
<th>Attempted</th>
<th>Passed</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>166</td>
<td>141</td>
<td>85%</td>
</tr>
<tr>
<td>2012</td>
<td>125</td>
<td>109</td>
<td>87%</td>
</tr>
<tr>
<td>2013</td>
<td>112</td>
<td>105</td>
<td>94%</td>
</tr>
<tr>
<td>2014</td>
<td>115</td>
<td>110</td>
<td>96%</td>
</tr>
<tr>
<td>2015</td>
<td>108</td>
<td>100</td>
<td>93%</td>
</tr>
</tbody>
</table>
Employer Satisfaction

Students are sent a survey six months after graduation asking them to disclose where they are employed and asking their permission to contact their employer to assess the employer’s satisfaction with the quality of CASPN graduate. Below is a list of some of the employers who responded with high satisfaction for CASPN graduates:
Abraham Lincoln Memorial Hospital
Concordia Village
Decatur Memorial Hospital
Heritage Health
Hillsboro Area Hospital
Illinois Department of Corrections
Lewis Memorial Christian Village
Lincoln Prairie
McFarland Mental Health Center
Memorial Physicians Health Services
MOHA
Octapharma Plasma
Passavant Area Hospital
SIU Healthcare
Springfield Clinic
Taylorville Memorial Hospital
The Bridge Care Suites
The Villas Senior Care Community
Vibra

Program Satisfaction

<table>
<thead>
<tr>
<th>Year</th>
<th>Class</th>
<th>Responses</th>
<th>Satisfied with CASPN Program &amp; Recommend the Program.</th>
<th>Employment obtained upon Graduation</th>
<th>Employment Pending upon Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-2014</td>
<td>112-113</td>
<td>81</td>
<td>78.18%</td>
<td>22.89%</td>
<td>53.70%</td>
</tr>
<tr>
<td>2014-2015</td>
<td>114-115</td>
<td>115</td>
<td>76.99%</td>
<td>12.30%</td>
<td>65.88%</td>
</tr>
<tr>
<td>2015-2016</td>
<td>116-117</td>
<td>76</td>
<td>86.93%</td>
<td>51.68%</td>
<td>36.1%</td>
</tr>
</tbody>
</table>
### Student Demographics

In addition to the program outcome indicators, CASPN tracks statistics regarding the demographic composition of each class as displayed in the table below:

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Age Range</th>
<th>Gender</th>
<th>Race</th>
<th>Residence location in miles from Springfield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 112</td>
<td>18-29</td>
<td>Male</td>
<td>Caucasian</td>
<td>0– 25 miles</td>
</tr>
<tr>
<td></td>
<td>30-39</td>
<td>Female</td>
<td>African American</td>
<td></td>
</tr>
<tr>
<td></td>
<td>40-49</td>
<td></td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50+</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class 113</td>
<td>18-29</td>
<td>Male</td>
<td>Caucasian</td>
<td>0– 25 miles</td>
</tr>
<tr>
<td></td>
<td>30-39</td>
<td>Female</td>
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<tr>
<td></td>
<td>40-49</td>
<td></td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50+</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class 114</td>
<td>18-29</td>
<td>Male</td>
<td>Caucasian</td>
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<td>50+</td>
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<td></td>
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<td>18-29</td>
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<td>50+</td>
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<td>18-29</td>
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<td>Other</td>
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<tr>
<td></td>
<td>50+</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class 117</td>
<td>18-29</td>
<td>Male</td>
<td>Caucasian</td>
<td>0– 25 miles</td>
</tr>
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<td></td>
<td>30-39</td>
<td>Female</td>
<td>African American</td>
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<tr>
<td></td>
<td>50+</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class 118</td>
<td>18-29</td>
<td>Male</td>
<td>Caucasian</td>
<td>0– 25 miles</td>
</tr>
<tr>
<td></td>
<td>30-39</td>
<td>Female</td>
<td>African American</td>
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<td>Other</td>
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</tr>
<tr>
<td></td>
<td>50+</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Student Learning Outcomes

The Licensed Practical Nurse, as a member of the health care team, is responsible for providing patient-centered care for clients in health-care settings, utilizing critical thinking skills, and being accountable for her/his own actions and competencies. The student who has successfully completed the Capital Area School of Practical Nursing demonstrates the following competencies:

Utilizes the Nursing Process While Caring for Assigned Patients:

1. **Assessment:**
   a. Assesses the biopsychosocial needs of the patient.
   b. Gathers information from various sources:
      1. patient
      2. other health care team members
      3. family and/or significant others
      4. health records
     c. Utilizes knowledge of normal values to identify abnormal values.
     d. Identifies and respects cultural, emotional, religious and spiritual influences on patient health.

2. **Nursing Diagnosis**
   Identifies the appropriate nursing diagnosis from the NANDA list and develops plan of care for each nursing diagnosis.

3. **Plan of care:**
   a. Contributes to the development and revision of nursing care plans utilizing established nursing diagnoses
   b. Prioritizes nursing care needs of assigned patients

4. **Implementation:**
   a. Provides safe, effective nursing care to assigned patients
   b. Utilizes effective communication in:
      1. Documenting relevant, accurate and complete information
      2. Caring for the patient, family and/or significant others
   c. Interacts with health care team to coordinate patient care
   d. Provides health education based on patient needs

5. **Evaluation:**
   a. Seeks guidance from health care team in evaluation of patient care
   b. Revises patient care based on evaluation of the patient

Functions as a Member of the Health Care Team:

2. Adheres to nursing standards of care and the code of ethics for the licensed practical/vocational nurse.
3. Identifies the role of the Licensed Practical Nurse in the health care system.
4. Demonstrates lifelong commitment to learning by identifying sources of as well as importance of continuing education.
5. Identifies personal strengths and challenges for personal growth and career potential.

*Adapted from criteria published by the National League for Nursing/National Association for Practical Nurse Education and Service*
The nursing program is divided into four quarters which must be taken in sequence. Students spend time in classroom, laboratory practice, and supervised clinical experience in various health care settings. Classroom hours are 8:15 a.m. to 4:00 p.m.

**First Quarter**
- Fundamentals of Nursing with Medical Terminology
- Anatomy & Physiology with Normal Nutrition  
  (ATI: Fundamentals)
- Long Term Care Clinical

**Second Quarter**
- Nursing I
- Acute Care Clinical

**Third Quarter**
- Nursing II
- Mental Health Nursing  
  (ATI: Mental Health)
  (ATI: Pharmacology)
  (ATI: Medical-Surgical)
- Mental Health Clinical
- Acute Care Clinical

**Fourth Quarter**
- Nursing III
- Leadership
- Nursing of Mother and Newborn
- Nursing of Children  
  (ATI: Mother/Baby)
  (ATI: Care of Children)
  (ATI: Leadership)
  (ATI: Comprehensive)
- Mother Baby/Pediatric Clinical
- Leadership/Team Leading Clinical

**TOTALS: Approximately 1330 Hours**
Testing and Grading

ATI testing is incorporated into the CASPN curriculum to ensure that national standards in practical nursing education are being met and to prepare students for the format and content of the NCLEX-PN examination. According to their web site, ATI Nursing Education is the leading provider of online learning programs that are instrumental in improving faculty effectiveness and student and program outcomes in nursing schools across the country. Currently the company works with more than 20,000 nurse educators, approximately 2,100 colleges and universities nationwide, and over 225,000 students. ATI Nursing Education has played a role in helping more than 1 million students pass the NCLEX, the U.S. nursing licensing exam.

ATI practice examinations are assigned each quarter. Students must achieve the required number of points on the practice exams to receive the points designated in the course syllabus. Courses with ATI proctored examinations include the exam score in the grade compilation for the course. Students scoring at Level 3 will receive the total possible points which will count towards 10% of the course grade. Students scoring at Level 2 will receive 9.5% of total course points and students scoring at Level 1 will receive 8% of total course points. Those scoring below Level 1 will receive 7.7% of total course points. Students scoring at or below Level I will be required to successfully complete remediation of ATI content as assigned by the instructor. No points will be awarded if remediation is not completed.

The Comprehensive ATI test is similar to the NCLEX-PN licensure examination. It requires a passing grade by current ATI recommendations as noted per faculty. The make-up Comprehensive ATI exam is required for those who score below the passing grade. CASPN students are provided with an ATI NCLEX Live Review the last three days before graduation. It is provided for them at the CASPN campus. Attendance for all three days is mandatory.

The following letter grade system is used in classroom theory:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Minimum Score</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Academic Excellence</td>
<td>93</td>
<td>100%</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>86</td>
<td>92%</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>77</td>
<td>85%</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>70</td>
<td>76%</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
<td>69%</td>
</tr>
</tbody>
</table>

Students who do not achieve a final grade of at least a “C” in each theory course will be dismissed from the program. If a student withdraws from the program prior to final grades being posted, the student will be required to go before the Admission and Retention Committee to be readmitted to the program. Students may not be readmitted to the program more than one time.

Evaluation Tools:

1. Written examinations
2. Written assignments
3. Group projects
Students will evaluate classroom instruction and faculty using data gathering method utilized by CASPN. Evaluation will be completed at the end of each quarter and will be used for program improvement.

**Moodle**

Moodle is a web-based learning application used by the faculty and staff at CASPN to share individual information with student regarding their classes, progress and current status. Through Moodle the students have access to their grades, course descriptions, attendance information, and course resources. Moodle allows students to send messages to their instructors if they have questions regarding assignments, grades, or to request an office appointment. Instructors may also send messages to the entire class regarding announcements, notifications, or additions or changes in assignments. Individual student messages can be communicated to students as well, if necessary.

**Course Descriptions**

**Fundamentals of Nursing with Medical Terminology**

This is a beginning course for the first quarter practical nursing student. Students are aided in the development of efficient methods of study including goal setting. The content proceeds from simple to complex and provides the foundation for progression within the program. The role of the practical nurse as a productive member of the health care team in the health care delivery system is stressed. Factors which contribute to effective communication, meaningful relationships and personal growth are introduced. Students are guided toward gaining personal insight and understanding of the uniqueness of individuals including ethical and cultural considerations. The holistic approach is utilized to assist individuals to reach and/or maintain high level wellness on the health-illness continuum. Geriatric Nursing content begins in this quarter.

**Anatomy and Physiology with Normal Nutrition**

This course teaches basic human anatomy and physiology with a multimedia approach in order to prepare students for a career in health care professions. Basic biology, chemistry, and microbiology are all introduced, beginning with an overview of the body then progressing through each of the body systems that are grouped by function. Concepts and terminology learned in this course will be applied to the clinical setting as the students learn to care for ill patients.

