



Student Handbook

CLASS 133

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CAPITAL AREA SCHOOL OF PRACTICAL NURSING HANDBOOK INTRODUCTION

The Capital Area School of Practical Nursing (CASP) Student Handbook is intended to familiarize you with the services, policies, 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 another person.

Purpose of the Handbook:

- To guide 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 innovative career and technical education to our local school districts and the communities that we serve.

Vision Statement

To be the premier choice for career and technical education.

Capital Area Career Center Philosophy

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 the knowledge, skills, understanding, attitudes, appreciation, and work ethic necessary to enter into and make progress in employment in an existing and changing society.



Capital Area School of Practical Nursing Mission Statement

In addition to the mission of CACC, 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 while serving a culturally diverse community in a variety of healthcare settings.”

Capital Area School of Practical Nursing Vision Statement

“Shaping the future of healthcare through nursing excellence in education, advancement and practice.”

Capital Area School of Practical Nursing Philosophy

Nursing practice is grounded in the biological, psychological, sociological, and spiritual sciences. It is devoted to promoting, maintaining, and restoring the health of individuals, families, and selected groups, as well as supporting a peaceful, dignified death.

Licensed Practical Nurses (LPN's) are members of the health care team and as such, care for diverse individuals and families across the lifespan in a variety of inpatient and community-based settings by providing culturally sensitive, individualized, client-centered care.

Licensed Practical Nurses recognize that interdisciplinary collaboration among the health team is critical to delivering safe, quality client care. Application of evidence-based practice and quality improvement requires skills in communication and client care technology. These skills are essential to the delivery of quality care while ensuring safety. Nursing values guide interactions with individuals, families, and the health care team.

LPNs demonstrate professional conduct by exhibiting accountability for their actions, practicing within their scope of practice, and assuming legal responsibility for the care they provide. LPNs uphold their commitment to the public by adhering to an established code of ethics, which provides a context for making judgments and offers guidelines for maintaining professionalism.

The major roles of the LPN include a provider of nursing care, coordinator of client care, and member of the nursing profession. As providers of care, LPNs promote wellness, identify current and emerging client problems, and function as advocates for individuals, families, and selected groups. Also, LPNs manage client care using clinical judgment, incorporating the nursing process, and caring as essential tools. As coordinators of care, LPNs communicate, collaborate, and provide leadership within the interdisciplinary health care team to promote and maintain client health and ensure continuity of care. They provide client education to achieve positive clinical outcomes. As members of the profession, LPNs are accountable for maintaining professionally established standards of nursing practice, adhering to practice regulations specified by each respective state, as well as adhering to established legal and ethical directives.

Lifelong learning is a means of assuring that practice is continually based on current knowledge. Also, continued formal education provides an opportunity for personal advancement within the profession.

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."



Florence Nightingale

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 first class was admitted on March 10, 1958.

The program was sponsored by the Springfield Public School District #186, the 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.

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.

CASPN has been continually accredited by the Accreditation Commission for Education in Nursing (ACEN) since 1984.



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Atlanta, Georgia 30326
Phone: (404) 975-5000
www.acenursing.org

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.



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Philadelphia, PA 19104-3171
267-284-5000
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Articulation Opportunities

Graduates of the Capital Area School of Practical Nursing program can 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, Saint John's College offers CASPN graduates an LPN –BSN option. Other programs have similar provisions for CASPN graduates.

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, gender, sexual orientation, disability, age, religion, ancestry, marital status, pregnancy, or veteran status. **This policy extends to all legally protected classifications.**

Essential Functional Abilities

Mobility: Students should possess the physical abilities to sufficiently care for patients in small spaces and independently move from room to room. This includes the ability to bend, squat, kneel, twist, reach above shoulder level, climb stairs and stand for an extended period of time. This also includes physical strength such as lifting 50 pounds, exerting up to 100 pounds of force to push/pull and the ability to perform CPR.

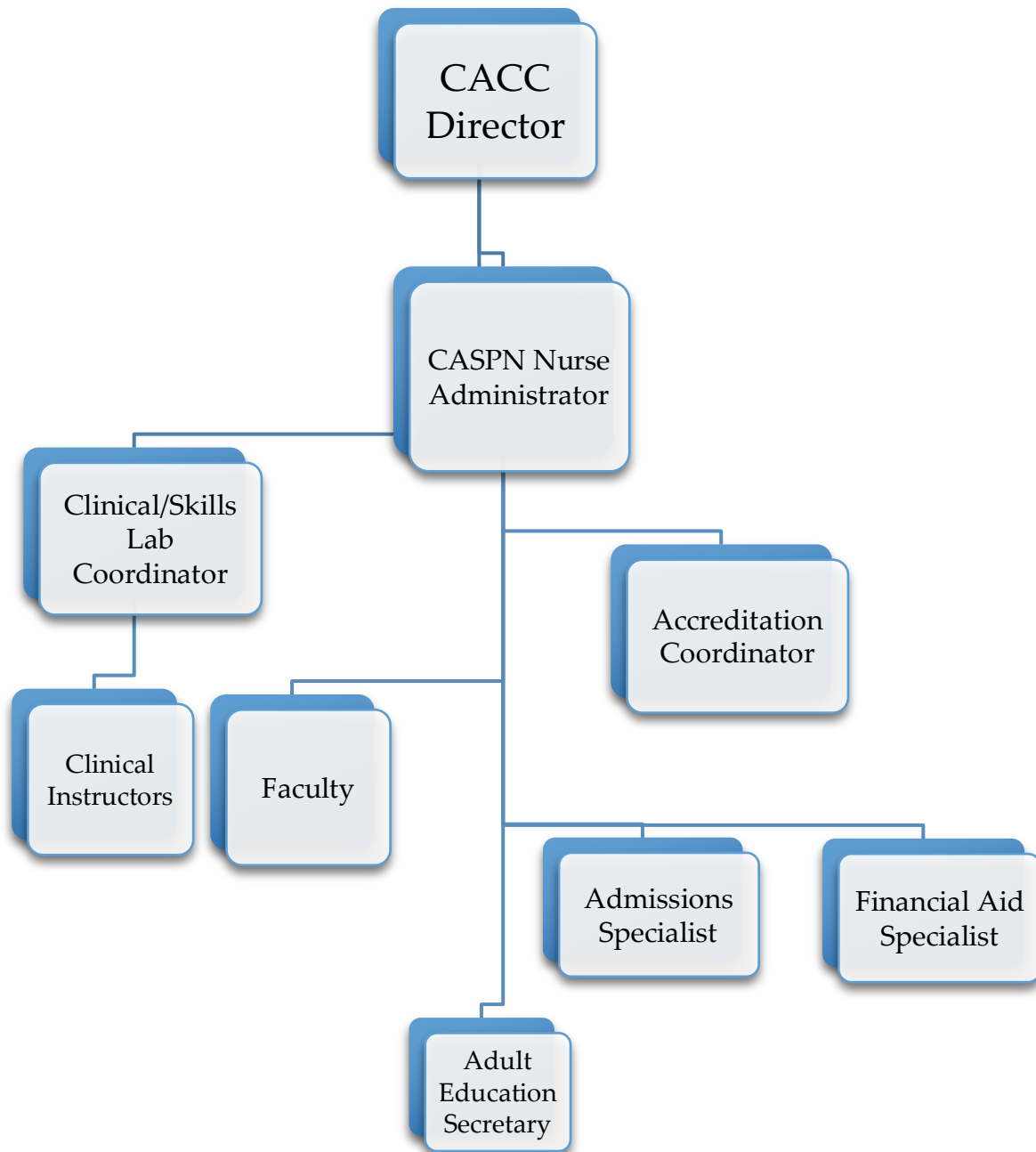
Motor Skills: Students should possess sufficient gross and fine motor skills to provide safe and effective patient care. This includes the ability to perform manual psychomotor skills by maintaining balance in standing and sitting positions and hand-finger coordination in order to grasp, twist, pinch and squeeze. This also includes the ability to position patients, use hands repetitively, ability to document electronically and travel to and from multiple academic/clinical sites.

Sensory Abilities: Students should possess the auditory ability to monitor and assess health needs. This includes the ability to hear monitor alarms, pump alarms, call bells, intercom emergency alarms, auscultatory sounds, and patients' or visitors' cries for help. Students should possess the visual ability to observe, assess and document safe nursing care. This includes the ability to observe skin assessment, wound assessment, color changes, medication administration, depth perception and information on a computer screen.

Communication Abilities: Students should possess the ability to understand verbal, nonverbal and written communication with patients, families and other healthcare providers. This includes the ability to interact with others, speak, write and understand English at a level to effectively communicate with patients as well as report and document patient information. This also includes the ability to read and interpret flow charts, graphs, and digital and computer displays.

Emotional Stability: Students should possess a stable emotional state to care for patients with strong emotional situations to ensure patient safety. This includes the ability to interact and support patients during times of stress and emotional upset and adapt to changing and emergency situations while maintaining emotional control. Also, the ability to remain reasonably calm while caring for patients with strong emotional and physical outbursts. Students should be able to handle numerous interruptions and multiple demands while still completing tasks and caring for patients.

Capital Area School of Practical Nursing
Organizational Chart



APPLICATION AND ADMISSION

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

1. At least seventeen (17) years of age.
2. Certified Nursing Assistant (CNA) and be listed as eligible on the Illinois Department of Public Health Healthcare Worker Registry.
3. Applicants must provide a copy of **an official high school or GED transcript**. High school transcripts must be from a state-recognized institution. Homeschooled students are required to complete one of the approved high school equivalency exams (GED®, HiSET®, or TASC™).
4. Complete the Test of Essential Academic Skills (TEAS) pre-entrance examination. All applicants are expected to pass the Pre-Entrance Examination regardless of college hours or ACT scores. Applicants may take the TEAS exam up to three (3) times per twelve (12) month period. **There must be two (2) weeks in between each testing attempt. Applicants should achieve a minimum score of 54% in Mathematics, a 54% in Reading Comprehension, and 45% in the English sections of the exam. A score of 35% is expected in the Science portion of the TEAS exam.**
5. Submit a physical examination into Viewpoint completed on the school's form within the 12 months before starting the program along with the following immunizations or titers: Tdap, MMR, Hepatitis B series, complete **COVID vaccination**, Chickenpox, or Varicella, and two-step TB test. A two-step TB skin test must be performed within twelve months of the class start date.
6. An immunization record that includes dates of vaccination or lab reports with immunization titers must be submitted to Viewpoint for verification of immunity. The physical examination and immunizations are the financial responsibility of the student.
7. Certified in CPR as a BLS Provider by the American Heart Association. Students MAY NOT go to the clinical setting without a current CPR card on file. It is the students' responsibility to keep CPR certification valid throughout the program. Upload the CPR card to Viewpoint.
8. At the student's expense, complete the criminal background check and drug screen through Viewpoint. Applicants will not be accepted into the program until the background check is clear or a waiver is received. Individuals who test positive on a drug screen may be denied acceptance into the CASPN program for failure to meet program entrance requirements.
9. 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 Specialist before completing the application.

TUITION AND FEES

Estimated Cost of Attendance – Per Payment Period					
Institutional Expenses	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Program Total
Tuition	\$3,500.00	\$3,250.00	\$3,250.00	\$3,500.00	\$13,500.00
Books, Uniforms, and Supplies	\$792.00	\$185.00		\$145.00	\$1,122.00
ATI Access	\$494.00	\$494.00	\$494.00	\$494.00	\$1,976.00
Pre-licensure fees (NCLEX Application & Testing, Fingerprint Background Check)				\$367.00	\$367.00
Total	\$4,078.00	\$3,929.00	\$3,744.00	\$4,506.00	\$16,965.00
Estimated Living Expenses					
	Dependent Student Living with Parents		Independent/Dependent Student Living Off-Campus		
Housing & Food	\$9,660.00		\$20,210.00		
Transportation	\$8,030.00		\$8,030.00		
Personal	\$3,750.00		\$3,750.00		
Total	\$21,440.00		\$31,990.00		
Total Cost of Attendance					
Institutional Expenses	\$16,965.00		\$16,965.00		
Living Expenses	\$21,440.00		\$31,990.00		
Total	\$38,405.00		\$48,995.00		
Other Possible Expenses					
Est. Loan Fees	\$56.00		\$100.00		
4 th Quarter Estimated Graduation Related Expenses (Optional)					
Graduation Pictures	\$5.00 - \$55.00+		New White Uniforms	\$40.00 - \$70.00	

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.

CASPN trends and analyzes statistics in the following categories to assess program outcomes:

- Completion Rates
- NCLEX-PN Pass Rates
- Job Placement Rates

Completion Rates - Goal 80% 150%

Class Number	Graduation Date	Beginning Enrollment	Number Graduated	Completion Rate
Class 118	Dec. 2016	64	60	94%
Class 119	June 2017	63	55	87%
Class 120	Dec. 2017	65	62	95%
Class 121	June 2018	65	54	83%
Class 122	Dec. 2018	65	55	85%
Class 123	June 2019	65	59	91%
Class 124	Dec. 2019	65	57	88%
Class 125	June 2020	65	52	80%
Class 126	Dec. 2020	65	52	80%
Class 127	June 2021	58	48	83%

Completion Rates - Goal 60% 100%

Class Number	Graduation Date	Beginning Enrollment	Number Graduated	Completion Rate
Class 128	Dec. 2021	55	38	69%
Class 129	June 2022	52	32	62%
Class 130	Dec. 2022	49	34	69%

NCLEX-PN Pass Rates - Goal is 80%

State licensure examination data are reported by the Illinois Department of Financial and Professional Regulation and list the number of CASPN candidates who successfully pass the NCLEX-PN examination on their first attempt.

