

BECK SCHOOL OF PRACTICAL NURSING

At the

CAREER CENTER OF SOUTHERN ILLINOIS

6137 Beck Road
Red Bud, Illinois 62278
618-473-2222



STUDENT HANDBOOK

January - July 2021

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ILLINOIS DEPARTMENT OF PROFESSIONAL REGULATION

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MISSION STATEMENT

The mission of the Beck School of Practical Nursing Program is to offer quality allied-health and nursing programs that integrate professional skills, career-focused education and hands-on practical experience, empowering students to develop and achieve their personal and career potentials. Beck School of Practical Nursing believes that education should promote the development of positive self-esteem. Therefore, the institution provides services that support the efforts of students to succeed academically, vocationally and personally. The Center provides a sophisticated level of training to individuals who desire a professional career in the medical field. This is accomplished through educational programs utilizing up to date training equipment, didactic lectures and hands-on experience provided by highly trained instructors, and faculty.

VISION STATEMENT

Beck School of Practical Nursing believes that education should promote the development of positive individual and professional responsibility and accountability by providing services that support the efforts of students to succeed academically, vocationally, and personally.

GOALS

- To prepare both youth and adults to function effectively in their careers and personal lives.
- To adopt curricula to current career requirements.
- To upgrade facilities and equipment continually to maintain state-of-the-art levels.
- To raise enrollment by active recruitment.
- To increase program offerings as enrollment warrants.
- To provide placement services for students who complete their programs successfully.
- To emphasize and teach employability skills.
- To expand in-service professional development of the staff.
- To seek input from former students, parents, employers, community leaders, and member districts on ways to expand and improve programs.
- To provide positive public relations through a variety of media resources.
- To work towards articulation with post-secondary institutions.

PHILOSOPHY

In accordance with the philosophy and mission of the Beck School of Nursing, we the faculty of the Practical Nursing Program believe:

- Individuals are unique, dynamic and interactive beings with capacity to change and potential for growth. Each has an innate right to experience life as fully as his/her potential allows.
- Nursing practice is broad in scope and serves individuals in a multiplicity of settings based on the nurse's level of educational preparation and experience.
- Education of the Practical Nurse is designed to prepare individuals to assess, plan, intervene, and evaluate individuals/groups with the goal of reaching and/or maintaining optimal levels of functioning within the health-illness continuum in accordance with the Illinois Nursing Act.
- The teaching-learning process is a responsibility shared by faculty and student. The faculty is accountable for providing opportunities for experience and guidance, which will facilitate the student's achievement of self-development in nursing. The responsibility for learning rests with the student and the level of achievement is contingent upon the individual's ability, career goals, and self-determination.
- Nurses work in various health care settings and have to continually adapt to the changing needs of society and consumer expectations.

NOTICE OF NON-DISCRIMINATION

Notice is hereby given that CCSI/Beck provides equal educational and opportunities to all students

and does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, ancestry, age, or physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy in admission or access to its programs.

The Americans with Disabilities Act of 1990 (“ADA”) protects individuals with disabilities. The ADA requires equal opportunity for individuals with disabilities in employment, public accommodations, transportation, state and local government services, and telecommunications.

Any person having inquiries concerning CCSI/Beck’s compliance with regulations implementing either the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act should contact Director, Stephanie Mohr.

Student complaints alleging that that CCSI/Beck has violated the student’s rights guaranteed by the State or Federal Constitution, State or Federal statute or these policies should make a complaint in accordance with this policy’s Grievance Procedure. For complaints of sexual harassment, please refer to CCSI’s Formal Title IX Sexual Harassment Complaint Grievance Process.

TITLE II OF THE AMERICANS WITH DISABILITIES ACT

Under Subtitle A, Title II of the ADA, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of CCSI programs or activities, or be subjected to discrimination by CCSI. CCSI services, programs and activities, when viewed as a whole, are required to be accessible to qualified persons with disabilities, and communications with persons with disabilities are to be as effective as communications with others.