**Nursing I**

Nursing I builds on the foundations taught in First Quarter of Fundamentals of Nursing, Nutrition, and Anatomy & Physiology with emphasis on care of individuals with selected medical/surgical conditions in an acute care setting. The student is introduced to the nursing concepts needed to meet the needs of patients with various medical/surgical conditions and to explore the pathology and treatment modalities used with an emphasis on pharmacology. Students will review disease prevention, health promotion, and the general enhancement of life with illness. The content progresses from simple to complex utilizing the
nursing process to provide holistic care to people of various ages, racial and ethnic backgrounds whether at home or in healthcare facilities. The use of effective communication skills, incorporating cultural considerations, is stressed. Modification of the normal diet to meet the needs of individuals with altered physiology is included. Theory, laboratory and supervised clinical experience are correlated to allow students to gain more depth in the utilization of the nursing process in caring for patients with selected medical/surgical conditions.

**Mental Health Nursing**

This course deals with the role of nursing associated with the human emotional responses to stress and crisis along with the developmental continuum. Course components include utilization of the nursing process to determine the health care needs of patients with psychosocial illness through a variety of treatment modalities, concepts of therapeutic communication with the use of caring attributes, interpersonal relationships, and interdisciplinary management of psychosocial problems. Acute, chronic, and community mental health resources available to individuals, families, and groups with actual or potential mental health problems are investigated.

**Nursing II**

Nursing II builds on the foundations taught in First and Second Quarters of Fundamentals of Nursing, Nutrition, and Anatomy & Physiology and Medical Surgical Nursing I. It is a continuation of emphasis on the care of individuals with selected medical/surgical conditions in an acute care setting. The student is introduced to the nursing concepts needed to meet the needs of patients with various medical/surgical conditions. They explore the pathology as well as the treatment and pharmacologic modalities used. The student nurse will review disease prevention and the general enhancement of life with illness. The content progresses from simple to complex utilizing the nursing process to provide holistic care to people of various ages with diverse racial and ethnic backgrounds both at home and in healthcare facilities. The use of effective communication skills, incorporating cultural considerations, is stressed. Modification of the normal diet to meet the needs of individuals with altered physiology is included. Theory, laboratory and supervised clinical experience are correlated to allow students to gain more depth in the utilization of the nursing process in caring for patients with selected medical/surgical conditions.

**Nursing III with Leadership**

Nursing III with Leadership will help prepare the practical nursing student to assume a role as an integral member of the health team upon graduation. Licensure, job opportunities, legal and ethical topics, communication, research, and team leading will be explored. The NCLEX-PN will also be discussed and reviewed and the comprehensive ATI will be administered.

**Nursing of Children**

This course is a study of children from infancy through adolescence. Content focuses on the normal growth and development and illnesses and/or abnormalities occurring most frequently in each age group. It includes the impact of hospitalization of the child and family, as well as the preventative aspects of health teaching. Concepts from nutrition and pharmacology are integrated. Theory and clinical experience are correlated to allow students to integrate theory with practice. Clinical experiences focus on the care of the child in the hospital or clinic.
Nursing of Mother and Newborn

This course is a study of the mother and newborn during all phases. The normal pregnancy cycle including antenatal, intrapartum and postpartum is stressed. Normal newborn assessment and care is emphasized. Common deviations of pregnancy/postpartum and congenital defects and conditions of the newborn are covered. The nursing process is utilized to determine interventions in the care of the mother and newborn. Concepts from nutrition and pharmacology are integrated. During the clinical experience, students care for mothers and newborns in LDRP (Labor/Delivery/Recovery/Postpartum). Theory and clinical experience are correlated to allow students to integrate theory with practice.

**Pharmacology is integrated throughout the program**

**Normal Nutrition is integrated throughout the program**

CASPN ATI POLICY

What is ATI?

- Assessment Technologies Institute® (ATI) offers an assessment driven review program designed to enhance student NCLEX-PN success.
- The comprehensive program offers multiple assessment and remediation activities. These include assessment indicator for academic success, critical thinking, and learning styles, online tutorials, online practice testing, and proctored testing over the major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
- Data from student testing and remediation can be used for program’s quality improvement and outcome evaluation.
- ATI information and orientation resources can be accessed from your student home page. It is highly recommended that you spend time navigating through these orientation materials.

Modular Study:
ATI provides online review modules that include written and video materials in all content areas. Students are encouraged to use these modules to supplement course work and instructors may assign these during the course and/or as part of active learning/remediation following assessments.

Tutorials:
ATI offers unique Tutorials that teach nursing students how to think like a nurse; how to take a nursing assessment and how to make sound clinical decisions. Nurse Logic is an excellent way to learn the basics of how nurses think and make decisions. Learning System offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features are embedded in the Tutorials that help students gain an understanding of the content, such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide.

Assessments:
Standardized Assessments will help the student to identify what they know as well as areas requiring active learning/remediation. There are practice assessments available to the student and standardized proctored assessments that may be scheduled during courses.
Active Learning/Remediation:
Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX. The student’s individual performance profile will contain a listing of the topics to review. The student can remediate, using the Focused Review which contains links to ATI books, media clips and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in the assessment, focused reviews and tutorials by each student. Students can provide documentation that required ATI work was completed using the “My Transcript” feature under “My Results” of the ATI Student Home Page.

Late or Missed Assignments Due To Student Absences
Late or missed assignments must be turned in on the first returning day of class. Any assignment not turned in on the first returning day of class will receive zero (0) points for the assignment.

Make up tests must be scheduled with the Admission Specialist on the morning of the first returning day of class. Any test not taken on the first returning day of class will receive a zero (0) for the test. An alternative format test may be administered for all make up tests. The student is responsible to inquire about make up work.

Lunch and Snacks
Vending machines are available and hot lunch is served in the cafeteria area of CACC on days that high school students are in session. Students may leave campus for lunch. No food may be eaten in the classroom, computer lab or skill lab areas. Students may have bottled water, soda, and coffee in classroom. All drinks must have lids. No drinks allowed in the skill lab or computer lab.
Classroom Dress Code/School Uniform

Students will have a professional, well-groomed appearance in the classroom. Clothing that is clean and meets the following criteria is expected in the classroom.

1. Royal blue or white scrub pants and scrub top or **CASPN logo shirts/sweat shirts.**
2. **White or royal blue undershirt (short or long sleeved, t-shirt, cami, etc).**
3. Socks and nursing shoes or tennis shoes must be worn AT ALL TIMES!
4. If attire has holes, rips, or tears, it should not be worn.
5. All hats and caps are to be removed while in the building.

Noncompliance

1. First offense-probation
2. Second offense-dismissal for the day and charged one day absence
3. Third offense-recommendation for dismissal from the program

Classroom Performance

While in the classroom, students will be expected to:

1. Be respectful and contribute to an atmosphere that is conducive to learning. Abide by all CASPN policies.
2. Avoid holding conversations with classmates while the instructor or another student is speaking.
3. Remain seated, alert and awake with undivided attention during class sessions. Students are not to leave the classroom until break or lunch times other than emergencies. Leaving the classroom at other times is considered disruptive behavior.
4. Refrain from participating in distractive behavior.
5. Participate in learning by using a variety of methods: note taking, group participation, class discussion. Audiotaping requires the individual faculty member’s approval.
6. **NO use of cell phones, tablets, and other electronic devices. Devices are to be turned off and put away during class sessions.**
7. NO children are allowed in the classroom or skills lab.

CASPN investigates and responds to all reports of violations of their policies. Violations of CASPN’s Policies will result in disciplinary action up to and including immediate dismissal. The appropriate discipline to be administered will be determined based on the nature and any exaggerating or extenuating factors present regarding any violation of this or applicable CASPN policies.

**Academic Honesty and Integrity**

All students are expected to be honest in academic work and to display integrity in all aspects of student performance especially testing. All tests will be proctored.

Dishonesty or cheating is unacceptable. If a student is found guilty of plagiarism (copying word for word from someone else’s work, including text books, magazines, information from the internet, or other students work.) or is guilty of giving or receiving help during an examination or activity, she/he will receive a grade of zero on the examination or activity and may be dismissed from the program based on unethical conduct.
Students will occasionally resort to other methods of academic and intellectual dishonesty in order to gain advantage which they are not due. Some examples of this might be:

1. Copying another student’s work and presenting it as their own work or allowing another student to copy their work.
2. Citing sources that do not exist or were not used or citing sources to support a statement when in fact the source does not address or support the material.
3. Taking an exam for another, passing information about an assignment, scenario, quiz or exam to another student or accepting the same from another.
4. Working collaboratively when that has not been specifically allowed by the instructor. Students are required to complete and submit their own work unless authorized to work in a group.
5. Taking photos of any exam or test.

**Noncompliance**

Students who do not comply with the above academic standards are subject to discipline, including dismissal from the nursing program without a right to apply for re-admittance.

**Learning Resources**

During orientation, the CASPN Nurse Administrator will discuss study habits, absenteeism, employment policy, aptitude, test results, and financial aid. Questions about the program are answered and the Student Handbook is distributed.

The Capital Area School of Practical Nursing Mini-Resource Center offers current resources in textbooks, magazine subscriptions, and video tapes/DVD’s for onsite viewing. Material may be checked out with the Admissions Specialist and or faculty.

**Lincoln Land Community College, LLCC, Library**

CASPN students have access to Learning resources through Lincoln Land Community College, LLCC, Library. The library has a wide availability of resources, such as print, multimedia, and electronic formats that are designed to meet the needs of nursing students. Online streaming is also available and includes allied health collections. Online streaming available on site, and CASPN students can login with a student guest account. CASPN students can obtain a community library card with a photo ID for use in checking out books. LLCC staff provide service to support use and or access to the library resources. LLCC Library physical space provides open student seating, including individual and group study areas. Included are tables for small groups and 28 computer work stations. Other available equipment at LLCC Library includes coin operated photocopiers, a digital scanner designated for patron use, black-and -white and color printers, DVD/VHS –TV viewing station.

LLCC Library LLCC Library is 0.7 miles from CASPN at 5250 Shepherd Rd. Springfield IL 62794-9256, Circulation desk 217-786-2354, Reference desk: 217-786-2352, Fax: 217-786-2251, and can be accessed online at [http://library.llcc.edu](http://library.llcc.edu).

**Fall & Spring Semester Hours**

Monday- Thursday 7:30 am - 9 pm || Friday- 7:30 am - 5 pm|| Saturday- 9 am – 4pm

**Summer Hours**

Monday- Thursday- 7am - 8 pm
**Computer Resources**

CASPN offers a computer lab that holds 36 computers including the computer used just for printing. Students may use the computers during their free time on class days and Skills Lab days. The computers are to be used for TEAS testing for potential students, class projects, practice ATI testing, and completing computer based learning requirements for the local hospitals. There are 30 laptops that are available for student use at any time during the day. The students have access to the printer/copier from 7:30am to 4:30pm at the discretion of the instructor during classroom hours. No food or drink is allowed in the computer lab. Cell phone use in the computer lab is prohibited.