Year	Attempted	Passed	Percentage	National	State
2013	112	105	94%	85%	88%
2014	115	110	96%	82%	86%
2015	108	100	93%	82%	88%
2016	106	98	92%	84%	91%
2017	115	107	93%	84%	86%
2018	115	106	92%	86%	89%
2019	114	103	90%	86%	89%
2020	109	97	89%	83%	87%
2021	96	75	77%	80%	83%
2022	79	66	84%	80%	77%

Job Placement Rate Goal is 90%

Job Placement data is obtained from CASPN graduate surveys sent 6 months after graduation. The data is reported to the Illinois Department of Financial and Professional Regulation and the Accreditation Commission for Education in Nursing.

CASPN Graduate Survey Response Job Placement Rates				
Job Placement Rate per Class				
Class Number	Number of Surveys Distributed	Number of Surveys Returned	Response Rate	Job Placement Rate
Class 118	60	56	93%	100%
Class 119	54	43	79%	100%
Class 120	62	33	53%	100%
Class 121	56	46	82%	100%
Class 122	55	36	65%	100%
Class 123	59	38	64%	97%
Class 124	57	42	74%	98%
Class 125	52	33	63%	97%
Class 126	52	38	73%	92%
Class 127	48	27	56%	93%
Class 128	46	31	67%	97%
Class 129	33	31	94	94

Program Satisfaction

CASPN monitors Program Satisfaction in a Graduate Survey of every class.

CASPN Graduate Survey Program Satisfaction			
Year	Class Number	Responses	Satisfied with the CASPN Program & would Recommend the Program.
2016-2017	118-119	32 / 118	95%
2017-2018	120-121	71/116	100%
2018-2019	122-123	98/114	92%
2019-2020	124-125	88/109	95%
2020-2021	126-127	35/100	100%
2021-2022	128-129	62/79	95%

Student Demographics

In addition to the program outcomes, as required by IPEDS, CASPN tracks statistics regarding the demographic composition of each class as displayed in the table below:

Class Number	Age		Gender		Race		Residence location in miles from Springfield	
Class 125	18-29	44	Male	4	Caucasian	32	0-25 miles	22
	30-39	16	Female	61	African American	29	25-50 miles	22
	40-49	5			Other	4	50-75 miles	8
	50+	0					>75 Miles	13
Class 126	18-29	4	Male	4	Caucasian	18	0-25 miles	26
	30-39	22	Female	59	African American	39	25-50 miles	16
	40-49	4			Other	6	50-75 miles	5
	50+	2					>75 Miles	16
Class 127	18-29	42	Male	2	Caucasian	23	0-25 miles	19
	30-39	16	Female	59	African American	38	25-50 miles	20
	40-49	1			Other	1	50-75 miles	7
	50+	3					>75 Miles	15
Class 128	18-29	32	Male	0	Caucasian	25	0-25 miles	13
	30-39	23	Female	59	African American	33	25-50 miles	19
	40-49	3			Other	1	50-75 miles	7
	50+	1					>75 Miles	20
Class 129	18-29	31	Male	1	Caucasian	24	0-25 miles	9
	30-39	21	Female		African American	32	25-50 miles	21
	40-49	4	58		Other	3	50-75 miles	4
	50+	2					>75 Miles	29
Class 130	18-29	29	Male	1	Caucasian	20	0-25 miles	19
	30-39	21	Female		African American	31	25-50 miles	17
	40-49	5	54		Other	4	50-75 miles	10
	50+	0					>75 Miles	9



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 healthcare settings, utilizing critical thinking skills, and being accountable for her/his actions and competencies. The student who has completed the Capital Area School of Practical Nursing demonstrates the following:

Provide patient-centered care across the lifespan of diverse patients utilizing evidence-based practice and informatics to support clinical decision-making.

- Perform a focused assessment of patients across the lifespan experiencing common health problems with predictable outcomes.
- Contribute to the development of individualized patient-centered plans of care for patients across the lifespan experiencing common health problems with predictable outcomes.
- Provide culturally sensitive care to individuals and families from diverse populations.
- Advocate for individuals and families regarding nursing care issues.
- Use verbal and nonverbal communication that promotes caring, therapeutic relationships with individuals and families.
- Use established evidence in the provision of patient-centered care to support clinical decision-making.
- Use informatics to securely and accurately document the provision and outcome of patient care.
- Use informatics to communicate with other members of the health care team.

Collaborate with members of the healthcare team to promote continuity of patient care and quality improvement.

- Collaborate with members of the health care team in the provision of patient-centered care.
- Communicate patient-related information to designated members of the healthcare team promptly.
- Identify patient care concerns related to quality care.
- Participate in activities to promote quality improvement.

Apply physiological and psychosocial principles to provide safe nursing care while utilizing the nursing process.

- Report actual and potential safety risks in the health care environment.
- Implement actions that promote safe practice and a safe environment for patients, self, and others.

Demonstrate professionalism consistent with legal and ethical standards that promote the profession of nursing.

- Practice nursing, in accordance with the State Nurse Practice Act, established standards of practice and institutional policies and procedures.
- Use an established Nursing Code of Ethics, the Patient Bill of Rights, and the Self Determination Act as a framework for practice.
- Maintain professional accountability in the delivery of patient care.

CURRICULUM

The nursing program is divided into four quarters, which must be taken in sequence. Students spend time in the classroom, clinical skills laboratory practice, and supervised clinical experience in various health care settings. Classroom hours are 8:15 a.m. to 4:00 p.m. Courses are as follows:

CURRICULUM	Weeks	Credit Hours
1st Quarter	10	
Fundamentals of Nursing with Introduction to Nutrition and Clinical Experience		6
Anatomy and Physiology with Medical Terminology		8
2nd Quarter	10	
Nursing I and Clinical Experience		13
3rd Quarter	10	
Nursing II – including IV therapy and Clinical Experience		13
4th Quarter	10	
Leadership and Clinical Experience		4
Mental Health Nursing and Clinical Experience		4
Maternal Newborn Pediatric Nursing and Clinical Experience		6
	40	54

Course Descriptions

**Pharmacology and Nutrition are integrated throughout the program.*

Fundamentals of Nursing with Introduction to Nutrition and Clinical Experience

This course provides an introduction to nursing and the roles of the nurse as well as profession-related and patient care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic assessment, nursing skills, and introduction to nutrition is presented, and the student is given an opportunity to demonstrate these skills in a laboratory setting. An introduction to the nursing process provides the student with a beginning framework for decision-making. The clinical experience introduces students to the long-term care environment with a focus on assessment and communication using the nursing process. The student will implement professional standards of safety, infection control, and patient-centered care.

Anatomy and Physiology with Medical Terminology

This course will introduce basic human anatomy and physiology to prepare students for a career in nursing. Emphasis is placed on developing an understanding of normal human anatomy and physiology, pharmacology, and dosage calculations. Principles of biology, chemistry, and microbiology are also integrated throughout the course.

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Nursing I and Clinical Experience

This course focuses on the care of adult patients with common medical/surgical health alterations as well as health promotion and illness/injury prevention. The student builds upon nursing concepts needed to deliver safe, individualized care of patients with alterations in selected body systems (care of the surgical patient; gastrointestinal and accessory organs; cardiovascular; respiratory; urinary; endocrine; immunology; oncology). Utilizing the nursing process, the student will explore the pathophysiology, pharmacology and nutritional needs of diverse patients. Skills lab allow students the opportunity to apply course concepts in caring for patients with selected medical/surgical conditions. The clinical experience will build upon previous learning in the long-term care setting. The student will refine assessment, communication skills, medication administration and professional standards of safety to provide patient-centered care. The student will collaborate with the patient, family and healthcare team and utilize informatics in data collection, interpretation of lab results, and documentation. Clinical experiences provide opportunities for students to link course concepts to the application of critical thinking, priority setting, clinical judgment and clinical reasoning through use of the nursing process.

Nursing II – including IV therapy and Clinical Experience

This course focuses on the care of adult patients with common medical/surgical health alterations as well as health promotion and illness/injury prevention. The student builds upon nursing concepts needed to deliver safe, individualized care of patients with alterations in selected body systems (blood/lymph; musculoskeletal; neurological; integumentary; reproductive; eye/ear). Utilizing the nursing process, the student will explore the pathophysiology, pharmacology, intravenous therapy and nutritional needs of diverse patients. Skills lab allow students the opportunity to apply course concepts in caring for patients with selected medical/surgical conditions. The clinical experience will build upon previous learning in the acute care setting. The student will refine assessment, communication skills, medication administration to include intravenous therapy, and professional standards of safety to provide patient-centered care. The student will collaborate with the patient, family and healthcare team and utilize informatics in data collection, interpretation of lab results, and documentation. Clinical experiences provide opportunities for students to link course concepts to the application of critical thinking, priority setting, clinical judgment and clinical reasoning through use of the nursing process.

Leadership and Clinical Experience

This course facilitates the transition of the student to the role of an LPN. Emphasis is placed on issues related to nursing and health care as well as skills necessary to provide care to multiple patients and assign tasks to other LPNs and unlicensed personnel. Concepts related to leadership and management are presented as well as career development options that enhance career mobility. Standards of practice and the importance of practicing according to state regulations and statutes are examined. Clinical experiences provide the student with the opportunity to apply theoretical concepts while functioning in a leadership role.

Maternal Newborn Pediatric Nursing and Clinical Experience

This course provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Emphasis is placed on uncomplicated pregnancies, normal newborn, normal growth and development, reinforcing health teaching, accident/injury prevention, and common pediatric disorders. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care to childbearing women and newborns in selected settings. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care to children in selected settings.

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Mental Health Nursing and Clinical Experience

This course focuses on the emotional responses to stress and crisis along the developmental continuum within a variety of mental health settings. Course concepts include the use of therapeutic communication in the delivery of safe, patient-centered care as a member of the interdisciplinary team. The student will explore mental health alterations to determine the healthcare needs of diverse patients as well as various treatment modalities and community resources. Clinical experiences provide the student an opportunity to apply theoretical concepts and assist in the care of clients experiencing mental or behavioral health alterations in selected mental health settings.

Book Purchases

Books must be purchased through CASPN.

Books will be sold in two (3) bundles/sets at the beginning of the 1st, 2nd, and 4th quarters.

ATI ASSESSMENT AND REVIEW POLICY

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 indicators 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 in preparing more efficiently, as well as increase confidence and familiarity with nursing content. ATI Orientation resources, such as the ATI Plan that can be accessed from “My ATI” tab. It is highly recommended that you spend time navigating through these orientation materials.

Review Modules/EBooks

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement coursework and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

Tutorials

ATI offers unique Tutorials that are designed to 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 such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content.

Assessments

There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help the student identify what they know and areas requiring remediation called Topics to Review.

Focused Reviews/Active Learning/Remediation

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX®. The student's individual assessment report will contain a listing of the Topics to Review. It's highly recommended to remediate using the Focused Review after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and active learning templates. The instructor has online access to detailed information about the timing and duration of time spent on assessments, 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 or by submitting written Remediation Templates as required.

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.

ATI Proctored Assessments are administered:

First Quarter

ATI: Fundamentals

Third Quarter

ATI: Pharmacology

ATI: Medical-Surgical

Fourth Quarter

ATI: Mother/Baby

ATI: Care of Children

ATI: Leadership

ATI: Mental Health

ATI: Comprehensive

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.

The Comprehensive ATI test is similar to the NCLEX-PN licensure examination. It requires a passing grade by current ATI recommendations. Students who score below the passing grade are required to create/complete a study plan before they re-take the Comprehensive ATI exam. Failure to pass this exam will be reflected in the points given.

CASPN students are provided with an ATI NCLEX Live Review on the last three days of class before graduation.

ACADEMIC STANDARDS

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

COURSE GRADES

Classroom theory uses the following letter grade system:

A	Academic Excellence	93	-	100%
B	Above Average	86	-	92%
C	Average	77	-	85%
D	Below Average	70	-	76%
F	Failure	0	-	69%

Students who do not achieve a final grade of at least a “C” in each theory course will be dismissed from the program.

Course Evaluation Tools:

1. Written examinations
2. Written assignments
3. Group projects
4. Case Studies
5. Presentations
6. ATI Proctored Exams
7. APPLE Points



APPLE Points

While in the classroom, the student can earn APPLE points each day in each course for meeting all classroom requirements. Students must:

A: Appearance: Follow the dress code policy.

P: Presence: Be present and be on time for class. Return from break on time. Remain seated. Students are not to leave the classroom until break or lunchtime other than during emergencies. Leaving the classroom at other times is considered disruptive behavior.

P: Positive: Be respectful and cooperative with a positive attitude. Contribute to an environment that is conducive to learning. Give the faculty your attention and refrain from side conversations. Show appropriate verbal and nonverbal communication skills.

L: Learning: Stay awake and alert. No sleeping in class.

E: Environment: Refrain from participating in distracting behavior. Cell phones and other personal electronic devices are to be put away. Bring your charged Chromebook. Abide by all CASPN policies.

If a student violates one of the requirements, the student will not earn the APPLE points for the day in that course. No audiotaping is permitted.

The use of cell phones, tablets, and other electronic devices will be at the discretion of the instructor. Cell phones are to be silent and put away. The wearing of ear buds in class is prohibited. Speak with faculty prior to class if there are unusual circumstances.

No children are allowed in the classroom or skills lab. Children are never to be left unattended, for example, during an examination.

Students will evaluate classroom instruction and faculty using the data gathering method utilized by CASPN. The evaluation will be completed at the end of each quarter and will be used for program improvement.

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. The student is responsible for inquiring about missed work. Makeup tests must be scheduled with the instructor on the morning of the first returning day of class or may be taken at a specific time designated by the instructor. 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 makeup tests. The student is responsible for inquiring about missed work. After the first makeup test in a course, on each subsequent makeup test, the student's grade will be lowered by 10%.

Moodle

Moodle is a web-based learning application used by the faculty and staff at CASPN to share individual information with the student regarding their classes, progress, and current status. Through Moodle, the students can access their grades, course descriptions, attendance information, and course resources. Moodle allows students to send messages to their instructors if they have questions regarding assignments or grades or 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.

Learning Resources

During orientation, the CASPN Nurse Administrator will review the Student Handbook and answer questions about the program. The Student Handbook will be distributed. The Financial Aid Specialist will discuss financial aid policies. The Admission Specialist will review the logistics of the program (parking pass, student ID, email). The Clinical /Skills Lab Coordinator will provide information related to the skills lab and clinical.

The Capital Area School of Practical Nursing Mini-Resource Center offers current resources in textbooks, reference books, magazine subscriptions, and DVDs for viewing.

Additionally, CASPN students can access Learning resources through Lincoln Land Community College (LLCC) library. CASPN students can obtain a community library card with a photo ID to check out books. 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 is available on site, and CASPN students can log in with a student guest account. LLCC staff provide service to support the use and or access to the library resources. LLCC Library's physical space provides open student seating, including individual and group study areas. 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, and can be accessed online at <http://library.llcc.edu>.

Computer Resources

CASPN offers a computer lab with 36 computers. 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. **All students are issued a Chromebook to use for the duration of their enrollment.** The students have access to the printer/copier while on campus.

No food or drinks are allowed in the computer lab. Cell phone use in the computer lab is prohibited.

Academic Counseling

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 assist 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 Nurse Administrator, 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 discussion.
4. Individual student records are kept confidential.

Community resource information is available to all students and is kept the student commons.

Tutoring

When indicated, students will be offered tutoring provided by CASPN.

Students having difficulty with a concept should arrange a time to discuss it with the instructor before requesting a tutor.

Students who have a course grade of **80% or below** are eligible for free tutoring.

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.

Students who wish to continue being tutored must submit a new tutoring request each quarter.

The tutoring procedure at CASPN is as follows:

1. The student completes the Tutor Request Form.
2. After the student completes the Tutor Request Form, contact is made with an available CASPN tutor by the Nurse Administrator within 24 hours of the request.
3. CASPN students requesting tutor assistance receive a copy of the tutoring policy to ensure they are aware that tutoring service is provided free of charge. However, if the planned tutor meeting is canceled, students may be charged \$10 for each missed tutoring session.
4. Within 24 hours of each session with the student, the designated tutor will complete a detailed progress report of each session and send it to the Nurse Administrator.

Lunch and Snacks

Vending machines are available. 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 the classroom. All drinks must have lids. No drinks are allowed in the skill lab or computer lab. Refrigerators and microwaves are available in the commons area.

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.” To qualify for an 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 Nurse Administrator for review. The Nurse Administrator will consider such criteria as a 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 an LOA, the student must return to the program with the next enrollment class at the beginning of the quarter 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 CASPN-REMIND. Also, you can tune into the local television channel WICS or WAND. The announcement must state that the Capital Area School of Practical Nursing is closed. If the school is closed, clinical is also canceled.

Students should not inquire about school closings due to weather during a classroom or clinical day. The CACC Director will make decisions to close the school due to weather. When the Director has notified the Nurse Administrator that school is dismissed due to weather, the Nurse Administrator or Clinical Skills/Lab Coordinator will inform all instructors and students.

Telephone Calls

Only emergency messages will be delivered during the classroom or clinical hours. **Cell phones are to be silenced during clinical and class. Cell phones are to be turned off and left outside the classroom during exams and review of exams.** Students should inform friends and relatives that they cannot be reached during classroom and clinical hours, except for emergencies. Please give your family, daycare, etc. the CASPN phone number. In the event of an actual emergency, CASPN staff will make every effort to contact the student. Students may not use the phones at the clinical facility for personal calls unless the instructor has given permission.

Parking Regulations

CASPN students are to park in a designated area in the parking lot. Students must register all vehicles and obtain a parking permit to park in the lot. Permits may not be transferred from one student to another.

Each clinical facility will regulate parking.

Campus Security Information

CASPN 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 witnesses a crime in progress in our immediate building or surrounding parking areas, they should call "911". The student should also report the crime to the CACC security officer, the Nurse Administrator, the most senior employee at CASPN, or CACC as soon as possible.

When attending a clinical facility, students should be aware of and follow the security procedures of the clinical facility.

Crime reports, security files, and statistical documents are maintained and kept on file in the CACC's main office on campus. Students committing any crime or sexual offense while enrolled in CASPN face possible dismissal or termination at the discretion of the Nurse Administrator. The possession, use, and sale of alcoholic beverages and illegal drugs are prohibited at CASPN, the CACC, 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.

Crisis Warning Codes

Active Shooter:	Run, Hide, Fight
Soft Lockdown:	Stay in the classroom, close doors
Hard Lockdown:	Quiet, do not open door, do not react to fire alarm
Shelter in Place:	Take cover away from windows; tornado, earthquake
Evacuation:	Exit the building; fire, internal danger

Security ID/photo Badges

Students will be issued a photo ID during the first week of class. Replacement ID badges will have a \$5.00 charge.

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 interact 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. 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 student council members will uphold the policies and rules of CASPN, as stated in the Student Handbook. ANY violation of these policies and rules after membership that is founded and requires disciplinary measures may result in immediate removal from the Student Council.



Student Employment

Due to the physical, mental, and study time demands upon the student during the program, the faculty discourages employment by CASPN students.

Students will not be excused from theory classes or clinical experience due to conflict with employment schedules. A nursing student who is a nurse aide may be employed only in the capacity for which they are 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 engaged in health care delivery shall **not**:

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

Medical Insurance

The student is advised to carry some form of medical insurance coverage while in the Practical Nursing Program. CASPN does not provide medical insurance for students.

Pregnancy/Postpartum

A pregnant student must notify the office, instructors, and Nurse Administrator within a reasonable time. Prior to each subsequent clinical rotation, the student must also submit documentation from their healthcare provider, stating that the student may fully participate in the clinical activities of a student nurse with **'NO RESTRICTIONS'** that adversely affect the student's ability to perform required duties. The student should notify the Nurse Administrator immediately should their status change to the point that her health is at risk or they cannot safely and effectively perform their classroom or clinical duties.

Following any delivery, vaginal or cesarean section, the student must provide a release from their obstetrician to return to the program with no restrictions. The release must be on official letterhead, signed by the obstetrician, and state **"NO RESTRICTIONS."**

Serenity Room

A private room for nursing mothers is available. This room has a lock, comfortable chair, electricity, and a small refrigerator for breast milk storage **ONLY**.

Community resource pamphlets are readily available in the room as well.

Post-Operative

Students who undergo any medical procedure or 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 immediately report any accident, injury, or illness to the nursing office or instructor, whether at the center or clinical agency. Accident forms will be required according to the facility policy, and a copy will be kept by the school. Students who contract communicable diseases or suffer injuries or illnesses that require medical attention must obtain a release from their physician, stating they may participate in clinical with **"NO RESTRICTIONS."**

CASPN assumes no responsibility for illness or injury occurring at CACC or any clinical affiliate/agency and no liability for related expenses. Students are responsible for their health/accident insurance and/or payment of medical and/or hospital expenses. CASPN reserves the right to ask for documentation concerning special requests and extenuating circumstances.



SKILLS LAB

CASPN students are given simulated experiences to develop clinical expertise before performing procedures on patients in the clinical setting. Skills taught previously with CNA certification will not be emphasized as specific check-offs but will be incorporated throughout various lab sessions. CASPN will provide the students with a clinical skills tote bag containing all essential equipment that will be utilized in both skills lab and clinical settings. The skills tote bag will include the following items: Pocket organizer, penlight, shears, BP cuff, dual head stethoscope, sterile gloves, dressing supplies, catheter kits, IV start kit, and IV supplies. The skills tote bag will be handed out before the first skills lab day. The skills tote bag is **not** designed to be a book bag.

Skills lab testing will be centered on instructional materials provided by ATI. Each student will have access to ATI tutorials and check-off sheets before each lab session so that they will have adequate preparation before the performance of skills. Students will have a practice skills day and a check-off skills day. Students will take an ATI post-test and must pass with a score of 80% or greater in order to practice the specific skill. Students will not be allowed to perform a skill in the clinical setting until they have received instruction and/or demonstrated competency in that skill.

All skills for each quarter must be completed prior to the start of clinical. If a student has not passed all the skills required for that quarter, they may not attend clinical until all skills have been passed. The student will be required to come to the skills lab after their clinical site orientation. After passing the required skill, the student is expected to report directly to the clinical setting.

Skills lab sessions are held in three out of the four quarters at CASPN. Each quarter is broken down into the following skills sessions:

Quarter 1	Quarter 2	Quarter 3
Assessment (Head to Toe)	Medications (PO)	Mixing Insulin
Dressing Change	Eye & Ear Drops	IV Insertion & Therapy
Sterile Gloves/Sterile Field	Topical Medications	
Glucose Monitoring	Tracheostomy Care, Suctioning	
Foley Catheter Insertion & Removal	NG Tube Management	
Suture/Staple Removal	Enteral Feedings	
Drains (Management & Removal)	Intradermal Injections	
IV Saline Lock Removal	Non-insulin SQ Injections	
Ostomy Care	IM Injections	
Oxygen Delivery Devices		

Scheduled Individual Lab Sessions

Students can request individual lab sessions to practice and master skills required for the successful completion of nursing courses. Requests for individual lab sessions should be made with the Clinical/Skills Lab Coordinator and will be scheduled accordingly.

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Laboratory Failure

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



Clinical Scenario Float Out (CSFO)

One day per quarter, students will attend a clinical scenario float-out day to the skills lab at CASPN. The float-out day will provide an opportunity for integrating knowledge and skills with professional standards that support the end-of-program student learning outcomes. Students must adhere to the clinical dress code, as explained in the Dress Code policy of this handbook. **CLINICAL EXPERIENCE**

The faculty have designed the clinical assignments in each course 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. Quarter 1 has 12 clinical days, generally in a long-term care facility. Quarters 2 and 3 have 18 clinical days each in an acute care setting. Quarter 4 has 18 clinical days with a focus on team nursing and leadership skills. **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 a 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. If a student comes to the clinical area unprepared, the instructor may dismiss the student for the day, resulting in a one-day absence. Students must act professionally while in the clinical site by establishing and maintaining effective professional communication and interpersonal relationships with patients, family members, staff, classmates, and faculty. They should use proper phone etiquette and avoid mingling with patients, staff, and other students. Students should avoid discussing their personal life and problems with patients, facility personnel, other students, or physicians. They should maintain professional behavior by not chewing gum, walking, not running in rooms or hallways, and speaking quietly to maintain as restful an environment as possible. Cell phones, Earbuds and Smartwatches of any kind are prohibited as well. **Disciplinary action will be taken for violations.**



Clinical Requirements

Students must provide proof of current CPR, TB testing, and immunizations, including COVID in Viewpoint, to be allowed into the clinical setting. It is the student's responsibility to keep their CPR card and immunizations current. The student must demonstrate the functional abilities as outlined on page 9.

Students must pass each clinical rotation. Clinical instructors will give an orientation and review the clinical syllabus, assignments, objectives, and attendance policy. 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, probation, or other disciplinary action. The clinical instructor will explain evaluation forms at the beginning of each rotation.

The following evaluation system is used for clinical performance for each rotation based on the Clinical Evaluation Tool:

S = Satisfactory: Clinical performance is safe and demonstrates the application of the nursing process, communication, psychomotor skills, and learning at the expected level. The student shows growth toward meeting the clinical and program objectives.

N/I = Needs Improvement: Clinical performance is safe, yet essential information and background knowledge are deficient. The student demonstrates some growth in meeting clinical and program goals. The student completes the plan of improvement for each N/I received.

U = Unsatisfactory: Clinical performance is unsafe and/or inadequate in applying 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.