**Noncompliance:**

1. First offense- probation
2. Second offense- dismissal for the day and charged one day absence
3. Third offense- recommendation for dismissal from the program

**Internet Use Policy**

Students using the computer lab or laptop computers must follow the school’s computer/internet use policy which is as follows:

Student access to computers at CASPN is provided to enhance the curriculum-related educational experiences of its students and its use is limited to such purposes. Students using computer resources for purposes unrelated to course activity or otherwise shall be subject to discipline. Data storage devices, as well as the data used on them, on CASPN computers are subject to inspection at any time to assure compliance with this policy and to protect the computer resources from harm. In order to maintain CASPN’s computer resources for use by all students without interruption, students may not upload, download or copy data, install or store data programs or software to a hard drive; alter any system settings or the contents of any web page without prior approval from an instructor. In order to avoid expenses to CASPN, students shall not order subscriptions, make purchases, or incur charges of any kind on or through CASPN computers without prior approval from an instructor.

STUDENTS ARE RESPONSIBLE FOR ALL EXPENSES INCURRED IN THE REPAIR AND/OR REPLACEMENT OF ANY COMPUTER HARDWARE OR SOFTWARE REQUIRED AS THE RESULT OF EITHER INTENTIONAL OR NON-INTENTIONAL DAMAGE BY ANY STUDENT TO SAID EQUIPMENT.

**Acceptable Use Policy of Capital Area School of Practical Nursing**

**Purpose.** CASPN supports the use of the Internet and other computer networks in the instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration.

**Authority.** The electronic information available to students and staff does not imply endorsement of the content by, nor does CASPN guarantee the accuracy of information received on the Internet. CASPN shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet. CASPN shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. CASPN reserves the right to log network use and to monitor fileserver space utilization by users.
Responsibility. CASPN shall make every effort to ensure that this educational resource is used responsibly by students and staff. Students and staff have the responsibility to respect and protect the right of every other user at CASPN and on the Internet. The CASPN Nurse Administrator shall have the authority to determine what inappropriate use is, and his/her decision is final.

Guidelines. Network accounts will be used only by the authorized owner of the account for its authorized purpose. Network users shall respect the privacy of other users on the system.

Prohibitions. Students and staff are expected to act in a responsible, ethical and legal manner in accordance with CASPN policy, accepted rules of network etiquette, and federal and State law. Specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for non-work or non-school related work.
4. Use of the network for product advertisement or political lobbying.
5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use of the network to access obscene or pornographic material.
8. Use of inappropriate language or profanity on the network.
9. Use of the network to transmit material likely to be offensive or objectionable to recipients.
10. Use of the network to intentionally obtain or modify files, passwords, and data belonging to others.
11. Impersonation of another user, anonymity, and pseudonyms.
12. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
13. Loading or use of unauthorized games, programs, files, or other electronic media.
14. Use of the network to disrupt the work of other users.
15. Destruction, modification, or abuse of network hardware and software.
16. Quoting personal communications in a public forum without the original author's prior consent.

Security. System security is protected through the use of passwords. Failure to adequately protect passwords could result in unauthorized access to personal or center files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in another student's or teacher's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Safety. To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of the faculty or CASPN Nurse Administrator.

Noncompliance. The network user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyrighting violations or theft of services will be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Vandalism will result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, Internet or other networks. This includes but is not limited to the uploading or creation of computer viruses.
Copyright. The illegal use of copyrighted software by students and staff is prohibited. Any uploaded to or downloaded from the network shall be subject to "fair use" guidelines.

Limitation of Liability. CASPN makes no guarantee that the functions or the services provided by or through the computer system will be error-free or without defect. CASPN will not be responsible for any damages suffered, including but not limited to, loss of data or interruptions of service. CASPN is not responsible for the accuracy or quality of the information obtained through or stored on the system. CASPN will not be responsible for financial obligations arising through the unauthorized use of the system.

Publication of Student Work and/or Pictures. The CASPN website serves to increase communication between students, faculty and other entities. From time to time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server. Due credit will be given to the author of published work(s). Photographs of students will not carry identifiable information such as the student’s full name or other personal information.

Social Networking Policy

Capital Area School of Practical Nursing recognizes that social networking plays a role in the lives of many of our students. CASPN has established a policy to assist students in navigating the use of the internet, blogging, and social networking sites. Students are not restricted from writing blogs and using social networking sites on their own time, outside of the school day. However, students are not permitted to access these sites during class time or through the network resources.

When blogging or using social networking sites, students must not engage in activities in violation of the CASPN Acceptable Use, Unlawful Harassment, or any other CASPN policy. Students are strictly prohibited from sharing any confidential information through social networking, including curriculum, exams, financial information, and client information. When blogging or using social networking, students who identify themselves as students of CASPN should conspicuously state that their opinions and comments are their own and they are not the opinion of the CASPN.

Students should be aware that they will soon be professionals and should consider the impact of social networking activities on their future job opportunities. The following ANA Principles for Social Networking must be followed:

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

The ANA suggests that nurses follow these six tips to avoid problems:

1. Remember that standards of professionalism are the same online as in any other circumstance.
(2) Do not share or post information or photos gained through the nurse-patient relationship.
(3) Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
(4) Do not make disparaging remarks about patients, employees, employers, CASPN staff or students, even if they are not identified.
(5) Do not take photos or videos of patients or clinical sites on personal devices, including cell phones.
(6) Promptly report a breach of confidentiality or privacy.

References:

**Bullying, Intimidation, and Harassment Policy**

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors is an important goal of the Capital Area School of Practical Nursing. Bullying is any act, either physical or non-physical, by either an individual or a group towards any other individual or group in such a manner as to cause that person or group to feel threatened, intimidated or cause fear of being harmed or further harassed. The Capital Area School of Practical Nursing strictly prohibits all forms of bullying. Prohibited behavior includes, but is not limited to: unkind actions or remarks, verbal or non-verbal taunting, physical aggression and exclusion from groups. Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act of conduct, including communications made in writing or electronically, directed toward a student or students who has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
2. Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
3. Substantially interfering with the student’s or students’ academic performance; or
4. Substantially interfering with the student’s or students’ ability to participate in or benefit from services, activities, or privileges provided by a school.

*Students who have been subjected to or have witnessed any acts of bullying should contact any CASPN Instructor, the Clinical/Skills Lab Coordinator or the Nurse Administrator.*

**Full implementation of the above policy includes:** (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassing behavior, (b) providing each student who violates this policy with appropriate consequences, and (c) protecting students against retaliation for reporting such conduct.

**Discipline for Violations**

CASPN investigates and responds to all reports of violations of the social networking policy and other policies. Violations of CASPN’s Policies will result in disciplinary action up to and including immediate dismissal. The appropriate discipline to be administered will be determined based on the nature and any exaggerating or extenuating factors present regarding any violation of this or applicable CASPN policies. CASPN reserves the right to take legal action where necessary against students or faculty who engage in prohibited or unlawful conduct.

**Counseling Program**

The counseling program of the Practical Nursing Program is an integral part of the total education of the student. It is that portion of the program which is essentially concerned with assisting the student to develop as a self-understanding individual. The objectives of the counseling program are:

1. To provide the student with knowledge of individual aptitudes and progress in the program as a basis for self-evaluation and self-direction.
2. To provide assistance to the student with problems concerning individual progress in the program.
3. To provide assistance and guidance to students to assist with program success.
4. To provide an opportunity for professional growth.
Counseling Procedures:

1. The CASPN Nurse Administrator, CASPN Clinical/Skills Lab Coordinator, and faculty members are available for conferences during office hours.
2. Individual student conferences may be held with an instructor when it is evident that the student is having difficulty in theory or clinical experience.
3. Additional conferences may be held as necessary. Either a faculty member or student may initiate a conference.
4. Individual student records are kept confidential.

CASPN Community Resource Reference Manual is available to all students and is kept in the Student Reference Library.
Tutoring

When indicated, students will be referred to the Tutoring Program provided by CASPN.

1. Students having difficulty with a concept should arrange a time to discuss with the instructor prior to requesting a tutor.
2. Students who have a course grade of 80% or below are eligible for free tutoring.
3. Grades will be monitored weekly to evaluate continued eligibility for tutoring. Students whose grades are above 80% and who request additional tutoring will be financially responsible for the cost of tutoring.
4. Students who wish to continue being tutored must submit a new tutoring request each quarter.
5. The tutoring procedure at CASPN is as follows:
   a. Student requests tutor assistance form from either CASPN Admission Specialist, or by completing online form on CASPN website.
   b. After student completes Tutor Request Form, contact is made with an available CASPN tutor by Admission Specialist within 24 hours of request.
   c. Admission Specialist notifies CASPN Nurse Administrator in writing within 24 hours of the request by presenting a hard copy of the request to the Coordinator.
   d. CASPN students requesting tutor assistance receive copy of the tutoring policy to ensure they are aware that tutoring service is provided free of charge. However, if planned tutor meeting is cancelled, students will be charged $10 for each missed tutoring session.
   e. Within 24 hours of each session with the student, the designated tutor will complete a detailed progress report of each session and email it to the CASPN Nurse Administrator and designated faculty of said student.
   f. At conclusion of tutoring sessions, student will submit Tutoring Evaluation Form to CASPN the Admission Specialist
5. **Students may not request a specific tutor.**
6. As a general rule, telephone tutoring will not be allowed. Rare exception occurs but must be approved by the CASPN Nurse Administrator.
7. Students are encouraged to form informal study groups and utilize good study skills to maintain academic progress begun during tutoring program.
SKILLS LAB

CASPNN students are given simulated experiences to develop clinical expertise prior to performing procedures on live patients. Skills taught previously with CNA certification will not be emphasized as specific check-offs, but will be incorporated throughout various lab sessions. Students will be provided with a laboratory bag containing all essential equipment that will be utilized in both skills lab and clinical settings. Skills lab testing will be centered on instructional materials provided by ATI. Each student will have access to live tutorials and check-off sheets prior to each lab session so that they will have adequate preparation before performance of skills. Students will not be allowed to perform a skill in the clinical area until they have received instruction and/or demonstrated competence in that skill. All skills required for each quarter must be successfully demonstrated in the skills lab prior to the student attending clinical.

Attendance. Attendance in skills lab sessions is essential to practice and master the skills needed for clinical preparation. All students must complete and pass all required skill testing check-offs for each quarter before attending clinical. If a student is absent on a skills lab practice day he/she will be responsible for covering that material on his/her own time. Skills testing days are mandatory, unless prior approval has been given. If a skills testing day is missed, it must be made up on the next day (by appointment with the Clinical Skills/Lab Coordinator). If this is not done, the student may not attend clinical until all skills check-offs are successfully completed.

Conduct. Students are to be in the lab only during scheduled skills lab days or individually scheduled sessions. While in the skills lab students are to refrain from all non-professional behavior. Cell phones and other electronic devices are strictly prohibited in the skills lab at any time. Students who are waiting to test in the lab must remain seated in the classroom until they are called by the instructor.

Noncompliance
1. First offense- probation
2. Second offense- dismissal for the day and charged one day CLINICAL absence
3. Third offense- recommendation for dismissal from the program

Laboratory Failure. A laboratory failure is earned when a student does not successfully demonstrate the critical elements of a skill in three attempts. If a student is unsuccessful after a second attempt, the Clinical/Skills Lab Coordinator will remediate with that student. If a student is unsuccessful after remediation on their third attempt he/she will not be allowed to attend clinical which will be a fail for that particular quarter, regardless of classroom grades and/or attendance.

Scheduled Individual Lab Sessions. Students will be able to request individual lab sessions in order to practice and master skills that are required for successful completion of nursing courses. Requests for individual lab sessions should be made with the Clinical/Skills Lab Coordinator and will be scheduled accordingly.
**Agenda.** Skills labs sessions are held in three out of the four quarters at CASPN. Each quarter is broken down into the following skills sessions:

<table>
<thead>
<tr>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
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<tbody>
<tr>
<td>Assessment (Head to Toe)</td>
<td>Medications (PO)</td>
<td>Insulin</td>
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<tr>
<td>Sterile Dressing Change</td>
<td>Eye &amp; Ear Drops</td>
<td>IV Insertion &amp; Therapy</td>
</tr>
<tr>
<td>Sterile Gloves/Sterile Field</td>
<td>Topical Medications</td>
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<tr>
<td>Glucose Monitoring</td>
<td>Suppositories</td>
<td></td>
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<tr>
<td>Foley Catheter Insertion</td>
<td>Tracheostomy Care &amp; Suctioning</td>
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<tr>
<td>Suture/Staple Removal</td>
<td>NG Tube Management/Tube Feeding</td>
<td></td>
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<tr>
<td>Drains (Management &amp; Removal)</td>
<td>Intradermal Injections</td>
<td></td>
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<tr>
<td>IV Saline Lock Removal</td>
<td>Non-insulin SQ Injections</td>
<td></td>
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<tr>
<td>Ostomy Care</td>
<td>IM Injections</td>
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CLINICAL EXPERIENCES

The clinical experience assignments in each course have been designed by the faculty to meet course outcomes. Students are assigned with an instructor in groups of 10 students or less to a clinical facility with which CASPN has a contracted arrangement for student experiences. Students will be informed of hours for each clinical assignment in advance. The time varies to meet the objectives of each quarter but is typically 7:30 am until 3:00 pm. Students may be required to travel to outlying clinical sites and may be required to attend evening clinicals if necessary. Transportation is the responsibility of the individual student. Students will be informed of appropriate parking facilities at each clinical location. No student may refuse any clinical site or instructor.

All Students are expected to be knowledgeable and prepared regarding clinical experiences planned for the day according to the level of instruction. Should a student come to the clinical area unprepared, the instructor may dismiss the student and the student will be charged one day absence. Students must act professionally while in the clinical site by establishing and maintaining effective professional communication and interpersonal relationships with patients and family members, staff, classmates, and faculty. They should use proper phone etiquette and avoid fraternizing with patients, staff, and other students. Students should avoid discussion of their personal life and problems with patients, facility personnel, other students, or physicians. They should maintain professional decorum by not chewing gum, by walking, not running in rooms or hallways and by speaking quietly to maintain as restful an environment as possible.

Clinical Attendance

Students who will be absent or tardy for clinical must notify their clinical instructor and/or the Clinical/Skills Lab Coordinator’s office at least one hour prior to start of the clinical day. Students must call and leave a message with the following information:

1. Student’s Name
2. Date and time
3. Clinical assignment/Instructors name and reason that you will not be attending.

If the student does not notify either their clinical instructor and/or the Clinical/Skills lab Coordinator they will be considered a “no call, no show” and will be placed on probation. Additional information is found in the Attendance Policy section of this handbook.

Lunch and Snacks

A meal break of 30 minutes and one break of 15 minutes will be scheduled by the instructor in each clinical site in accordance with agency policy. Students usually remain at the clinical facility for lunch and may bring a lunch or take advantage of agency facilities, if available. Exceptions to this policy may be allowed at the discretion of the clinical instructor.
Clinical Dress Code

CASPEN students must report to clinical wearing the following:

1. Clean, well-fitting regulation school uniform with a CASPN left arm patch. No t-shirts with any type of coloring are to be worn with the uniform. Dress uniforms must come at least to the top of the knee when the student is standing and must be worn with a full-length white slip and white pantyhose. Uniform pants must not be too tight or baggy. If a belt is worn it must be white. Only white sweater/lab coat may be worn over the uniform. White t-shirts under uniforms are allowed. All undergarments must be white or flesh color and without pattern. **THE SCHOOL UNIFORM IS NOT TO BE WORN EXCEPT WHEN PERFORMING IN THE ROLE OF A CASPN STUDENT PRACTICAL NURSE.**

2. Clean all white leather or leather-like nursing shoes or tennis shoes, including shoelaces if present, worn with all white hose/socks. No sandals, open toe shoes, strap backs, clogs or Crocs will be allowed. White tennis shoes are allowed only if they do not have any logos, color, or designs. Uniform shoes must be worn for clinical assignments only.

3. Student picture ID badge worn above the waist except where agency regulations prohibit. Badge to have student first name, last initial, and SPN. Clips for badges are provided by CASPN. No lanyards or decorated clips are allowed.

4. No jewelry other than wedding band or engagement ring and watch. No class rings, heirloom rings, neck chains or bracelets. Only one stud earring in the lobe of each ear is allowed. Earrings must not be dangling earrings. No other body piercing sites allowed.

5. Hair must be clean, well groomed, under control, and of a natural color. Long hair must be secured off the shoulders, and away from the face. Facial hair must be neatly trimmed. Hairstyles must present a professional image.

6. NO nail polish of any kind may be worn. Nails should be short, clean, and have smooth edges. No artificial nails or overlays may be worn in clinical sites.

7. Any visible tattoo(s) must be covered in the clinical area. They may be covered per white lab coat, white sweater. Skin tone tattoo coverings are acceptable.

8. Excess makeup and perfume should be avoided. Lightly fragranced body sprays or lotions are acceptable. The smell of cigarette smoke may cause allergic reactions. Students should avoid smelling of smoke while caring for patients.

9. Other restrictions may be applied at the discretion of the instructor as deemed appropriate for the clinical setting or according to agency policy.

10. Gum chewing is not allowed at any time during clinical time frame. (Including pre and post conference)

11. No smoking, chewing tobacco, and e-cigarettes or vapor type nicotine are allowed at the clinical setting or CASPN campus.

Students must arrive prepared for clinical AT ALL TIMES. Being prepared consists of bringing:

A. Stethoscope
B. Paper and black pen
C. Pen light
D. Watch with second hand
E. Bandage scissors
F. Gait Belt
MOTHER/BABY & PEDS CLINICAL DRESS CODE – SAME AS ABOVE

Mental Health Clinical Dress Code
Mental Health clinical float outs are Third quarter. The clinical dress code for Mental Health float out is business casual dress. All other clinical dress code guidelines remain the same.

1. Dress pants of neutral colors i.e. (black, browns, and beiges). Colored pants, jeans, or leggings are not allowed.
2. Shirts must have sleeves (no tanks or spaghetti straps) and be conservative in nature with no undergarments showing through or logos present. No hooded garments are allowed.
3. Tennis shoes that are worn in clinical may be allowed in Mental Health facilities. No tennis shoes with color. Shoes are to be clean. No sandals, open toes, open backed, high heeled shoes or boots are to be worn.
4. Jewelry, tattoos, piercing guidelines remain the same.
5. Lanyards are strictly prohibited in clinical. Students must use badge clips provided by CASPN

Noncompliance with clinical dress code that cannot be immediately altered.

1. First offense-Dismissal for the day and charged one day clinical absence
2. Second offense- Probation & Dismissal for the day
3. Third offense – Meet with CASPN Nurse Administrator to discuss possible dismissal from the program.

Noncompliance with clinical dress code that can be immediately altered.

1. First offense - Plan of Improvement will be given
2. Second Offense _ Probation and dismissal for the day
3. Third Offense – Meet with CASPN Nurse Administrator to discuss possible dismissal from the program.

Clinical Requirements: Students must provide proof of current CPR and immunizations to be allowed into the clinical setting.

Students must pass each clinical rotation. Clinical instructors will have orientation and review the clinical syllabus, assignments, objectives, and attendance. At that time an explanation of the clinical instructor’s expectations will be given at the beginning of each rotation. Any written assignment not handed in by the due date may warrant a plan of improvement, a probation, or other disciplinary action.

Evaluation forms will be explained by the clinical instructor at the beginning of each rotation. The following letter grade system is used for clinical performance for each rotation based on the Clinical Evaluation Tool:

S = Satisfactory: Clinical performance is safe and demonstrates application of the nursing process, communication, psychomotor skills, and application of learning at the expected level. Student shows growth toward meeting the clinical and program objectives.
N/I = Needs Improvement: Clinical performance is safe yet essential information and background knowledge is deficient. Student demonstrates some growth toward meeting clinical and program goals. Student completes plan of improvement for each N/I received.

U = Unsatisfactory: Clinical performance is unsafe and/or inadequate in application of the nursing process. Communication and psychomotor skills are poorly demonstrated. Evidence of growth toward meeting and the clinical program goals is not evident. An unsatisfactory in any area will fail the student for the quarter.

If at any time the instructor determines that a student is ill or injured or unstable; compromising patient’s health and compromising the ability to care for patients; the instructor has the authority to send the student home. Each day equals one absence. There are no half-days in the clinical area.

Students must meet the criteria for students at each clinical site utilized by the program. Students are to abide by the policies and procedures of the clinical facilities and observe regulations regarding patient safety and welfare. Property belonging to the clinical facility must be used carefully and correctly. Students must notify the instructor and the nurse in charge of their patient assignment when leaving the assigned clinical area for any reason. If a question or problem arises concerning a patient, agency staff, or another student, it is the responsibility of the student to seek guidance from their primary source, the clinical instructor.