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Clinical Requirements (Continued)

Any time the instructor determines that a student is ill, injured, or unstable, which may be compromising the patient's health and/or compromising the ability to care for patients. In that case, the instructor has the authority to send the student home. Each day a student is sent home equals one full absence. **There are no half-day absences in the clinical setting.**

Students must meet the criteria 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, facility staff, or another student, it is the responsibility of the student to seek guidance from their 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. Assemble needed medication/supplies and equipment
2. Review the procedure step-by-step with the instructor.
3. Always have an instructor present when administering any medication
4. Inform the patient of what medication is being given or what procedure is to be done before 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 persons or objects
6. Minimize distractions; concentrate on the 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

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

- | | |
|--------------------------|---|
| *Stethoscope | *Watch with a second hand (No smartwatches) |
| *Bandage scissors/shears | *Gait Belt |
| *Paper and black pen | *Penlight |

Leaving the clinical site without permission from your instructor will be considered patient abandonment and is cause for immediate dismissal from the program. All assigned clinical work and documentation must be completed before leaving the facility.

Quarter 4 clinical has many specialty float-outs; mother-baby, pediatrics, and mental health. During the pediatric float out, quarter 4 students may give medications without the clinical instructor present. A qualified staff member must be present during the medication administration.

Students will evaluate clinical instructors and the facility using the data-gathering method utilized by CASPN. The evaluation will be completed at the end of each quarter and will be used for program improvement.

Lunch and Snacks

The instructor in each clinical site will schedule a meal break of 30 minutes and one break of 15 minutes following 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.

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 procedures for reporting a cardiac or respiratory arrest, and responding to 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, instructor, or clinical assignment. If there is a problematic situation, the student should discuss it with the clinical instructor, Clinical/Skills Lab Coordinator, or 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 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 breaks and mealtimes.



Class 131 Clinical Group

Clinical Violations

Any time a clinical instructor feels that a student's behavior or care has endangered the well-being of a patient or others, violated any clinical rules or policies, or otherwise engaged in inappropriate behavior. In that case, the instructor may choose to dismiss them for the day, and refer them to the Nurse Administrator and/or the Clinical/Skills Lab Coordinator for further appropriate discipline. Inappropriate behaviors include but are not limited to sleeping, stealing, HIPAA violation, dress code violation, sexual harassment, leaving a site without notifying the instructor, disrespectful behavior toward the instructor, other students or staff, or altercation between students, staff, clients, or instructors. The instructor will consult with the Nurse Administrator and the Clinical/Skills Lab Coordinator. The student will be given due process before a decision is made. The Nurse Administrator may impose appropriate discipline, including probation or dismissal from the program.

The following conduct is prohibited and may be grounds for dismissal from the program:

1. Taking medications, equipment, or supplies from the client, health agency, or CASPN without permission of the instructor
2. Administering medications without the instructor
3. 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
4. Failing to report mistakes made in a clinical setting
5. Manipulating drug supplies, narcotics, or falsifying client records or intentionally charting incorrectly
6. Actions and/or events that demonstrate emotional instability such as threats or harassment of clients, staff, faculty or peers
7. Indifference or insensitivity to client safety, comfort, or right to privacy.
8. Lack of professional judgment
9. Unsatisfactory or incomplete clinical paperwork, including med sheets, concept maps, and physical assessments.
10. Being unfit to perform because of physical or psychological impairment 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 Nurse Administrator has the right to request an alcohol/drug screen at the student's expense
11. 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 must 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.

Cell Phone Use during Clinical

Cell phones, ear buds, and smart watches are not permitted in the clinical setting. Cell phones may only be used during breaks, lunches and special circumstances during clinical with the instructor's approval. If a cell phone is brought into the clinical setting, it must be powered off and in the student's bag. Cell phones cannot be carried in a student's pocket during clinical rotations. Probation is warranted if the policy is violated.

Skills Remediation

Any time the instructor feels the student requires remediation for any skill, the instructor 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 successfully perform that skill, they may not return to clinical and will receive a grade of fail for that clinical quarter.

A student who fails clinical will be dismissed from the program, regardless of the 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 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 regarding 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 file
4. All errors will be considered on an individual basis; the faculty will determine the 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 medical expenses resulting from the treatment of illness or accidents, including injuries at school or in the clinical setting

WIOA Sponsored Students

Mileage Sheets. WIOA mileage sheets may be signed by the Adult Education Secretary or Nurse Administrator for their classroom days. On clinical days the Adult Education Secretary, Clinical Skills/Lab Coordinator, Nurse Administrator, or their Clinical Instructors may sign the forms. Criteria are based on attendance and mileage to classroom and clinical sites. These forms are the student's responsibility. If your Clinical Skills/Lab Coordinator, Nurse Administrator, or their Clinical Instructors are not available to sign, you may place your form in the "Student Inbox" inside the Admissions Office. Forms will be completed by the Adult Education Secretary as time allows. Forms can be dropped off Monday mornings and picked up Friday afternoon unless you would like to take the forms to clinical, in which the forms will be ready Tuesday afternoon.

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 the costs. Students may be personally liable for loss or damage resulting from their actions or conduct, regardless of whether CASPN's liability insurance covers it.

HIPAA POLICY

HIPAA, Health Insurance Portability and Accountability Act, is a health care regulation enforced by the Department of Health and Human Services to protect the confidentiality of patients' protected health 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 an 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 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 patient's 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 violates federal law and is subject to fines and/or imprisonment and permanent dismissal from the nursing program without the possibility of readmission.

PROFESSIONALISM

Professional behavior and attitude are expected of each student, at all times, in both the classroom and clinical area. The student is expected to abide by the "Code of Ethics for Licensed Practical Nurses" as developed by the National Federation of Licensed Practical Nurses.

A student may be dismissed from the program for any inappropriate behaviors. Any student who leaves a clinical site without the instructor's specific permission may be dismissed from the program. Inappropriate behaviors include any verbal or non-verbal behaviors deemed inappropriate by the instructor and/or the clinical facility staff. Examples include falling asleep, stealing, lying, misrepresentation of assigned clinical time, sarcastic remarks, discussion of privileged information in inappropriate settings, not meeting the dress code, disobeying any policy or regulation of the institution or the instructor, tampering with another's property, etc. Students must abide by nursing law and policies guiding nursing practice. Students must be able to deliver care in a non-discriminatory manner to individuals of all ages, races, religions, beliefs and cultures in all health care settings. Students must be caring, compassionate, responsible, honest, accountable, and respectful.

CASPN BEHAVIORAL STANDARDS

These Behavioral Standards have been developed to maintain CASPN's focus on quality education. They act as a guide on how to best present ourselves to others, achieve our vision, and fulfill our mission. These standards are in addition to all other CASPN policies, including the dress code and cell phone policies.

Attitude

Believe in the work you do, and your importance. Exceed your own expectations.

Be proud of your work.

Focus on the solution, not the problem.

Do not complain.

Contribute to a positive atmosphere with a positive attitude.

Avoid negative body language.

Be patient with others.

Communication with Respect & Courtesy

Smile and greet everyone in a friendly manner, make eye contact, and introduce yourself.

Say 'please' and 'thank you'. Apologize if needed. Ask permission.

Listen, do not interrupt.

Keep noise to a minimum.

Respect the personal space of others.

Do not use foul language.

Do not show disrespect or be rude to others.

Be courteous, be aware of the people around you.

Offer to help others, anticipate their needs, and respond promptly.

Professional Conduct

Follow facility and CASPN policies and procedures.

Come to class and clinical prepared to start the moment you arrive.

Emails should be written in a professional manner, they are not text messages.

Hold yourself accountable for your work.

Do not blame others for something you failed to do.

Do not make excuses, explore options to find solutions.

Do not badmouth others in any form of communication.

Do not gossip in any form of communication.

Respect others, including their differences.

Resolve conflict in private.

Teamwork

Lead by example.

Treat others with courtesy, honesty, and respect.

Be supportive of others, and offer assistance if/when possible.

Do not undermine the work of others.

Do not say 'it's not my job'.

Welcome, and praise others, and recognize effort and success.

Do not take others for granted.

ACADEMIC HONESTY AND INTEGRITY POLICY

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. Suppose a student is found guilty of plagiarism (copying word for word from someone else's work, including textbooks, magazines, information from the internet, or other students work without citing or giving credit to the original work) or is guilty of giving or receiving help during an examination or activity. In that case, the student 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 to gain an advantage in which they are not due. Some examples of this might be:

1. Copying another student's work and presenting it as their 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 statement
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 work unless authorized to work in a group
5. Taking photos of any exam.

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 readmission.

INTERNET ACCEPTABLE USE POLICY

Purpose: CASPN supports the use of the Internet and other computer networks in the instructional program to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration. Computers, laptops, tablets, computer networks, software, programs, and internal access are provided to students for educational purposes only. Access to and use of these tools is not a right but a privilege that may be revoked at any time. Wi-Fi passwords will not be provided for personal electronic devices.

Authority: The electronic information available to students and staff does not imply endorsement of the content, 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 monitor users' fileserver space utilization.

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 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.

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Prohibitions: Students and staff are expected to act in a responsible, ethical and legal manner per 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 the network to transmit material likely 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, all network users 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 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 data files belonging to others; copyright 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 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.

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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 network resources.

When blogging or using social networking sites, students must not engage in activities in violation of the CASPN Acceptable Use, 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. Students should be aware that they will soon be professionals and should consider the impact of social networking activities on their future job opportunities.

INCIVILITY, BULLYING, INTIMIDATION AND HARASSMENT POLICY

Incivility, 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 CASPN.

CASPN strictly prohibits all forms of incivility, bullying or acts of aggression, either verbal or physical to faculty, students or any Capital Area staff. Students are entitled to an environment free of disruptive, distressing and disturbing gestures, jokes and physical contact which could be considered annoying, distressing or threatening to the well-being or safety of the student. Bullying behaviors may include but are not limited to unkind actions or remarks, verbal or nonverbal taunting, physical aggression, teasing, insults, exclusion, and rumors that would hurt others feelings. Bullying behaviors can include physical, verbal, or written actions. Students should immediately report such behavior to a faculty member or administration.

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Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward the school, a student, faculty, or staff. Examples include but not limited to:

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

Full implementation of the above policy includes: (a) conducting a prompt and thorough investigation of alleged incidents of incivility, 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.

Cyberbullying

Cyberbullying is an aggressive, intentional act carried out by a group or individual using electronic forms of contact against a victim. By cyber-bullying, we mean bullying by electronic media:

- Sending false, cruel, vicious messages by texts or messages or calls on mobile phones
- The use of mobile phones or iPad cameras to cause distress, fear or humiliation
- Posting threatening, abusive, defamatory or humiliating material on websites, including blogs, personal websites, social networking sites
- Posting of a picture or video without the permission of those included in photo or video, including unauthorized use of classroom audio recording
- Hijacking/cloning e-mail accounts and sending vicious or embarrassing materials.
- Making threatening, abusive, defamatory or humiliating remarks in chat rooms, or other types of social media

Bullying of this nature creates a hostile, disruptive environment on the school campus and violates an individual's right to be safe and secure. Cyberbullying and harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear or harm or damaging the individual's property; or disrupting the orderly operation of the school will not be tolerated.

The online activities and technologies often used by students engaged in cyber-bullying include but are not limited to social network sites, chat rooms, discussion groups, instant messaging, text messaging, computers, cell phones, personal digital devices, cell phone cameras and webcams. As new technologies arise, they will be included in the above electronic communication forms.

Education and guidance remain at the heart of what we do, and CASPN reserves the right to take action against those who take part in cyber-bullying.

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Cyberbullying (Continued)

If you believe you or someone else is the victim of any type of bullying, cyber-bullying, you must speak to a member of the Administration or Faculty as soon as possible.

- Do not answer abusive messages but log and report them
- Do not delete anything until it has been shown to the School Administration (even if it is upsetting, the material is important evidence that may need to be used later as proof of cyber-bullying)
- Never reply to abusive emails

Cyber Bullying in any form is strictly prohibited and will not be tolerated, such behavior is subject to immediate removal from the nursing 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 learning opportunity, and creates an intimidating, hostile environment. Accordingly, CASPN will not tolerate sexual harassment of students by students, staff, employees, clients, or instructors of CASPN. 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. Privacy safeguards will be applied in handling harassment complaints.

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, or 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, And 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, or in laboratory or clinical locations.

The sexual harassment by a student of any other student, employee, staff member, instructor, or client is a violation of the Academic Standards, as stated in this Student Handbook. A student who violates this policy will be subject to appropriate disciplinary action up to and including immediate suspension followed by dismissal from the program.

Procedure to Report Sexual Harassment

A student who experiences or witnesses sexual harassment 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 Nurse Administrator. The complaint should be made in writing, detailing the specifics of the charge. The instructor or, if applicable, the Nurse Administrator will investigate the report and determine a resolution of the case, including any necessary and appropriate disciplinary action. If the reporting student is dissatisfied with the decision of the instructor, the matter may be appealed to the Nurse Administrator. If the reporting student is dissatisfied with the decision of the Nurse Administrator, the matter may be appealed in writing to the Director of CACC. If the reporting 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 a violation of this policy by an employee of the nursing program, the 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.

No student, staff member, instructor, or employee shall take retaliatory action against a student who reports sexual harassment, provides information, or participates in an investigation of sexual harassment allegations in good faith, even if a report made in good faith is found to be unsubstantiated.

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 within school boundaries, clinical setting, or any school-sponsored activity, workshops, or graduation. Regardless of any state legalizations, CASPN has a zero drug and alcohol policy.

Any violation of the above prohibition shall be grounds for discipline, including **dismissal** from CASPN. 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.

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 illegal, prescription, or over-the-counter drugs, as well as substances that may not have been manufactured to alter a person’s mood, cognitive ability, or perception but can and are used to do so (such as inhalants).

If the student exhibits any signs of intoxication or impairment, for purposes of this policy, a student is deemed to be “under the influence” of any drug if any amount of the drug is consumed or ingested. 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.

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If an instructor feels that a prescribed drug alters 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 can 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.

Section II Testing for Drug or Alcohol Use

Upon a reasonable suspicion that any student is under the influence of any drug or alcohol while within school boundaries, or any clinical setting, or at any school-sponsored activity, CASPN will immediately require laboratory testing for drugs and/or alcohol, at the student's expense. The student may be required to undergo blood analysis, urinalysis, or any other form of laboratory testing that CASPN deems appropriate. Suppose 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. In that case, the student will be subject to additional testing. If any testing results reveal any violation of this policy, the student shall be subject to discipline, as outlined in Section I above. Testing shall take place at Springfield Clinic-Midwest Occupational Health Associates or another testing facility 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 CASPN according to this Section, is a violation of this Substance Abuse Policy and grounds for discipline, including immediate probation followed by dismissal from CASPN.

SMOKING/VAPING POLICY

The Capital Area Career Center is a smoke, tobacco-free, and drug-free campus. Using, possessing, distributing, purchasing, selling, or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping-related products, are NOT permitted within the facility or on the grounds, including the parking lot. Students are not allowed to use tobacco or drug products, chewing tobacco, vaporizers, or e-cigarettes of any kind at any clinical facility/site.

CASPN investigates and responds to all reports of any of the policies outlined in this Handbook or otherwise implemented by CASPN. Any violation of CASPN's policies may result in disciplinary action, including immediate dismissal. The appropriate discipline will be determined based on 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 who engage in prohibited or unlawful conduct.

Students who do not adhere to the policy and are found smoking or using electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping-related products on the CACC campus will result in confiscating the device and receiving probation. Students who deny using these products/devices and are proven to be in possession of the product/device will be dismissed from the CASPN program. If the device contains THC, the student will be dismissed from the CASPN program.

DRESS CODE POLICY

Uniforms

Uniforms must be purchased through CASPN. Uniforms will be ordered at orientation.

Classroom Dress Code/School Uniform

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

1. Royal blue scrub pants and scrub top or **CASPN t-shirts/sweatshirts**
2. Socks and full shoes (no open toe or open heel) must be worn at all times
3. No holes, rips or tears in the attire
4. All hats and caps are to be removed while in the building
5. Smartwatches are not allowed in classroom or clinical
6. The dress code must be followed during final exams as well

Clinical Dress Code

CASPN students must report to Clinical and Clinical Scenario Float Out wearing the following:

1. Clean, well-fitting, white school uniform with a CASPN logo on the left arm sleeve. No t-shirts with any coloring are to be worn with the uniform. White t-shirts under uniforms are allowed. Dress/skirt uniforms must be worn with a white slip and white pantyhose. Uniform pants must not be too tight or baggy. If a belt is worn it must be white. Only a white CASPN lab coat may be worn over the uniform. All undergarments must be white or flesh color and without a pattern. Underwear needs to be full coverage, no thongs or cheekies.

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, or open-heel shoes will be allowed. White tennis shoes are allowed only if they do not have any logos, colors, or designs. Uniform shoes must be worn for clinical assignments only.
3. Student picture ID badge must be worn to clinical. The badge is worn above the waist except where agency regulations prohibit it. Badges will have student's first name, last initial, and SPN. Clips for badges are provided by CASPN. No decorated lanyards or clips are allowed.
4. No jewelry is allowed other than a wedding band, engagement ring, or watch (no smart watches). 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 are allowed. Clear spacers may be used.
5. Hair must be clean, well-groomed, under control, and of natural hair color. Long hair must be secured off the shoulders (in a bun), and away from the face. Hair cannot be hanging down the back, so hair is not able to fall forward in front of the shoulders. 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 (fingertip length), clean, and have smooth edges. No artificial nails or overlays may be worn in clinical sites.

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Clinical Dress Code (Continued)

7. Any visible tattoo(s) must be covered in the clinical area. They may be covered with a CASPN white lab coat. Skin tone tattoo coverings are also acceptable. Hand and neck tattoos may be left uncovered if they are not offensive.
8. Excess makeup (including false eyelashes) and perfume are prohibited. Lightly fragranced body sprays or lotions are acceptable. The smell of cigarettes or other smoke may cause allergic reactions. Students should avoid smelling like any kind 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 the clinical time frame. (Including pre and post-conference)
11. No smoking, chewing tobacco, e-cigarettes or vapor type nicotine or recreational drugs are allowed at the clinical or CASPN campus.
12. Headbands must be a solid color, either black, white, blue, or gray. No patterns, words or bright colors.

Mother/Baby Clinical Dress Code

Same as above.

Skills Lab Dress Code

CASPN students must report to the skills lab following the clinical dress code except for the uniform. Students may wear their blue school uniform with their clinical shoes. All other clinical dress code guidelines remain the same.

1. Wear your clinical shoes. No tennis shoes with color.
2. Hair must be pulled up and off the shoulders.
3. Headbands, eyelashes, fingernails, jewelry, tattoos, gum chewing, and piercing guidelines remain the same.

Mental Health & Pediatric Clinical Dress Code

The clinical dress code for mental health and pediatric clinical is your blue school uniform and clinical shoes. All other clinical dress code guidelines remain the same.

Lanyards and badge reels are strictly prohibited in the clinical setting. Students must use badge clips provided by CASPN.

Dress Code Violations

Noncompliance with the dress code that CANNOT be immediately corrected.

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 Nurse Administrator to discuss dismissal from the program.

Noncompliance with the dress code that CAN be immediately corrected.

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

ATTENDANCE POLICY

Attending morning and afternoon classes is an expectation and responsibility when enrolled at CASPN. **Students not present in the classroom at the start of class will be marked tardy.** Absences and tardiness of up to 15 minutes will be closely monitored. A student who is more than 15 minutes late is considered absent for a half-day in the classroom. Students leaving class more than 15 minutes before class ends will be counted absent for a half-day.

Students may be excused a maximum of three (3) days per quarter, a total of 21 hours. Of the three (3) days, only one can be a clinical day. Students are expected to complete any assignments or complete make-up work for the days they are absent (refer to p.22). The course grade will include APPLE points daily per course for meeting the classroom requirements (refer to p.21). Students who miss more than three (3) days per quarter will receive a probation and must attend a make-up day. The makeup day may be on a Saturday prior to the final exam. Students will be required to complete an assignment and participate in activities designated by the instructor. Missing more than 4 days may result in dismissal from the program.

Any time the instructor determines that a student is ill, injured, or unstable, which may be compromising the patient's health and/or compromising the ability to care for patients. In that case, the instructor has the authority to send the student home. This will be reflected in the student's attendance record for the day.

Clinical Attendance

Students who will be absent or tardy for clinical must notify their clinical instructor or Clinical/Skills Lab Coordinator's office at least one hour before the start of the clinical day. Students should leave a message with their name, clinical site, or instructor's name. Of the three (3) days of absence allowed per quarter, **only one (1) day may be a clinical day.** If a student misses a second clinical day within a quarter, they will receive a probation and be required to attend make-up day on a Saturday. Make-ups for missed days will not carry into other quarters. If a student cannot attend the make-up day, the student will fail the clinical portion of the program, resulting in dismissal from the program. Missing a third (3rd) clinical day in any one (1) quarter may result in possible dismissal from the program.

If the student does not notify either their clinical instructor or the Clinical/Skills Lab Coordinator, one hour before the start time of clinical and up to one hour after the start of clinical, the student will be considered a "no call, no show" and **will receive a probation**.

The float out days on the schedule must be followed. If a student goes to the incorrect clinical site, it will count as an absence.

Tardiness

Tardiness is not acceptable. The student is expected to be in their seat and ready for class at the designated time. The student is expected to be ready for work at their clinical affiliation at the time assigned. **Please contact your clinical instructor if you are going to be late for your clinical.**

Tardiness will be determined by the clock in the classroom or clinical setting, not by the student's watches. You may have one tardy, up to 15 minutes, on a clinical day without penalty. **The second tardy on a clinical day will be counted as a full-day absence.** If a student is late for a second time and counted absent, they may remain in the clinical setting so that they do not miss the experience; however, the absence due to lateness will be charged. **Tardiness over 15 minutes on a clinical day will count as a full-day absence.**

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If the student arrives at clinical unprepared, the student will be considered tardy or absent. Definitions of this include but are not limited to arriving without the proper uniform or equipment such as pen, name badge, stethoscope, and lab coat. If the student can retrieve the item (in the car), the student will be counted tardy. If the needed article can't be retrieved, and the student needs to leave the facility (item at home), the student will receive an absence.

Only two periods of tardiness of up to 15 minutes are allowed in the classroom setting per quarter either at the beginning or end of a class. The student must check with their instructor before leaving the classroom. If a student fails to check with the classroom instructor before leaving early, it will be counted as an absence. **Any tardy beyond two will count as one half-day absence each.**

However, if absences exceed three days due to documented military training (in and out of the country), the student may be required to repeat the quarter.

Skills Lab Attendance

Attendance in skills lab sessions is essential to practice and master the skills needed for clinical preparation. If a student is absent on a skills lab practice day, they will be responsible for covering that material on their own time. If a skills testing day is missed, the student must contact the Skills Lab Coordinator to schedule a make-up. This make-up should be done on the next day if possible. If this is not done, the student may not attend clinical.

Apple points will be rewarded on classroom days only. However, Apple points will be deducted on skills lab days for any violation of the APPLE point requirement, such as being absent, tardy, or unprepared. There are 5 lab days in the first quarter associated with Fundamentals, 5 lab days in the second quarter related to Nursing 1, and 2 lab days in the third quarter associated with Nursing 2. If skills lab is during a clinical week with no classroom days, the point deduction will be retroactive (taken from a previous week).

DISCIPLINE FOR VIOLATIONS

CASPN investigates and responds to all reports of any of the policies outlined in this Handbook or otherwise implemented by CASPN. Any violation of CASPN's policies may result in disciplinary action, including immediate dismissal. The appropriate discipline to be administered will be determined based on 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 who engage in prohibited or unlawful conduct.

PROBATION/DISMISSAL

Probation may be given at the discretion of the Nursing Instructor or Nurse Administrator or Clinical /Skills Lab Coordinator for failure to comply with school and/or agency policies. A student receiving probation will be referred to the 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 CASPN policies or to meet satisfactory classroom performance and clinical performance. If the 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 USPS 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 dismissal 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 dismissed by the Nurse Administrator. The letter shall also include a brief explanation of the reason or reasons for the dismissal. 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 unique language is required so long as the student is informed of the reason for dismissal.

If a student is dismissed and is eligible to return, the student has 10 business days from the date of the dismissal letter to complete a 'Student Return Request Form' which will be mailed with your dismissal letter to request readmission to the program. The form must be dated, completed, and signed by the student. No verbal requests or emails will be accepted. If the form is not postmarked within 10 business days, the student may not be considered eligible for readmission. The Nurse Administrator will review the request to return. Re-admission is not guaranteed.

PERMANENT DISMISSAL FROM CASPN

A student who is dismissed from CASPN for any of the following infractions is ineligible for readmission.

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

WITHDRAWAL/READMISSION REQUIREMENTS

Withdrawal

Written notification from a student wishing to withdraw from the program must be submitted to the Nurse Administrator or Registrar. The date of withdrawal from the program will be the date the notification is received.

A lapse in attendance for any reason is also considered a withdrawal from the program. A lapse in attendance is defined as three (3) or more consecutive absences from the program without prior approval.

If the student wishes to repeat the quarter, the student must give written notice to the Nurse Administrator of their withdrawal and follow the procedures for requesting permission to return to the program. The Nurse Administrator will review the request to return. Re-admission is not guaranteed.

Return Requests

To repeat a quarter, for any reason, the student has 10 business days from the date of the withdrawal to complete a 'Student Return Request Form' which will be mailed with your "Acknowledgement of Withdrawal" letter to request readmission to the program. The form must be dated, completed, and signed by the student. No verbal requests or emails will be accepted. If the form is not postmarked within 10 business days, the student may not be considered eligible for readmission.

If a student withdraws more than one time during the program, the student must schedule a meeting with the Nurse Administrator as well as submit a Student Return Request Form.

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 may be required to repeat the entire program. Students are only allowed to repeat the same quarter once. A student who has been absent from the program for more than one (1) year may be required to repeat the admissions process and repeat the entire program. The Nurse Administrator will review the request to return. Re-admission is not guaranteed.

A student is only allowed three (3) attempts at successfully completing the program.

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 instructor or staff member directly involved in the grievance issue. 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 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 a meeting with the Nurse Administrator does not solve the problem, the student(s) may make a written request for a hearing with the CACC Director. 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 Director 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 and a written response will be mailed within two school days after the completion of the hearing.