The student should make sure there is a written order on the patient’s chart before administering any treatment or medication and follow these guidelines:

1. Read the procedure in the facility procedure book, if this is the first time this procedure is being performed at this clinical facility.
2. Assemble needed medication/supplies and equipment.
3. Review the procedure step-by-step with the instructor before entering the patient’s room.
4. Inform the patient of what medication is being given or procedure is to be done prior to giving the medication or beginning each step in the procedure.
5. Handle equipment carefully to prevent injury to self or others. Use principles of body mechanics when lifting, pulling, or pushing objects.
6. Minimize distractions; concentrate on procedure being performed.
7. Dispose of contaminated sharps properly.
8. Document the skill/medication appropriately when performed.
9. Be prepared to critique performance with the instructor after leaving the patient’s room.

**Skills Remediation:** If at any time the instructor feels the student is in need of remediation for any skill, they will complete a skills remediation form, and require the student to contact the Clinical/Skills Lab Coordinator the same day to make an appointment to be remediated. If the student does not remediate that skill, they may not attend any more clinical assignments, and will receive a grade of fail for that clinical quarter.

**Safety.** Students must follow standard precautions at all times to prevent the transmission of infections. Students are expected to know and follow the agency’s procedure to report a cardiac or respiratory arrest
and to follow in case of fire or other facility emergencies. They must be alert at all times to the needs and safety of patients and report any unusual conditions immediately to the clinical instructor.

**Assignments.** Students will not be able to refuse any assigned clinical site or clinical assignment. If there is a problematic situation the student should discuss it with the clinical instructor, Clinical/Skills Lab Coordinator or CASPN Nurse Administrator. A student who contacts a patient after completing their assigned care is not demonstrating professionalism and may be considered in violation of that patient’s confidentiality. Students may not develop personal relationships with patients in any setting including, but not limited to email and social networking sites. For the purpose of confidentiality issues, students must advise the instructor if they are assigned to provide nursing care to an acquaintance, friend, or relative. Students may not visit friends, relatives, or former patients during clinical hours. Students may not receive visits from friends or relatives in the clinical area during clinical hours, including break and meal times.

**WIOA Sponsored Students**

**Mileage Sheets.** WIOA mileage sheets may be signed by CASPN Faculty for their classroom days, Admissions Specialist, Clinical Skills/Lab Coordinator, Nurse Administrator, and their Clinical Instructors for their clinical hours. Criteria are based on attendance and mileage to classroom and clinical site.

**Clinical Infractions**

If at any time an instructor feels that a student’s behavior or care has endangered the well-being of a patient or others, the instructor may choose to put them on immediate probation, dismiss them for the day, and refer them to the CASPN Nurse Administrator, and/or the Clinical Skills/Lab Coordinator. The instructor will consult with the CASPN Nurse Administrator and/or the Clinical Skills/Lab Coordinator before a final decision is made and presented to the student. In addition, or in place of probation, the CASPN Nurse Administrator may issue a notice to the student that he or she is being dismissed. The Nurse Administrator may support the decision or choose to review details of the clinical situation in question with an “ad-hoc” committee.

The criteria which will be considered in denying the student access to clients are:

1. Taking medications, equipment or supplies from client, health agency, or CASPN without permission of the instructor.
2. Violating confidentiality (the disclosure of information received for treatment, assessment, chart review, observation, conversations or any other sources.) related to client/patient care, families or the clinical setting or any unauthorized access of client/patient records including student’s personal or family records.
3. Failing to report mistakes made in a clinical setting.
4. Manipulating drug supplies, narcotics, or falsifying client records or intentionally charting incorrectly
5. Actions and/or events that demonstrate emotional instability such as threats or harassment of clients, staff, faculty or peers.
6. Indifference or insensitivity to client safety, comfort or right to privacy
7. Lack of professional judgment
8. Unsatisfactory or incomplete preparatory work
9. Being unfit to perform because of physical or psychological impairment which could jeopardize client or student safety including using alcohol or other drugs to the point that there is interference with job performance. The instructor or CASPN Nurse Administrator has the right to request an alcohol/drug screen at the student’s expense.

10. Any other condition or circumstance which constitutes an unreasonable risk to the safety and well-being of the client, student, or others.

If a student’s performance does not meet stated expectations at any time during a clinical rotation, the student may be given a Plan of Improvement (POI). If the Plan of Improvement is regarding a clinical skill, the student will be required to attend remedial sessions in the Skills Lab until the skill is attained. The improvements needed and the time allowed to meet those expectations will be clearly stated by the instructor verbally and in writing. Failure to meet those expectations in the allotted time will result in probation or a grade of unsatisfactory clinical performance. A student who fails clinical performance will be dismissed from the program, regardless of student’s grades in theory.

**Accidents, Incidents, and Errors**

These guidelines are to be followed when reporting accidents, incidents, or errors:

1. All accidents, incidents or errors should be reported immediately to the instructor and to the nurse in charge of the unit. This is the student’s ethical and legal responsibility.

2. The patient’s doctor will be notified by the nurse in charge for appropriate action to be taken in regard to the incident if deemed necessary.

3. An incident report will be completed by the student involved and given to the designated person. The instructor will provide documentation for CASPN files and a copy will remain in the student’s individual file.

4. All errors will be considered on an individual basis; the faculty will determine action to be taken.

5. If a student is seriously injured during the clinical rotation, he or she will be taken to the emergency room. Students are responsible for their own medical expenses resulting from treatment of illness or accidents, including injuries at school or in the clinical setting.

**Medical Insurance**

It is advised that the student carry some form of medical insurance coverage while in the Practical Nursing Program.

**Liability Insurance**

CASPN is required to carry liability insurance for students in the clinical area. This is purchased as a blanket policy and is included in costs.
HIPAA

HIPAA, Health Insurance Portability and Accountability Act, is a health care regulation enforced by the Department of Health and Human Services to protect patients’ confidential and medical information.

Access to and sharing of such information must be limited to only those personnel with the medical need to know and family members who are authorized by institutional policy and patient consent according to HIPAA guidelines. In discussing client cases in the academic setting, care must be taken to avoid breaching confidentiality and violating HIPAA regulations; this includes appropriate selection of the time and place of discussion, people attending the discussion, and omitting data that is not necessary to the purpose of the discussion or that discloses the client’s personal identity. Information regarding a patient’s status may not be discussed with other patients, non-authorized family members, or staff who is not directly involved in the patients’ direct care.

All CASPN affiliates and health care agencies have policies and procedures to maintain patient confidentiality and ensure the patient’s trust and confidence in that process. These policies extend to how medical records and/or information are stored, used, and transmitted.

Any student violating HIPAA standards is in violation of federal law and is subject to fines and/or imprisonment and PERMANENT dismissal from the nursing program without possibility of readmission.
PROGRAM COMPLETION

Graduation

A ceremony is held at the end of fourth quarter for students who have successfully completed the program. Graduates are presented a certificate/diploma and school pin. School pins are purchased through the school at the expense of the student and therefore are optional.

Graduates and any students in the ceremony must wear the regulation school uniform. Those not in the regulation school uniform will not participate in graduation ceremony. Students and others who appear under the influence of alcohol or drugs will be barred from the ceremony, and will be subject to the school policy regarding the incident.

NCLEX-PN Examination and Licensure

A student who has successfully completed the program is eligible to apply to take the NCLEX-PN Examination. A candidate is responsible for the expense of the examination and has one year to apply for licensure after passing the exam. The candidate has three years from the date of the application to pass the exam and may only work as a CNA or technician until passing the exam.

Qualifications for Licensure of Practical Nurses in Illinois

The following personal questions appear on the application for the NCLEX-PN Examination. If you will be required to answer YES to any of these questions, please contact the Illinois Department of Financial and Professional Regulation before completing the application to take the NCLEX-PN examination.

1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)?
2. Have you been convicted of a felony?
3. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession?
4. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere?
5. Have you ever been discharged other than honorably from the armed services or from a city, county, state or federal position?

In accordance with the Illinois Administrative Procedures Act and the Nursing Practice Act, applications for renewal of a license or a new license shall include the applicant’s Social Security number, and the licensee shall certify, under penalty of perjury that individual is not more than 30 days delinquent in complying with a child support order. Failure to certify shall result in disciplinary action, and making a false statement may subject the licensee to contempt of court.

In accordance with the Illinois Department of Financial and Professional Regulation Law, “The Department shall deny any license or renewal authorized by the Civil Administrative Code of Illinois to
any person who has defaulted on an educational loan or scholarship provided by or guaranteed by the Illinois Student Assistance Commission or any governmental agency of this State; however, the Department may issue a license or renewal if the aforementioned persons have established a satisfactory repayment record as determined by the Illinois Student Assistance Commission or other appropriate governmental agency of this State.” (Proof of a satisfactory repayment record must be submitted).

**CASPN Transcripts**

Each student/graduate may receive one official transcript free. The fee for each official transcript thereafter will be $5.00. No transcripts will be issued until the fee is paid.

No transcripts will be issued if a student has an outstanding debt to the school of nursing, is known to be in default on a student loan (obtained during their time at CASPN), owes a repayment on a Pell grant, or has not returned their security badges, or any books, audio visuals, etc. to the school library.
Classroom Attendance

Attending class is an expectation and responsibility when enrolled at CASPN. A student cannot be evaluated unless continuously present in the classroom and/or clinical area. **Students not present/sitting in the classroom at class start time will be marked tardy.** Absences and tardiness of up to 20 minutes will be closely monitored. A student who is more than 20 minutes late is considered absent for a half day in the classroom. **Students leaving class more than 20 minutes before class ends original without notifying instructor will be counted absent for that said class.**

Students may be absent a maximum of three (3) days per quarter without penalty. Students are expected to complete any assignments or complete make up work for the days they are absent. The course syllabi may include daily participation grades that include class attendance. Students who miss more than three (3) classroom days per quarter will be dismissed from the program. If students successfully appeal their dismissal for attendance, they must attend a CASPN-scheduled clinical makeup day prior to the end of the quarter of dismissal.

Of the three (3) days absence allowed per quarter, **only one (1) day may be a clinical day.** If a student misses a second clinical day within a quarter, but has not exceeded the three (3) absences, they will be required to attend a CASPN scheduled Saturday clinical make-up day during that quarter. Make-ups for missed days will not carry into other quarters. If a student is unable to make-up a missed clinical day before the end of the quarter, the student will fail the clinical portion of the program, which results in dismissal from the program. Missing a third (3rd) clinical day in any one (1) quarter will result in dismissal from the program.

**Lateness.** Lateness is not acceptable. Lateness will be determined by the clock in the classroom or clinical setting, not by individual watches. Arriving late to the clinical setting will be counted as a full day absence. If a student is late, they may remain in the clinical setting so that they do not miss the experience; however the recorded absence due to lateness will not be changed. The student will still be required to make up a clinical day on a Saturday if they already have one (1) recorded clinical absence for that quarter.

Only two short absences or periods of lateness of up to 20 minutes are allowed in the classroom setting per quarter either at the beginning or end of a classroom day. If a student leaves before the end of the school day, the student must check out with their instructor prior to leaving the classroom. If a student fails to check out with the classroom instructor prior to leaving early it will be counted as an absence. Any short classroom absences beyond two will count as one half day absence each.

There are no excused absences for classroom or clinical. However, if absences exceed three days due to documented military training (in and out of the country), the student will not be dismissed but may be required to repeat the quarter in order to meet clock hour requirements. Additional information on attendance can be found in the Academic and Clinical sections of this handbook.
**Leave of Absence**

A Leave of Absence (LOA) is defined in the Federal Student Aid Handbook as “a temporary interruption in a student’s program of study.” In order to qualify for a LOA, a student must submit a written, signed and dated request that includes the reason for the leave of absence and the length of the leave of absence. The request must be submitted to the CASPN Nurse Administrator for review. The CASPN Nurse Administrator will consider such criteria as medical necessity, armed forces requirements, and the length of the LOA. A leave cannot exceed 180 days in any 12-month period per the Federal Student Aid Handbook. If approved for a LOA, the student must return to the program at the exact point that the LOA began. Students are advised to speak to the Financial Aid Office regarding the effect of the leave on their financial aid eligibility.

**Emergency Closing**

In case of inclement weather, you will receive an automated phone call from CACC. Also, you can tune into the local television channel. It must state that the Capital Area School of Practical Nursing is closed. If the school is closed, clinical assignments are canceled.

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<th>SKYALERT</th>
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<td>Channel 20</td>
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Students are not to inquire about school closings due to weather during a classroom or clinical day. Decisions to close the school due to weather will be made by the CACC Director. When the Director has notified the CASPN Nurse Administrator that school is dismissed due to weather, the Nurse Administrator or Clinical Skills/Lab Coordinator will notify all instructors.
CACC and CASPN Crisis Management Warning Codes

If an emergency occurs the situation will be made known to the staff through the following methods:

- **Code Red**: Remain in the classroom.
- **Code Blue**: Remain in the building.
- **Code Green**: Evacuate the building.

**Code Red**: Intruder in the Building/Intruder on the Grounds or Civil Disturbance/Fights in the Building.

An announcement will come over the intercom and say “Code Red….I repeat Code Red”.

This indicates that a situation exists which could present a danger to the students or staff and all students are to remain in their classroom unless directly supervised by the instructor.

Clear all students from the hallway. Do not accept non-students into your classroom. All doors are to be immediately locked and the students held in an area not visible from the hall or windows.

Students not in their classrooms will report to the nearest secure area.

Any student not secured in a secure room should report to a bathroom stall or report to the office.

Teachers will take attendance and report the attendance to the SSO when/if contacted by SSO contact. Report the following information to the contact person:

Students secured in a classroom other than their own will/may have their names reported to the SSO.

No passes outside the building will be honored. Do not leave the classroom or let students leave the classroom until this announcement comes over the intercom.

“Code Red, ALL CLEAR”
**Code Blue: A weather emergency warning exists and CACC will respond to it.**

An Announcement will come over the intercom and say “We have a (specific weather emergency i.e tornado warning). All students and staff will now take shelter in their assigned areas.”

Students during a Severe Weather situation are required to report to the designated areas and quietly sit on the floor or under supportive structures or furniture with their head down and protected by their arms crossed over the top of the head. Do not remain in high bay areas or areas near windows.

**CASPN – Take cover in Skills Lab**

Everyone will return to their classrooms when the danger has passed and the announcement has sounded. “Code Blue, All Clear”
**Code Green: Fire, Internal Danger, or Hazardous Airborne Dangers**

If fire alarm goes off evacuate the building immediately. Please familiarize yourself with the attached map to follow your proper evacuation route.

In the event that there is a fire or explosion in the building which places the safety of staff or students at risk, immediately notify the SSO. The administration will determine the appropriate response and the appropriate direction will be given.

1. If it is determined that the warning is a valid incident the “Emergency Evacuation Alarm” will be sounded.
2. The Emergency call will be made.
   - All individuals are to evacuate the building.
   - Staff will follow the prescribed procedures for attendance, notifying the SSO and then moving to their designated safe location.
   - When exiting the building the instructor should get all pertinent information, and close the door.
   - Staff and students will remain in a safe location until allowed to return to the building.
   - Staff is to carry red and green sign. If all students are accounted for, hold up green sign. If missing a present student hold up red card to receive assistance.
**Telephone Calls**

Only emergency messages will be delivered during classroom or clinical hours. Students are responsible for checking the bulletin board during breaks and after class for other messages. Cell phones are to be silenced during class and turned off for exams and quizzes.

Use of a cell phone or electronic device while in the clinical setting could interfere with facility equipment or create a situation where the student is in violation of HIPAA policy. **No cell phones are allowed outside the student conference room while inside the clinical facility. The clinical instructor’s permission is required to use a cell phone in the student conference room. If a student’s electronic device makes noise in the clinical setting, the student will be subject to discipline. Use of a cell phone in the clinical site without the Instructor’s permission will result in probation.** Students should inform friends and relatives that they cannot be reached during clinical hours, except for emergencies. In the event of a true emergency, CASPN support staff will contact the student’s instructor. Student phone calls to the CASPN office are prohibited during clinical hours. Students may not use the phones at clinical facility for personal calls unless permission has been given by the instructor.

Emergency calls for the student on a clinical day will be handled by the clinical instructor. The emergency call should be placed to the clinical instructor and the caller may speak to the clinical instructor (NOT THE STUDENT). Anyone who may need to reach the student during clinical hours should have the name and phone number of the clinical instructor.

**Parking Regulations**

CASPEN students are to park at the north end of the parking lot. Students must register all vehicles and obtain a parking permit in order to park in the lot. Permits may not be transferred from one student to another.

Parking for clinical assignments will be regulated by each agency. Parking passes are provided for students attending clinical at Memorial Medical Center. Any student who misplaces or loses their parking pass or badge will be reissued another one at a cost of $5.00 per parking pass.

**Campus Security Information**

The Capital Area School of Practical Nursing makes every effort to provide a safe, crime-free campus for our students. However, in the event a crime does occur, the students should do the following:

If a student is personally involved in or a witness to a crime in progress in our immediate building or surrounding parking areas, they are to call “911” from the nearest available telephone as soon as possible. Student should immediately report the crime to the CASPN Nurse Administrator or the most senior employee at the Capital Area School of Practical Nursing or the Capital Area Career Center as soon as possible.

Students are encouraged to use the ‘buddy system’ when leaving the building. When attending clinical agencies, students should be aware of and follow the security procedures of the clinical agency.

Crime reports, security files and statistical documents are maintained and kept on file in the Capital Area Career Center’s main office on campus. Students or staff committing any crime or sexual offense while enrolled in or employed at Capital Area School of Practical Nursing face possible dismissal or termination.
at the discretion of the CASPN Nurse Administrator. The possession, use, and sale of alcoholic beverages, illegal drugs, and tobacco are prohibited at Capital Area School of Practical Nursing or at the Capital Area Career Center, any clinical agency or any school-sponsored function. Details of our drug free policy are addressed under Alcohol Use Policy/Substance Abuse Policy in this handbook.

**Security Badges**

Students will be issued a photo ID and a security fob the first day of class. Replacement badges will have a $10.00 charge. Students will not receive any transcripts after graduation until the security fob is returned or the replacement fee is paid.

**Student Council**

The CASPN Student Council aims to cultivate student nurse leaders by providing opportunities to plan and facilitate events for students, participate in leadership activities, have an active voice in school policy and procedure decisions, and interacts with CASPN faculty, staff and administration. Student Council members are elected at the beginning of the second quarter of the program. Meetings are held monthly and officers are invited to serve on a minimum of one (1) CASPN Committee. Student Council representation at faculty meetings is encouraged. Student Council members are encouraged to identify opportunities to participate in cultural, social, and community service projects. All members of student council will uphold policies and rules of CASPN Student Handbook. ANY violation of these policies and rules prior to or after membership that are founded and require disciplinary measures will result in immediate removal from Student Council.

**Student Employment**

Due to the physical, mental, and studying time demands upon the student during the program, the faculty discourages employment by CASPN students. The faculty recommends that the working student have sufficient rest daily to meet the requirements of the program.

Students will not be excused from theory classes or clinical experience due to conflict with employment schedule. A nursing student who is a nurse aide may be employed only in the capacity for which he/she is qualified and cannot be employed by an agency in any position equivalent to a practical nurse. If a student must be employed during enrollment, those employed in health care delivery shall not:

1. Wear the CASPN student uniform or any part thereof.
2. Accept those responsibilities normally assigned to a professional or practical nurse.
3. Represent himself/herself as a practical nurse.

**Pregnancy/Postpartum**

A student who is pregnant must notify the office, instructors, and CASPN Nurse Administrator as soon as student is aware. She must also submit written permission to continue enrollment in the nursing program from her physician stating that student may fully participate in clinical activities of a student nurse **WITH NO RESTRICTIONS** that adversely affect the student’s ability to perform required duties. This document must be updated around the 4th month and 7th month of pregnancy. The student should notify the CASPN Nurse Administrator immediately should their status change to the point that risk factors exist.
Following any delivery, vaginal or cesarean section, the student must provide a release from their obstetrician. The release must be on office letterhead, be signed by the physician, and it must state “No Restrictions.”

**Post-Operative**

Students who undergo surgery while in the program must obtain a written release from their surgeon stating that the student may return to school with “NO RESTRICTIONS”. The school assumes no liability for illness or injury to the student.

**Accident/Illness/Injury**

Students are to report any accident, injury or illness to the nursing office or instructor immediately, whether at the Center or clinical agency. Accident forms will be required according to the agency policy and a copy will be kept by the school. Students who contract communicable diseases or suffer injuries outside the classroom or clinical setting that require medical attention, must obtain a release from their physician stating they may participate in clinical with “NO RESTRICTIONS.” Capital Area School of Practical Nursing assumes no responsibility for illness or injury occurring at the Capital Area Career Center or at any clinical affiliate/agency, and no liability for related expenses. Students are responsible for their own health/accident insurance and/or payment of medical and/or hospital expenses.

**Smoking Policy**

Under Illinois state law, the Capital Area Career Center is a smoke free facility, and tobacco use, including chewing tobacco, vapor or e-cigarettes products, is NOT permitted within the facility or on the grounds. This includes in the parking lot in a vehicle. This also incudes parking on the roadside, especially in marked No Parking Zones. Roadside parking to smoke may also result in law enforcement action. Students WILL NOT be allowed to use tobacco products, chewing tobacco or e-cigarettes of any kind at any clinical facility/site.