Step 4 If a satisfactory solution is not reached in Step 3 the student(s) may appeal the problem in writing to the Chairperson of the Executive Council of CACC within two (2) school days from the receipt of the response of the Director. 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 Chairperson of the Executive Council of CACC makes the final decision; therefore, step 4 is the final step of the grievance procedure.

PROGRAM COMPLETION

Graduation Requirements

1. Must complete all quarters in succession.
2. Must have a 77% or higher in each course to pass.
3. Must pass ATI comprehensive review; if not, students have to do remediation that the school assigns.

Graduation Ceremony

A ceremony is held at the end of the fourth quarter for students who have completed the program. Graduates are presented a certificate and school pin.

Graduates and any students in the ceremony must wear the regulation white school uniform unless prior approval has been made with the Nurse Administrator. Those not in the regulation school uniform **will not** participate in the graduation ceremony without prior approval. 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.



Graduation
Class 129

NCLEX-PN Examination and Licensure

A student who has completed the program is eligible to apply to take the NCLEX-PN Examination. A candidate 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 are required to answer **YES** to any of these questions, please contact the Illinois Department of Financial and Professional Regulation **before** completing the NCLEX-PN examination application.

1. Have you been convicted of any criminal offense in any state or 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 a city, county, state, or federal position?

In accordance with the Illinois Administrative Procedures Act (5 ILCS 100/1-1 et seq.) and the Nurse Practice Act (225 65/50-1 et seq.), 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 will receive one official transcript free. Students will request additional transcripts via Parchment. The fee for each additional official transcript is \$10.00 for an electronic copy; \$15 for a copy to be mailed and \$15 to pick a copy up from our offices. 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 student badges, or any books, audiovisuals, etc. to the school.

Unofficial transcripts are not issued at this time, you can request a current grade report and must show identification to pick it up from our office. Grades are also visible on Moodle.

Parchment

Parchment is an online credential service we use to deliver transcripts and education verifications. You will be required to create an account when you first log on to request a transcript. Please keep this information, as you will need it to request future transcripts. If you are required to enter a Student ID, please use the last four (4) digits of your Social Security Number.

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 “permanent student records” and “temporary student records.” “Student permanent records” contain the minimum personal information necessary for the education of students. Such information includes all information provided on the student’s official transcript, including, the student’s name and address, birth date, and place, gender, academic transcript, graduation or dismissal date, and may include 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, 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 permanent student records. Such information includes a record of release of temporary record information, level achieved and scores on college entrance examinations, attendance records, accident reports, and health records, a 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, 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.

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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 purposes.
- 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
- Schools may release the final results of a disciplinary proceeding against a student who is an alleged perpetrator of a "crime of 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 a representative by a student in writing has the right to inspect and copy CASPN student permanent and temporary records of that student.

No person who is prohibited by order of protection from inspecting or obtaining school records of a student under 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 of copying CASPN 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 CASPN student records due to the inability to bear the cost of such copying.

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Control of Access and Release of School Student Records

CASPN reserves the right to control the access to and release of school student records. CASPN has the right to request a copy of any information released. All rules and regulations developed under 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 to the following:

1. A student or person specifically designated in writing as a representative by a student;
2. An employee or official of CASPN 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 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 about school student records;
5. Any person under 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 (a) academic grades and (b) 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 State Board of Education when a challenge is made. Students who desire to challenge school student records may request a hearing by submitting a written request to the Nurse Administrator containing notice of the specific entry or entries challenged and the basis of the challenge.

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Rights and Procedures for Challenging School Student Records (Continued)

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 informal conference does not resolve the challenge, formal procedures shall be initiated.
 - a. A hearing officer who is not an instructor employed by CASPN shall be appointed.
 - 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, therefor;
 - v. The right to appeal an adverse decision to an administrative tribunal or official established or designated by the Illinois State Board of Education.
 - 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 a decision is transmitted. If the student appeals, the student shall 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 complies 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. The 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, parent's 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. A student who does not want some or all of the directory information listed above released to the public must send a written request to the Nurse Administrator objecting to its release.

Destruction of School Student Records

CASPN annually reviews all school student records. Student permanent records (Transcripts) are retained for not less than 60 years after a student transfers, graduates, withdraws or is dismissed from the program. Student temporary records are retained for 5 years after a student transfers, graduates, withdraws or is dismissed from the program. The scheduled destruction date of temporary records is July 1 of each year. After 5 years, students who graduated or otherwise terminated enrollment at CASPN, are hereby notified that their temporary records will be deleted/destroyed, and if they desire a copy of the records, they must make that request to CASPN in writing prior to July 1 of that 5 year timeline. Questions regarding school student records and procedures should be directed to the 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 the 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.



THIS HANDBOOK CONTAINS THE POLICIES AND REGULATIONS SET FORTH BY THE CAPITAL AREA SCHOOL OF PRACTICAL NURSING.

FAILURE TO COMPLY WITH THESE POLICIES AND/OR REGULATIONS MAY RESULT IN PROBATION AND/OR DISMISSAL FROM THE PROGRAM.

I have received the information contained in the Student Handbook of the Capital Area School of Practical Nursing.

I am aware that failure to comply with these policies and/or regulations may result in dismissal from the program.

Student's Signature: _____ Date: _____

Photo Release

I, _____, grant permission to Capital Area School of Practical Nursing to use my likeness in a photograph in any of its publications, including but not limited to printed and digital publications. I understand and agree that any photograph using my likeness will become the property of Capital Area School of Practical Nursing.

I waive my right to inspect or approve the product before use. I waive my right to any royalties or other compensation related to the use of their photograph.

I am competent and have read and understood this release before signing.

Student's Signature: _____ Date: _____

FINANCIAL AID

CASPN Financial Aid Terminology

ACADEMIC YEAR: This is the time that a student is attending CASPN. Our program is only ONE academic year. This runs from August to June or from February to December, depending on which session you start your program. The financial aid academic year consists of 2 terms.

ANNUAL STUDENT LOAN ACKNOWLEDGEMENT: If this is your first time accepting a federal student loan, you are acknowledging that you understand your responsibility to repay your loan. If you have existing federal student loans, you are acknowledging that you understand how much you owe and how much more you can borrow.

COLLEGE FINANCING PLAN: This document is given to you by the CASPN Financial Aid Specialist. It will list the expenses and the estimated financial aid award amounts. If your financial aid awards are greater than the tuition, books, and fees, you will have the option to utilize the remaining balance of financial aid awarded to help with your cost of living expenses. You may not receive or use more financial aid of any type above the amount of the total cost of attendance.

Cost of Attendance (COA): The total amount (not including grants and scholarships) that it will cost you to go to school during the 2021-2022/2022-2023 school year. COA includes tuition and fees; housing and meals; and allowances for books, supplies, transportation, loan fees, and dependent care. It also includes miscellaneous and personal expenses, such as an allowance for the rental or purchase of a personal computer; costs related to a disability; and reasonable costs for eligible study-abroad programs. For students attending less than half-time, the COA includes tuition and fees; an allowance for books, supplies, and transportation; and dependent care expenses.

COST OF LIVING EXPENSES: This is the estimated expense the student will incur during our academic year for living expenses such as housing and food, transportation (not including auto loan payments), and personal expenses.

Credit Balance: When the institution (CASPN) receives more funds than required to pay the tuition, fees, books, and supplies charged to a student's account, this overage is referred to as a Credit Balance. Should a student have a credit balance on their CASPN student account, the student will be notified via their CASPN student email that the Business Office has a check ready to be picked up by the student.

ENTRANCE COUNSELING: This activity is available at <https://studentaid.gov> and is required to receive Federal Direct Student Loans.

EXIT COUNSELING: This activity is available at <https://studentaid.gov> and completion within 30 days before graduation is required by the US Department of Education for those who utilize Federal Direct Student Loans.

Expected Family Contribution (EFC): A number used by your school to calculate the amount of federal student aid you are eligible to receive. It is based on the financial information provided in your Free Application for Federal Student Aid (FAFSA). This is not the amount of money your family will have to pay for college, nor is it the amount of federal student aid you will receive.

FAFSA® (Free Application for Federal Student Aid): This application is completed at <https://studentaid.gov> by the student and parent(s), if applicable, and submitted to the US Department of Education. The FAFSA® determines how much you qualify for in the Federal Pell Grant, Federal Direct Student Loans, State of Illinois MAP Grant, and is required if applying for the Parent PLUS Loan.

Federal Direct Student Loan (FDSL) Subsidized: Loans that The U.S. Department of Education pays the interest on while you're in school at least half-time, for the first six months after you leave school (referred to as a grace period*), and during a period of deferment (a postponement of loan payments).

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Federal Direct Student Loan (FDSL) Unsubsidized: Loans that the borrower is responsible for paying the interest on during all periods. If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan).

FINANCIAL AID: This refers to all forms of financial assistance, grants/scholarships (federal, state, private, community-based, local government, etc.), loans (federal direct student loans, federal Parent PLUS Loans & private loans (i.e., loan company, bank, credit union, etc.).

FINANCIAL AID AWARD: This is the estimated amount of financial aid for which you have qualified and may receive.

GIFT AID: Student aid funds that do not have to be repaid such as grants and scholarships. Grants are often need-based, while scholarships are usually merit-based. Occasionally you might have to pay back part or all of a grant if, for example, you withdraw from school before finishing a semester.

GRANT: Funds are given that do not require repayment. These can come from federal, state &/or local government, community or charitable organizations, or private organizations.

LOAN AGREEMENT: This form, also known as a Master Promissory Note (MPN), is available at <https://studentaid.gov>. Completing the form is required to receive any Direct Federal Student Loan assistance and Parent PLUS Loans. Students complete the “Undergraduate Students” MPN & parents complete the “Parent Borrowers” MPN.

LOANS: Borrowed money that must be repaid with interest. Loans from the federal government typically have a lower interest rate than loans from private lenders. Federal loans, listed from most advantageous to least advantageous, are called Direct Subsidized Loans, Direct Unsubsidized Loans, and Parent PLUS Loans. You can find more information about federal loans at <https://studentaid.gov>.

Net Cost: An estimate of the actual cost that a student and his or her family need to pay in a given year to cover education expenses for the student to attend a particular school. Net price is determined by taking the institution's cost of attendance and subtracting any grants and scholarships for which the student may be eligible.

Parent PLUS Federal Direct Loan: A loan available to the parents of dependent undergraduate students for which the borrower is fully responsible for paying the interest regardless of the loan status.

Private Student Loan: A non-federal student aid loan made by a lender such as a bank, credit union, or private loan company.

SCHOLARSHIP: Funds that do not require repayment and are typically given by a community or charitable organization or private organization.

*For more information visit <https://studentaid.gov>.

General Policies

To be considered for Title IV or State of Illinois financial aid at Capital Area School of Practical Nursing, students are required to file a Free Application for Federal Student Aid (FAFSA®). The FAFSA® may be completed and submitted online at <https://studentaid.gov>.

Charging Books and Supplies (Uniforms and Skill Lab Kits) to Student Accounts

The deadline to file the Free Application for Federal Student Aid and ensure the availability of programs such as approval to charge books, uniforms, and skills lab kits to the student's account for those that qualify, is no later than 1 month before the required Orientation. Should the FAFSA® be filed after that deadline, the student may be required to pay all charges on or before the first day of class.

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Book Purchases

Book bundles must be purchased through the Capital Area School of Practical Nursing. Books will be in charged by the quarter in which they are needed. Each bundle is to be paid for no later than the 1st day of class each quarter unless the Financial Aid Office provides approval to charge the books to the student's account.

Uniform Purchases

Uniforms are to be purchased through the Capital Area School of Practical Nursing. Uniforms will be ordered at Orientation. Uniforms must be paid for within the first week of class unless the financial aid office has provided approval to charge the expense to the student's account.

Skills Lab Kit Purchases

Skills Lab Kits are to be purchased through the Capital Area School of Practical Nursing. Kits must be paid for by the first day of class unless the financial aid office has provided approval to charge the expense to the student's account.

Payment of Tuition, books, uniforms, and fees

1st quarter due dates:

- Books – Due on or before the 1st day of class
- Skills Lab Kit – Due on or before the 1st day of class
- Tuition and fees – Due before 1st day of class
- Uniforms – Due within the 1st week of class

2nd quarter due dates:

- Tuition and fees – due on or before the first day of 2nd Quarter
- Books – Due on or before the 1st day of 2nd Quarter

3rd quarter due dates:

- Tuition and fees – due on or before the first day of 3rd Quarter

4th quarter due dates:

- Tuition and fees – due on or before the first day of 4th Quarter
- Books – Due on or before the 1st day of 4th Quarter
- NCLEX application and exam fees, and fingerprinting (deadlines will be announced during the 3rd Quarter)

All payments are to be made payable to CASPN. Payment may be in the form of cash, money order, certified/cashier's check, debit/credit card, or personal check. A student may not be allowed to enter the next quarter, still owing a balance due for the previous quarter.

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Returning Students - Tuition and Fees, Books, Uniforms and Skills Kit

Students returning within 180 days of the withdrawal are charged their original tuition rate and other fees. Students returning after 180 days of the withdrawal are charged the current tuition rate and other fees. New books, uniforms, and skills kits may need to be purchased upon return. The returning student is responsible for all outstanding balances from previous enrollment before repeating a quarter.

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 in that payment period 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. The State of Illinois Monetary Award Program (MAP) Grant will be based on eligibility in the award year upon which the student returns. If a student reenters the same program more than 180 days after withdrawal, the student starts a new payment period.

Students may only receive Federal Title IV student aid and State of Illinois MAP Grant funds to repeat a previously successfully completed course one (1) time.

Financial Aid Official 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.” To qualify for an 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 Nurse Administrator will consider such criteria as a medical necessity, armed forces requirements, and the length of the LOA. A leave cannot exceed 180 days in any 12 months per the Federal Student Aid Handbook. If approved for an LOA, the student must return to the program at the beginning of the quarter that the LOA began with the next class. Students are advised to speak to the Financial Aid Office regarding the effect of the leave on their financial aid eligibility.

The Financial Aid Office will determine the approval or denial for a Financial Aid Leave of Absence and will communicate this decision to the student in writing via written letter or email.

The State of Illinois Monetary Award Program (MAP) Grant does not recognize a “Leave of Absence.” This financial assistance program will work the same as a student returning more than 180 days after their last date of attendance.

Financial Aid Program Participation

The school participates in the following financial aid programs: Federal Pell Grants, State of Illinois MAP Grant, Federal Direct Student and Parent Direct PLUS Loans, WIOA (Workforce Innovation and Opportunity Act), State of Illinois Department of Human Services - DORS (Division of Rehabilitation Services), and other local government, community-based and private scholarships, grants and loans. This is not to be considered an exhaustive list.

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Confirmation of Student U.S. Citizenship and Immigration Services (USCIS) 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 US Department of Education's Central Processor. Copies of the student's documentation may be collected as part of the financial aid application process through the US Department of Education's Central Processor. If the Central Processor is not able to match the student's information with USCIS, 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.

Federal Direct Student Loans

All students using Federal Direct Student Loans are required to complete the following:

- Entrance Counseling
- Loan Agreement or Master Promissory Note (MPN)
- Exit Counseling
 - 30 days or less before graduation
 - 30 days or less after dismissal/withdrawal.

These requirements can be completed at <https://studentaid.gov>, or by contacting the Financial Aid Office.

Satisfactory Academic Progress (SAP) Policy

In accordance with the U.S. Department of Education and the State of Illinois' regulations, Capital Area School of Practical Nursing is required to establish satisfactory progress standards for federal and state financial aid recipients. These minimum standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational objective continue to receive financial assistance. The following policy represents the standards adopted by the Capital Area School of Practical Nursing and applies to all students receiving financial aid. The Satisfactory Academic Progress Policy is the same for all students, regardless of Title IV eligibility.

Students who enroll in the school are considered to be making satisfactory academic progress during their initial evaluation period.

Quantitative/Pace of Completion & Maximum Timeframe

Pace of Completion: To stay compliant with the maximum time frame of 150%, a student must have completed 66.67% of the required credit hours at the time of each formal SAP evaluation period.

Students must successfully complete all components of each quarter before progressing to the next quarter. The maximum time frame, expressed in credit hours, in which students may receive federal student aid, cannot exceed 150 percent (81 credit hours) of the published length of the program, including all completed and uncompleted quarters.

There is no provision for advanced placement due to the previous coursework of any student other than possibly a student who was previously enrolled and dropped from CASPN. Students who drop from the program for either academic or attendance issues may appeal for readmission to the following class.

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Maximum Timeframe: The Practical Nursing program consists of (4) four (10) ten week quarters. To maintain financial aid eligibility, the student must be able to complete the required courses within 150% of this timeframe, or (6) six (10) ten week quarters. Standard rounding rules will be used (i.e. round up X.5 and higher, round down if below X.5). Courses attempted in the previous clock-hour program will not be included in the quantitative maximum time frame calculations.

Qualitative/Academic Standard (Grading System)

The grading scale for all courses (rounded up to the nearest full percentage point for SAP purposes):

A	Academic Excellence	93%-100%
B	Above Average	86%-92%
C	Average	77%-85%
D	Below Average	70%-76%
F	Failure	0%-69%

All students achieving a final grade of at least a 'C,' defined as 77%, in each course at the end of a quarter are "making satisfactory progress."

Course Incompletes, Transfer Credits, Withdrawals, and Repetitions

CASPN does not offer grades of "Incomplete." The school does not allow credits to be transferred from other schools and accordingly, these have no impact on the qualitative standard for SAP. CASPN does not have a specific summer term, and we do not offer any remedial coursework.

When a student repeats a course, the transcript will state:

<i>W/P=Withdrawal/Passing</i>	Student withdrew and was passing all courses at the time
<i>D/P=Dismissed/Passing</i>	The student was dismissed for disciplinary issues and was passing all courses
<i>W/F=Withdrew/Failing</i>	Student withdrew but was failing at least one course
<i>D/F=Dismissed/failing</i>	The student was dismissed for disciplinary or academic issues and was failing at least one course

Transcript

Grades and hours from previous attempted quarters will be shown on the transcript but listed as attempted hours vs. completed hours and will not be calculated into the students overall GPA.

Students should meet with the Financial Aid Specialist to discuss the conditions under which federal aid may be awarded for repeated courses. Students cannot withdraw from specific courses and remain in the program. All classes are taken in a specific order per quarter.

Once a student is dismissed or withdraws from the program, they are no longer eligible for any federal aid other than that which was earned while enrolled unless they re-enroll in the future. No further funding will be available while the student is not regularly attending classes.

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Review and Evaluation Periods

Student progress will be reviewed by the CASPN Secretary weekly to identify students who may be at risk regarding satisfactory academic progress. Students who meet the pace of completion and academic standards described above will be considered to be making satisfactory academic progress. The official Financial Aid Satisfactory Academic Progress review will occur once at the end of each term/quarter.

Should a student fail to meet the SAP standards, the Financial Aid Office will provide the student with written notice through either email, mail, or in person.

Financial Aid Warnings, Appeals, Probations, and Reinstatements

Financial Aid Warning: The first time a student fails to meet SAP, they will be placed on a warning status. This warning will only last for one payment period, during which the student may continue to receive Title IV funds. Students who fail to make satisfactory progress after the warning period will be placed on financial aid suspension and lose their aid eligibility unless they successfully appeal and are placed on probation.

Financial Aid Suspension: Students not meeting both the qualitative and quantitative standards of this policy will be put on Financial Aid Suspension.

Appeal: The student has the option to appeal the suspension by submitting a Financial Aid Suspension Appeal form to the Financial Aid Office. The response on the appeal form must include 1) why SAP was not met and 2) what has changed to enable the student to meet SAP at the next evaluation.

The student will be notified of the appeal decision via their student email account within (5) five business days of submitting the request. Students may have to pay tuition, fees and books out of pocket while awaiting the outcome of the appeal. The decision of the SAP Appeals is final.

Approved Appeal: The student will be required to sign an Academic Plan Agreement.

Academic Plan: The academic plan will specify the academic requirements to be met by the student each term. The plan will be developed by the Nurse Administrator.

Repeated Courses: If a student withdraws or is dismissed from the program, that student must submit to the Nurse Administrator a written request to return to the program. Should the request to return be granted, all classes for the quarter the student was previously attending will be repeated. The previous grade will have no bearing on the grade given for the repeated courses. However the repeated courses will be factored into the maximum timeframe for completion of the program.

Tuition Refund and Award Disbursement Policy

Capital Area School of Practical Nursing's tuition refund policy follows that of the Federal Return of Title IV Funds under the Higher Education Act Amendment of 1998. The number of hours scheduled to complete as of the last date of attendance divided by the total number of hours in the payment period will determine the amount of tuition and fees you will be charged for the payment period of enrollment in which the student withdraws or is dismissed.

Drop Date/Last Date to Withdraw

Students will have through the 5th class day each quarter to withdraw from CASPN without being liable for tuition, fees, or expenses except for book fees, skills lab kit fee if issued on or before drop date, and uniforms that were issued on or before the drop date.

Determining Withdrawal Date in Regards to Title IV Funding

CASPN records attendance twice each day. Students are allowed a total of three days of excused absences 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 withdrawn from the program, the Financial Aid office will process the Return to Title IV (R2T4) calculation no later than 14 days from the date of determination that a student was dismissed or withdrawn as required by the Department of Education. When returns are required, unsubsidized loans are returned first. If those funds are exhausted and more funds are to be returned, subsidized loan funds will be returned, followed by Pell Grant funds, if necessary.

Should a Credit Balance exist on the student's account, the Credit Balance will be disbursed as soon as possible and no later than 14 days after the calculation of the R2T4.

Post-withdrawal Disbursements

If a student withdraws before 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. Before 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 before CASPN crediting Pell funds to the account. The school must disburse any amount of a post-withdrawal disbursement of grant funds that are not credited to the student's account. Moreover, the school must make the disbursement as soon as possible but no later than 45 days after the date of the school's determination that the student withdrew.

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However, if the post-withdrawal disbursement is either a Direct Student Loan or Parent PLUS Loan, the student and/or parent must be notified in writing before any loan funds being either credited or disbursed to either the student or parent. CASPN 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 before funds being applied to the student account. CASPN will allow fourteen (14) days to respond to the written Post-withdrawal Notification. There is no specific order in which funds are to be disbursed to the student (i.e., Unsub, Sub, and Pell Grant). The school must credit the student's account with the post-withdrawal disbursement for current charges no later than 180 days of the date of determination that the student withdrew.

Federal Return of Title IV Funds under the Higher Education Act Amendment of 1998

The school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance. Up **through the 60% point** in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. **After the 60% point** in the payment period or period of enrollment, a student has earned 100% of the Title IV funds the student received and, was scheduled to receive during the period.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still determine whether the student is eligible for a post-withdrawal disbursement (PWD).

EXAMPLE: If you are scheduled to complete 10 percent of the payment period, you are charged 10% of the payment period's Tuition Fee, and your refund, if applicable, would be 90%.

Your grant and loan money earned must first be used to pay for your tuition and fees. Once the institution has determined the amount of the 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 programs is:

- Federal Direct Loans
 1. Unsubsidized
 2. Subsidized
 3. Parent PLUS
- PELL Grant
- Student

Refunds for all other types of assistance (except for the State of IL MAP Grant), such as other government agencies, private resources, and scholarship, will follow the institution's refund policy.

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Title IV Repayments

A student who has received Title IV funds, and is dismissed or withdrawn from the program before completing a payment period, may need to repay financial aid received more than 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 to 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.

Federal Direct Student Loan Program

Determination of eligibility for the Federal Direct 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 Federal Direct Student Loan, subsidized and unsubsidized combined, is \$9,500.00 for an independent student and \$5,500.00 for a dependent student as determined by the FAFSA®. The dependent student may be eligible for increased loan amounts if a parent is denied a Parent PLUS Loan.

The interest on the Subsidized Federal Direct Student 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 Federal Direct Student Loan. The interest can be paid while the student is in school or can be capitalized and added to the principal of the loan. Per the U.S. Department of Education regulations, an entrance counseling interview is required before receiving initial loan disbursements, and an exit counseling interview is required before graduation or upon withdrawal.

The final default rates on student loans are as follows:

Year	Default Rate
2016	7.5
2017	11.6
2018	3.8
2019	1.8

Parent Direct PLUS Loan

The Parent Direct 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 the "cost of education minus financial aid received."

Parent borrowers typically begin repayment on the Direct PLUS Loan once the loan is fully disbursed (paid out). However, a deferment request may be made by the parent to the loan servicer. During any period when payments are not required, interest will accrue on loan. The parent borrower may choose to pay the accrued interest or allow the interest to be capitalized (added to the principal loan balance) when required payments begin. The loan servicer will notify the parent borrower when the first payment is due.

Federal Direct Student Loan/Parent Direct PLUS Loan Interest Rates and Loan Fees for 21-22

Interest Rates

On May 10, 2023, the Treasury Department held a 10-year Treasury note auction that resulted in a high yield of 3.448%. The chart below shows the interest rates for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans first disbursed on or after July 1, 2023 and before July 1, 2024.

Loan Type	Fixed Interest Rate
Direct Subsidized Loans and Direct Unsubsidized Loans for Undergraduate Students	5.50%
Direct PLUS Loans for Parents of Dependent Undergraduate Students and Graduate or Professional Students	8.05%

All interest rates shown in the chart above are fixed rates for the life of the loan.

Note: The interest rates for federal student loans are determined by federal law. If there are future changes to the federal law that affect federal student loan interest rates, updates will be posted at <https://studentaid.gov/sa/types/loans/interest-rates>.

Loan Fees

The chart below shows the loan fees for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans first disbursed on or after Oct. 1, 2019, and before October 1, 2023.

Loan Type	First Disbursement Date	Loan Fee
Direct Subsidized Loans and Direct Unsubsidized Loans	On or after 10/1/19 and before 10/1/20	1.059%
	On or after 10/1/20 and before 10/1/24	1.057%
Direct PLUS Loans	On or after 10/1/19 and before 10/1/20	4.236%
	On or after 10/1/20 and before 10/1/24	4.228%

Loans first disbursed before Oct. 1, 2019, have different loan fees.

Note: If there are future changes that affect federal student loan fees, updates will be posted at <https://studentaid.gov/sa/types/loans/interest-rates#fees>.