**Noncompliance**

1. First offense- probation
2. Second offense- dismissal for the day and charged one day CLINICAL absence
3. Third offense- recommendation for dismissal from the program

**Sexual Harassment Policy**

The Capital Area Career Center/Capital Area School of Practical Nursing believes that a school environment where sexual harassment is tolerated fosters disrespect, interferes with a student’s opportunity to learn, and creates an intimidating hostile learning environment. Accordingly, the Capital Area School of Practical Nursing will not tolerate sexual harassment of students by other students, by employees of the Center and/or nursing school or by other adults at the Center. Students engaged in sexual harassment are subject to dismissal from the nursing program and will not be allowed to return. Retaliation against reporting sexual harassment is strictly forbidden.
**Definition of Sexual Harassment**

Sexual harassment, as defined in the Illinois Human Rights Act, means any unwelcome sexual advances or requests for sexual favors, or any conduct of a sexual nature when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or scholastic achievement; 2) submission to, rejection of, such conduct by an individual is used as the basis for employment or scholastic related decisions affecting the individual, or 3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working or classroom environment. Sexual harassment may be between student to student, staff to student, student to staff.

Conduct that constitutes sexual harassment includes unwelcome sexual advances or requests for sexual acts or favors, unwanted touching or intimacy, insulting or degrading sexual remarks or conduct, epithets, slurs, or negative stereotyping based upon gender, and the posting of sexually offensive or degrading materials within the school.

The sexual harassment of one student by another student will be considered a violation of the Academic Standards as stated in this Student Handbook: Students are expected to develop and maintain high standards of integrity. A student who violates this policy will be subject to the appropriate disciplinary action as stated, “A student who commits any unethical behavior is subject to immediate suspension followed by dismissal from the Nursing Program.”

**Procedure to Report Sexual Harassment**

A student who feels he/she is being sexually harassed is encouraged to bring the complaint to the attention of the instructor. If the instructor is allegedly involved in the harassment, the complaint should be taken to the CASPN Nurse Administrator. The complaint shall be made in writing, detailing the specifics of the charge. The instructor or, if applicable, the CASPN Nurse Administrator Coordinator will investigate the report and determine a resolution of the case, including any necessary and appropriate disciplinary action. If the student is dissatisfied with the decision of the instructor, the matter may be appealed to the CASPN Nurse Administrator. If the student is dissatisfied with the decision of the CASPN Nurse Administrator, the matter may be appealed in writing to the Director of the Capital Area Career Center. If the student is dissatisfied with the decision of the CACC Director, the matter may be appealed in writing to the CACC Executive Council. When there is evidence of violation of this policy by an employee of the nursing program, the CASPN Nurse Administrator, or an employee of the center, the Director and/or the Executive Council will take appropriate action including, but not limited to, warning, transfer, suspension, dismissal, termination, and/or such other disciplinary action as may be warranted.

Privacy safeguards will be applied in handling harassment complaints.
Alcohol/Substance Abuse Policy

Section I. Prohibition against Use of Drugs and Alcohol.

No student shall possess, use, distribute or be under the influence of any drug or alcohol while within school boundaries, or within any clinical setting, or at any school sponsored activity, such as field trips, workshops, or graduation.

Any violation of the above prohibition shall be grounds for discipline, including immediate suspension followed by dismissal from the Capital Area School of Practical Nursing Program. Any violation of the above prohibition may be reported to the authorities. Any student dismissed under this section may reapply to the program only upon proof of rehabilitation. It shall be no defense that the violation occurred outside normal school hours, such as during the evening or weekend, nor shall it be a defense that any drug or alcohol was consumed prior to the student attending school or a school sponsored activity, if the student is under the influence of the drug or alcohol while attending school or a school sponsored activity.

For purposes of this policy, “drug” means any substance that, when used or ingested, impairs or alters a person’s mood, cognitive ability or perception. “Drug” therefore includes both illegal and prescription drugs, as well as substances that may not have been manufactured for the purpose of altering a person’s mood, cognitive ability or perception, but can and are used to do so (such as inhalants). However, the possessing, using or being under the influence of a prescription drug shall not be deemed a violation of this policy, provided that the prescription drug is used in accordance with the terms of a valid medical prescription, and provided further that the student has notified the CASPN Nurse Administrator, in accordance with Section III below, of any impairing effects of the prescription drug.

For purposes of this policy, a student is deemed to be “under the influence” of any illegal drug if any amount of the drug is consumed or ingested, whether or not the student exhibits any signs of intoxication or impairment. For purposes of this section, a student is deemed to be “under the influence” of alcohol if the student shows any signs of alcohol-induced impairment, or if the student’s blood alcohol level is greater than 0.02, or if there is any measurable blood alcohol level and the student is under 21 years of age. It shall be no defense that the student does not meet any legal definition of intoxication. For purposes of this section, a student is deemed to be “under the influence” of a substance (other than an illegal drug or alcohol) if the student is visibly impaired or exhibits any erratic behavior reasonably attributable to the use of the substance.

Section II. Testing for Drug or Alcohol Use.

Upon reasonable suspicion that any student is under the influence of any drug or alcohol while within school boundaries, or within any clinical setting, or at any school sponsored activity, the Capital Area School of Practical Nursing will immediately require, at the student’s expense, laboratory testing for drugs and/or alcohol. The student may be required to undergo blood analysis, urinalysis, or any other form of laboratory testing that the Capital Area School of Practical Nursing deems appropriate. If the laboratory analysis of any sample indicates no concrete evidence of drug or alcohol use, but there is any indication that the sample is abnormal, the student will be subject to additional testing. If the result of any testing reveals any violation of this policy, the student shall be subject to discipline, as set forth in Section I above. Testing shall take place at Springfield Clinic-Midwest Occupational Health Associates or at such other testing facility as CACC/CASPN shall designate in its sole discretion. The refusal of the student to submit to laboratory testing for drugs and/or alcohol, where such testing is duly demanded by the Capital Area
School of Practical Nursing pursuant to this Section, is a violation of this Substance Abuse Policy and grounds for discipline, including immediate probation followed by dismissal from the Capital Area School of Practical Nursing.

**Section III. Duty to Report Impairment**

Students must report the use of any medically prescribed drug or other substance which can impair classroom or clinical performance to the CASPN Nurse Administrator. It is the student’s responsibility to determine from the physician whether a prescribed drug may affect classroom or clinical performance. Failure to report the use of such drugs or other substances, or failure to provide proper evidence of medical authorization, may result in the student’s dismissal from the program.

If an instructor feels that a prescribed drug is altering the student’s ability to function in the classroom or clinical area, the student may be dismissed for the day. If impairment is severe enough, the instructor may request that the student call someone to pick them up. If the student must remain on the prescribed drug, a written notice from the physician allowing the student to participate in the classroom or clinical area may be required. The instructor has the sole discretion of determining whether the student is able to safely administer patient care while taking prescription medicine regardless of any written physician note. The student will receive an absence for the day if sent home under these circumstances.

**Probation/Dismissal**

Probation may be given at the discretion of the Nursing Instructor or CASPN Nurse Administrator and/or Clinical/Skills Lab Coordinator for failure to comply with school and/or agency rules and regulations. A student receiving a probation will be referred to the CASPN Nurse Administrator. A student receiving two (2) probations in a quarter or three (3) probations overall may be dismissed.

With or without first receiving probation, a student may be dismissed from the program at any time because of failure to comply with the academic standards, attendance policy, classroom performance and clinical performance. If the CASPN Nurse Administrator determines that a student’s behavior or performance warrants dismissal, the student shall be sent a dismissal letter. The letter may be hand-delivered or sent by mail to the address on file as provided by the student. However, any failure of the mail system to properly send the letter shall not invalidate the dismissal. The dismissals is also not invalidated if the student has not provided an updated address or refuses to accept the letter. The letter shall inform the student that he or she is being recommended for dismissal from the CASPN Nurse Administrator. The letter shall also include a brief explanation of the reason or reasons for the dismissal. The letter shall state that the student has two business days to appeal, in writing, the decision to dismiss by requesting an appeal before the Director of the CACC. The letter shall state that, if no timely request for an appeal is made, the dismissal will be effective and final two days after the letter’s receipt. The letter may, if appropriate, inform the student that he or she may seek readmission to the nursing program. The letter need only substantially comply with this paragraph; no special language is required so long as the student is informed of the reason for dismissal and his or her right to request a hearing.

A student may deliver an appeal request to the CASPN Nurse Administrator. If the student does not request an appeal within two business days of receiving the letter of dismissal, the dismissal becomes effective and final. The CASPN Nurse Administrator may, but is not required to do so, send a second letter to the student, explaining that the dismissal is now final.
If a student is dismissed and is eligible for return, the student has two (2) weeks from the date of Director's final dismissal letter to send a letter requesting readmission to the program. The letter must be dated, written and signed by the student, and addressed to the CASPN Nurse Administrator. No verbal requests or emails will be accepted. If the letter is not received in the two week time frame, the student will not be considered eligible for readmission. The student’s request will be reviewed by the Admission and Retention Committee. The committee will be appointed by the CASPN Nurse Administrator and shall consist of volunteers, some of whom may be employees of CACC or CASPN. The committee shall evaluate the readmission request by objective criteria set by the CACC Director. If necessary, the committee may interview the student and gather such information as necessary to complete a report. The committee shall not rule on the readmission request, but shall submit a report to the CASPN Nurse Administrator based on the criteria for readmission. The committee report will be forwarded to the CACC Director for a final decision. Readmission will be offered to eligible students, if vacancies permit. Readmission is a privilege, not a right, and a determination that the student is not eligible for readmission is not subject to appeal.

**Permanent Dismissal from CASPN**

A student who is dismissed from CASPN for any of the following infractions is dismissed without the possibility of appeal or readmission.

- Violation of the Bullying, Intimidation, and Harassment policy
- Violation of any HIPAA regulations
- Violation of the Sexual Harassment policy
- Dishonesty of any kind, either academic dishonesty, lack of honesty of any kind in the classroom or clinical setting, or falsification of admission or financial aid records.

**Appeal of Dismissal**

If a student who is eligible for readmission makes a timely written request to appeal a dismissal notice to the CASPN Nurse Administrator, the Director of CACC will act as Hearing Officer. If the Director is unavailable, or if the Director (in her or his sole discretion) believes she should not act as Hearing Officer because of any real or perceived bias, the CASPN Nurse Administrator shall act as Hearing Officer. The hearing will be scheduled as soon as possible after the request is received with the following conditions:

- The student may bring witnesses, and the student may be represented by an attorney at the meeting, but CASPN shall be under no obligation to delay the hearing to accommodate the student’s witnesses or attorney. When practical and efficient, witnesses and attorneys may participate by telephone.