Repayment of Loans

Repayment of the Federal Direct Student Loans(s) must begin in the seventh month after the student is no longer enrolled in the nursing program, whether or not the student completes the program, or is dissatisfied with the program. The student loan is assigned by the US Department of Education to an approved loan servicing company.

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Repayment of the Parent Direct PLUS Loan begins 30-60 days following the final disbursement of funds. The Parent Direct PLUS Loans are also assigned by the US Department of Education to an approved loan servicing company.

The student is responsible for contacting the loan servicer regarding repayment procedures following graduation or withdrawal from the nursing program. The loan servicing company's information for both student and parent loans can be found at <https://studentaid.gov/>. The user ID and password for this site will be the student and/or parent's Federal Student Aid (FSA) ID and password.

Requests for deferment, forbearance, or any change in the repayment schedule, must be initiated by the student to the loan servicer. Forms for requesting a deferment can be obtained from the lending agency or holder of the loan. If the student does not contact the loan servicer regarding repayment procedures within six (6) months after graduation or withdrawal from the nursing program, the student will be considered in default, and action will be taken against them 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.

Default Prevention

In addition to entrance and exit counseling exercises, <https://studentaid.gov> and <http://www.isac.org/students/> (Illinois Student Assistance Commission) are useful websites that provide college, career, and financial aid information and services. 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 Federal Direct Student 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.

Disbursement of Awards

Disbursement(s) of Federal financial aid will be within two (2) weeks of the last date to withdraw in each quarter. Please note that per the US Department of Education, students that are first-time borrowers of the Federal Direct Student Loan Program may not be allowed to have their first student loan disbursement made until a minimum of 30 days of enrollment has been achieved.

All awards are issued directly to the school and disbursed to the student's account as follows:

- Title IV Funds will be disbursed to the student's account within three (3) business days from the date the funds are received by CASPN. Any credit balance owed to the student will be issued in the form of a paper check by the Business Office within fourteen (14) days of the date of disbursement.
- State of Illinois MAP Grant funds will be disbursed to the student's account within ten (10) business days from the date the funds are received by CASPN.
 - Per the Illinois Student Assistance Commission (ISAC) MAP Grant Rules, Section 2735.30 Program Procedures (j) [1], [2], MAP grants are applicable only toward tuition and mandatory fees. MAP grants may not exceed the maximum award specified at 110 ILCS 947/35(c); or the institution's tuition and mandatory fee charges on file with ISAC. As a result, there will be no credit balance issued to the student if it is MAP Grant funds. Any MAP Grant credit balance is required to be refunded to the State of Illinois.

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- Veterans Benefits will be disbursed to the student's account within ten (10) business days from the date the funds are received by CASPN.

Students will be notified via their CASPN student email account when their disbursement has been made. Students are required to report to the Business Office to sign an acknowledgment of receipt and disbursement of their award(s).

Each quarter, credit balance checks will not be issued until enough aid has been received to pay the student's account balance in full.

State of IL MAP Grant Administration Policy - MAP SCHOOL CODE: 172

State of IL MAP Grant Disclosure

By applying for financial aid and agreeing to share that information with the Illinois Student Assistance Commission (ISAC) you have been considered for the State of Illinois (IL) Monetary Award Program (MAP) Grant. All MAP-approved institutions are required by the State of Illinois to announce MAP Grant awards to students who are enrolled or intending to enroll at their institution. An award amount is included in your financial aid package if you have met the eligibility criteria. The MAP Grant award amount is an estimate made by the financial aid office and is identified as a "State of IL MAP Grant (Est)". Please be aware that the number of available MAP Grants is limited by funding levels approved by the Illinois General Assembly and the Governor, and reductions to estimated or actual MAP Grants are possible. There are also limitations to how long you can continue to receive a MAP Grant. Usage is tracked by the number of credit hours for which you've received MAP benefits and is referred to as MAP Paid Credit Hours (MPCHs). The maximum number of MPCHs that can be received is 135, which is equivalent to approximately four and a half years of full time enrollment. For your reference, and to learn more about MPCH limitations, you may access a record of your MPCHs, as well as other student resources, through the ISAC Student Portal at <http://studentportal.isac.org>.

Eligibility for the need-based MAP Grant award may indicate that you are eligible for assistance with expenses such as food, housing, or child care for dependent children. If you have dependent care expenses, ask the financial aid office about the federal dependent care allowance. For eligibility and application information about the Supplemental Nutrition Assistance Program (SNAP) and the Child Care Assistance Program, contact the Illinois Department of Human Services at 800-843-6154 or www.dhs.state.il.us. Contact the Illinois Hunger Coalition Hunger Hotline at 800-359- 2163 or www.ilhunger.org.

MAP Paid Credit Hours (MPCH) at CASPN

MAP eligibility is divided between three (3) terms/quarters. The MPCH for each student is checked on the GAP Access site at the time the award is packaged. The maximum lifetime MPCH a student may receive is 135.

Applicant Eligibility – Minimum credit hours earned

Per the Illinois Student Assistance Commission (ISAC) MAP Grant Rules, Section 2735.20 (a) [4] a qualified applicant shall be enrolled in an eligible degree or certificate program (34 CFR 668.8) for a minimum of three credit hours, for either a semester or quarter term, throughout the institution's tuition refund/withdrawal adjustment period.

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Verification of Residency (IL)

Per The Illinois Administrative Code CH. XIX, SEC. Section 2700.20 Definitions:

"Resident of Illinois" –

A dependent student is a resident of Illinois if the parent of the dependent applicant, who is required by the instructions to complete the Free Application for Federal Student Aid (FAFSA®), physically resides within the State of Illinois and Illinois is his or her true, fixed, and permanent home.

An independent student is a resident of Illinois if the applicant physically resides within the State of Illinois (at the time of application), and has so resided for a period of 12 continuous, full months immediately prior to the start of the academic year for which assistance is requested and Illinois is his or her true, fixed and permanent home.

When an applicant does not qualify as a resident of Illinois under the preceding 2 paragraphs, and the applicant is a member of the U.S. Armed Forces or a foreign missionary or is the dependent or the spouse of an individual who is a member of the U.S. Armed Forces or a foreign missionary, then the applicant's residence shall be determined in accordance with the following 4 paragraphs.

An applicant who is a member of the U.S. Armed Forces will be a resident of Illinois if the applicant physically resided in Illinois immediately prior to entering the U.S. Armed Forces, returned (or plans to return) to Illinois within 6 months after and including the date of separation and can demonstrate (pursuant to Section 2700.50(f) and (g)) that his/her domicile was the State of Illinois throughout such enlistment.

An applicant who is a foreign missionary will be a resident of Illinois if the applicant physically resided in Illinois for 6 continuous months immediately prior to entering missionary service, returned (or plans to return) to Illinois within 6 months after the conclusion of missionary service, and can demonstrate (pursuant to Section 2700.50(f) and (g)) that his/her domicile was the State of Illinois throughout such missionary service.

The dependent-applicant shall be a resident of Illinois, notwithstanding the parents' temporary physical absence from Illinois provided the parents would be a resident of Illinois under the preceding 2 paragraphs.

The spouse-applicant shall be a resident of Illinois immediately upon physically occupying a dwelling within the State of Illinois provided the applicant can demonstrate that his/her absence from the State was the result of residing with the spouse during enlistment or missionary service outside of Illinois and that the spouse applicant's domicile continues to be the State of Illinois.

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Some documents that could be submitted to the CASPN Financial Aid Office to serve as proof of your Illinois residency include, but are not limited to:

- IL driver's license issued no later than 12 months before the student's first scheduled day of class.
- Current IL auto registration card with an expiration date no later than the student's first scheduled day of class.
- State of IL identification card issued by the Secretary of State issued no later than 12 months before the student's first scheduled day of class.
- 2021 W-2 (sent in January 2022 respectively)

Some documents that could be submitted to the CASPN Financial Aid Office to serve as proof of your parent's Illinois residency include, but are not limited to:

- IL driver's license
- 2021 Tax Return Transcript with Illinois address
- IL voter's registration card
- State of IL identification card issued by the Secretary of State
- Utility or rent bills in the parent's name
- Residential lease in the parent's name
- Property tax bill
- IL auto registration card
- W-2
- 2021 IRS form 1099-Miscellaneous Income Statements
- Statement of benefits history from the IL Department of Public Aid
- Statement of benefits from the IL Department of Employment Security
- Statement of benefits from the Social Security Administration

The following items must be issued no later than 12 months before the student's first scheduled day of class:

- Utility or rent bills in the applicant's name
- Residential lease in the applicant's name
- Statement of benefits history from the IL Department of Public Aid
- Statement of benefits history from the IL Department of Employment Security
- Statement of benefits from the Social Security Administration
- IL voter's registration card
- Property tax bill

MAP Grant Refund Policy – Dismissal / Withdrawal:

The policy for refunding the State of IL MAP Grant funds follows the rules and regulations set by the State of Illinois. The student must be in attendance past the official drop date for the payment period. CASPN's official drop date is the 5th scheduled classroom day of each term.

The amount of IL MAP Grant award the student was eligible for is divided by the maximum number of credit hours (15) that can be paid. This amount is then multiplied by the number of credit hours earned to determine the amount of IL MAP Grant award the student has earned.

Per the Illinois Student Assistance Commission (ISAC) MAP Grant Rules, Section 2735.30 Program Procedures (j) [1], [2], MAP grants are applicable only toward tuition and mandatory fees. MAP grants may not exceed the maximum award specified at 110 ILCS 947/35(c); or the institution's tuition and mandatory fee charges on file with ISAC.

MAP Grant Refund Policy – Dismissal / Withdrawal:

As such, if at the time of withdrawal, the student has incurred charges less than the qualified amount of MAP Grant, any remaining amount of MAP Grant will be returned to the State of Illinois. If a refund is required, the student will be notified by either the Financial Aid or Business Office in writing.

Verification Policy

Verification is a process that enables a school to confirm the accuracy of information used to determine a student's eligibility for Federal Student Aid. 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 verification, the following may be requested from the student:

1. A completed Verification Worksheet, signed by the student (and parent when applicable).
2. A copy of the student's (and spouse's if married) signed and dated U.S. Income Tax Return form. Dependent students must provide their parent(s)'s signed and dated U.S. Income Tax Return form.
3. A copy of the student's (and spouse's if married) U.S. Income Tax Return Transcript for the base. Dependent students must provide their parent(s)'s Tax Return Transcript. The Tax Return Transcript can be requested at <https://www.irs.gov/individuals/get-transcript>, by phone at 800.908.9946, or by appointment at your local IRS office.
4. If the student and/or parent(s) or spouse were not required to file a U.S. Income Tax Return, a Verification of Non-Filing Letter must be provided to the Financial Aid office. This can also be requested via <https://www.irs.gov/individuals/get-transcript> or by phone at 800.908.9946 or by making an appointment with your local IRS office.
5. Any other information deemed necessary by the institution including, but not limited to, social security benefit documentation, divorce decrees, IRS Wage and Earnings Statement, or W-2 forms.

The institution will not process financial aid disbursements for any student who has not completed the verification requirement. Students must provide the above information within two (2) weeks of the date of the request or one (1) week from the date of the request if the request is made on or after Orientation. Students will be required to correct any erroneous information that is found. The verification process is not considered to be complete during periods of corrective action. Corrections may include a recalculation of the student's EFC and/or dependency status once resubmission through the U.S. Department of Education's Central Process System is complete. 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 requests by the institution for verification material within prescribed deadlines.

In the event of an overpayment of the Pell Grant, the student will be notified and given 30 days to repay the overpayment. After that time, any unpaid balance over \$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.

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 outlined in Section 493 of the HEOA shall take precedence over any section of this Code of Conduct that conflicts 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 concerning education loans shall be grounds for discipline, including discharge. All new employees with responsibilities concerning 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 concerning 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 behalf or 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 or 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 gratuity, favor, discount, entertainment, hospitality, loan, or other item is having more than token monetary value. The term includes a gift of services, transportation, lodging, or meals, whether provided in kind, by the 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 the 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 officer, 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 students 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 consulting services related to educational loans.

- This does not prevent anyone else in the institution, which 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 or 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 with financial aid office staffing. This ban 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 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 the Capital Area Career Center/Capital Area School of Practical Nursing and its students. No employee shall take advantage of their position for their gain or benefit.

No employee shall take any action that they believe 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.

Gainful Employment Disclosure - 2023

Program Name: Practical Nursing

This program is designed to be completed in 10 months.

This program will cost approximately \$17,000.00 if completed within the normal time. There may be additional costs for living expenses. These costs were accurate at the time of posting but may have changed.

Of the students who completed this program within normal time, the typical graduate leaves with \$9,500.00 of debt.

The program meets licensure requirements in the following states: Illinois

The program qualifies students to sit for the licensure exam in the following states: Alabama, Alaska, American Samoa, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Federated States of Micronesia, Florida, Georgia, Guam, Hawaii, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Marshall Islands, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Northern Marianas, Ohio, Oklahoma, Oregon, Palau, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virgin Islands, Virginia, Washington, West Virginia, Wisconsin, Wyoming

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other post-secondary institutions, please click here: <https://collegescorecard.gov/>