- The hearing shall be informal and it shall not be conducted like a trial. The hearing shall be limited to the issues of whether grounds for dismissal exist and whether dismissal is an appropriate remedy. If the student raises a grievance against CASPN or CACC faculty or staff during the hearing, the grievance may be referred for handling under this Handbook’s grievance procedure, but the hearing (and any decision to dismiss the student) shall not be delayed for resolution of the grievance.

- The Hearing Officer can consider documents and written statements in support or dismissal or in opposition of dismissal, without requiring the presence of the person or persons who prepared them. However, the student shall be entitled to examine any documents used in the
hearing, except that other students’ records or private patient information may be redacted. The student may present personal evidence regarding the cause of the dismissal; however, the Hearing Officer may limit evidence that is repetitious or unrelated the grounds for dismissal. The Hearing Officer may end the hearing and sustain the dismissal if the student engages in verbally or physically abusive behavior during the hearing.

After the hearing, the Hearing Officer will make a final decision regarding the dismissal based on the evidence heard. In situations involving dismissal solely due to attendance or tardiness, the student will be allowed to remain in class pending the decision of the Hearing Officer. A certified letter will be sent to the student within two (2) business days notifying him or her of the result of the hearing. The decision shall be final without further appeal. If student is allowed to return after appeal, they are required to attend a Saturday makeup day in the quarter of appealed dismissal.

Withdrawal/Readmission Requirements

A lapse in attendance, for whatever reason, is defined as a withdrawal even if the student plans to repeat the quarter. The student must give written notice to the CASPN Nurse Administrator of their withdrawal.

In order to repeat a quarter, for any reason, a student must complete a written request for a return within two weeks from the last day of attendance. If a student withdraws more than twice during the program, a meeting with the CASPN Nurse Administrator must be scheduled in order to return. A request for return will then be reviewed by the Admission Retention Committee.

The student must return to the program the next time that quarter is offered. If unable to return the next time that quarter is offered, a student will be required to repeat the entire program. A student who has been absent from the program for more than one (1) year will be required to repeat the entire program including admission requirements.

Grievance Procedure

Definition and Purpose
"Grievance" will mean a complaint by a student or students that there has been an alleged violation, misinterpretation, or misapplication of the Student Handbook or program operation. The Grievance Procedure is intended to resolve problems at the lowest possible level and with the least disturbance as fairly and equitably as possible.

Procedure
Step 1. The student(s) should discuss the problem with the person(s) directly involved in the grievance issue. An oral response to the problem should be made within one (1) school day.

Step 2. If the problem is not resolved to the satisfaction of the student(s), the student(s) may present a written statement of the problem to the CASPN Nurse Administrator within one (1) school day after the response from the person(s) involved. A meeting will be held within three (3) school days after receipt of the written statement and a written response will be made within two (2) school days after completion of the meeting.
Step 3. If the problem is not solved by a meeting with the CASPN Nurse Administrator and the issue involves readmission or retention, the student(s) may make a written request for a hearing of the Admission, Promotion and Retention Committee. This request must be made within one (1) school day after the response from the Nurse Administrator and a hearing will be scheduled within two (2) school days after receipt of the request. The CASPN Nurse Administrator serves as chair of the Committee, unless involved in the grievance, in which case, the Director of CACC or their appointee will serve as chairperson. The Committee will hear the grievance and the testimony of the student(s) and person(s) involved as well as the previous responses. A decision will be made based on majority vote, excluding any faculty member(s) and/or the CASPN Nurse Administrator, if involved. A written response will be made within two school days after completion of the hearing.

Step 4. If a satisfactory solution is not reached, the student(s) may appeal the problem in writing to the Director of the Capital Area Career Center within two (2) school days from the receipt of the response of the Committee. A meeting will be held within three (3) school days after receipt of the appeal and a written response will be made within five (5) school days after completion of the meeting. The Director of Capital Area Career Center makes the final decision, and therefore, step 4 is the final step of the grievance procedure.

Access to Records

Access to school student records is governed by the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Illinois School Student Records Act. School student records are divided into “student permanent records” and “student temporary records”. “Student permanent records” contain the minimum personal information necessary for the education of students. Such information includes a student’s name and address, birth date and place, gender, academic transcript, graduation date, level achieved and scores on college entrance examinations, attendance records, accident reports and health record, record of release of permanent record information, and such other entries as the Illinois Community College Board may require or authorize; and may include honors and awards received, and information concerning participation in CASPN sponsored activities.

“Student temporary records” contain all information within school student records not contained in student permanent records. Such information includes a record of release of temporary record information, information regarding serious infractions that resulted in expulsion, suspension or the imposition of punishment or a sanction; and may include other information of clear relevance to the education of the student.

Parents Rights under FERPA

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student (“eligible student”). However, FERPA provides ways in which a school may – but is not required to share information from an eligible student’s education records with parents, without the student’s consent. For example:

- Schools may disclose education records to parents if the student is claimed as a dependent for tax purposed.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
• Schools may inform parents if the student is under age 21 and has violated any law or policy concerning the use or possession of alcohol or drugs
• A school official may generally share with parent, information that is based on that official’s personal knowledge or observation of the student.
• The release of final results of a disciplinary proceeding against a student who is an alleged perpetrator of a “crime or violence or non-forcible sex offense” and who was found responsible for violating CCCTC policies in perpetrating the crime.

**Right to Inspect and Copy School Student Records; Limitations; Cost for Copying**

A student or any person specifically designated as representative by a student in writing has the right to inspect and copy all school student permanent and temporary records of that student.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. No employee shall disclose to any person against whom CASPN has received a certified copy of an order of protection the location or address of the petitioner for the order of protection or the identity of the school in which the student is enrolled. A copy of the order of protection shall be maintained in the record of the student enrolled in CASPN whose parent is the petitioner of an order of protection.

The cost for copying school student records shall be the actual cost of providing a copy or copies, provided that such costs shall not exceed $.35 per page. No student shall be denied a requested copy of school student records due to inability to bear the cost of such copying.

**Control of Access and Release of School Student Records**

CASPEN reserves the right to control the access to and release of school student records. CASPEN has the right to request a copy of any information released. All rules and regulations developed pursuant to the Illinois School Student Records Act, the Family Educational Rights and Privacy Act and the Freedom of Information Act will be observed by CASPN.

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act or its regulations.

School student records or information contained therein may, consistent with Illinois law, be released, transferred, disclosed or otherwise disseminated, without student consent, to the following:

1. A student or person specifically designated in writing as a representative by a student;
2. An employee or official of CASPEN or Illinois Community College Board with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
3. Official records custodians of other schools in which the student has enrolled or intends to enroll, upon request of such official or student;
4. Any person for the purpose of research, statistical reporting or planning, provided that no student can be identified from the information and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records;
5. Any person pursuant to a court order;
6. Any person specifically required by State or Federal law;
7. Subject to regulations of the Illinois Community College Board, in connection with an emergency, to appropriate persons if the information is necessary to protect the health or safety of the student or other persons;
8. Any person with the prior specific dated written consent of the student designating the person to whom the records may be released.

**Rights and Procedures for Challenging School Student Records**

Students have the right to challenge the accuracy, relevance or propriety of any entry in their school student records, exclusive of academic grades and references to expulsions or suspensions if the challenge is made at the time the student’s records are forwarded to another school to which the student is transferring. Students also have the right to insert in their student record a statement of reasonable length setting forth their position on any disputed information contained in that record.

CASPN shall abide by the procedures prescribed by the Illinois Community College Board when a challenge is made. Students who desire to challenge school student records may request a hearing by submitting a written request to the CASPN Nurse Administrator, said request shall contain notice of the specific entry or entries challenged and the basis of the challenge. Challenge procedures shall include the following:

1. An initial informal conference with the student, within 15 school days of receipt of the request for a hearing.
2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated.
   a. A hearing officer, who is not an instructor employed by CASPN shall be appointed by CASPN.
   b. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the student and CASPN officials. The hearing officer shall notify the student and CASPN officials of the time and place of the hearing.
   c. At the hearing each party shall have the following rights:
      i. The right to present evidence and to call witnesses;
      ii. The right to cross-examine witnesses;
      iii. The right to counsel;
      iv. The right to a written statement of any decision and the reasons therefore; and
      v. The right to appeal an adverse decision to an administrative tribunal or official established or designated by the Illinois Community College Board.
   d. A verbatim record of the hearing shall be made by a tape recorder or a court reporter, at the expense of the party seeking to preserve the record. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer’s decision, at the expense of the party seeking the appeal. However, a typewritten transcript is not required in an appeal.
   e. The written decision of the hearing officer shall, no later than 10 school days after the conclusion of the hearing, be transmitted to the student and CASPN. It shall be based solely on the information presented at the hearing and shall be one of the following:
      i. To retain the challenged contents of the student record;
      ii. To remove the challenged contents of the student record; or
iii. To change, clarify or add to the challenged contents of the student record.

f. Any party shall have the right to appeal the decision of the local hearing officer to the Illinois Community College Board within 20 school days after such decision is transmitted. If the student appeals, the student shall so inform CASPN and within 10 school days CASPN shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Illinois Community College Board. CASPN may initiate an appeal by the same procedures.

g. Upon receipt of such documents, the Illinois Community College Board shall examine the documents and record to determine whether CASPN’s proposed action concerning the student’s record is in compliance with the Act, make findings and issue a written decision to the student and CASPN within 20 school days of the receipt of the appeal documents.

h. Final decisions of the Illinois Community College Board may be appealed to the Circuit Court of Sangamon County (see Section 7(c) of the Act).

Directory Information and Disclosure

Information that may be designated as directory information shall be limited to identifying information: name, address, gender, grade level, birth date and place, parents’ names and addresses; academic awards, degrees, and honors; information in relation to school-sponsored activities and organizations; major field of study; and period of attendance in the school. “Directory Information” may be released to the general public, unless a student requests that any or all such information not be released.

Destruction of School Student Records

CASPAN annually reviews all school student records. Student permanent records are retained for not less than 60 years. Student temporary records are retained for 5 years. Students who graduated or otherwise terminated enrollment at CASPN prior to 5 years ago are notified that if they desire a copy of their temporary records before the records are deleted/destroyed, they must make that request to CASPN in writing. The scheduled destruction date of temporary records is July 1 of each year. Questions regarding school student records and procedures should be directed to the CASPN Nurse Administrator.

The nursing program reserves the right to modify, amend, or delete statements in the handbook and to make changes in the curriculum, calendar, and program policies as necessary. Each student is held responsible for information contained in the Student Handbook. Any changes will be posted. Failure to read the Student Handbook or posted changes will not excuse the student.
from accountability.