CCSI is required to reasonably accommodate persons with disabilities where necessary to comply with these requirements. Retaliation for exercising rights under the ADA, making a complaint, or participating in an ADA investigation is prohibited. Persons may not be discriminated against because of a relationship or association with a person with a disability.

SECTION 504 OF THE REHABILITATION ACT

CCSI does not discriminate against students on the basis of disability as defined under regulations implementing Section 504 of the Rehabilitation Act of 1997 (hereinafter “Section 504”) as regards to, or the use of, CCSI’s programs, services, and activities.

PART I

BSPN PROGRAM INFORMATION

PROGRAM DESCRIPTION

The course consists of eleven months of classroom theory and clinical experience. The curriculum is divided into four 10 - 12 week terms for a total of approximately 1440 clock hrs. Excluding holidays. The course is full time, Monday through Friday, for an average of 35–40 hours per week. Campus classes are generally from 8:15 a.m. to 2:45 pm but may last as long as 3:30 p.m., and clinical days are generally from 6:30 a.m. to 3:00 p.m. After the first 4 weeks, two days per week are scheduled as clinical assignments at selected health care institutions. Students may have to attend meetings, seminars, classes, clinical practicum, etc. during the evening and/or weekends. The student will be given prior notice should this occur. A diploma and a recommendation to write the National Council of State Boards Exam for Practical Nursing are granted upon successful completion of the program.

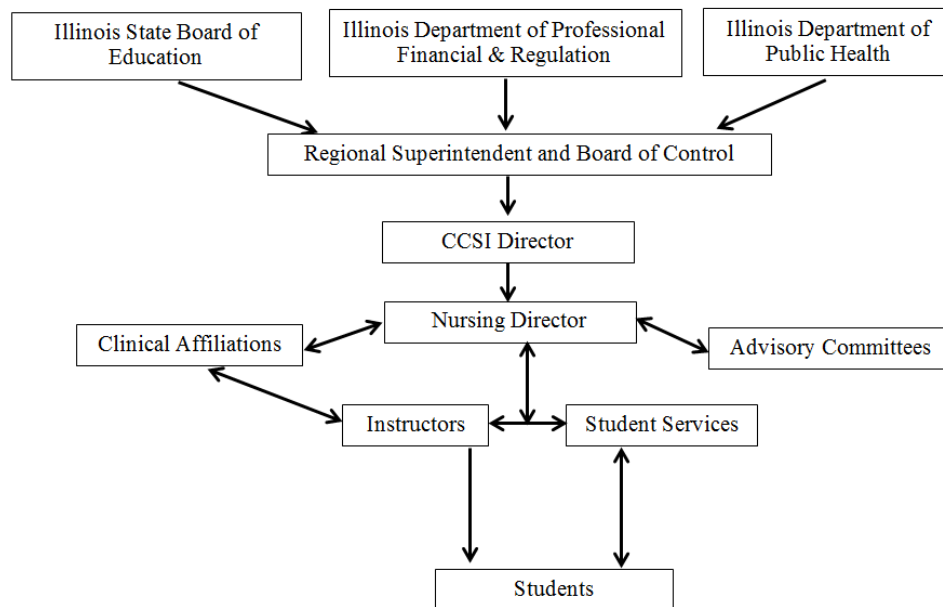
NURSING PROGRAM OBJECTIVES

Students and graduates of Beck’s Practical Nursing Program

1. Will function effectively in his/her nursing role by applying basic principles and techniques of nursing in the care of selective patients.
2. Will perform nursing functions safely, both independently and under supervision, depending on the complexity of the nursing situation.
3. Will recognize and work within the framework of his/her legal limitations.
4. Will maintain personal health and grow intellectually, socially, and emotionally, which will encourage him/her to continue development in his/her chosen field.
5. Will understand his/her role on the healthcare team and acquire skills in interpersonal and career relationships.

ORGANIZATIONAL CHART

Beck School of Practical Nursing



ADMISSION PROCESS AND REQUIREMENTS

APPLICATION: Application can be printed or submitted through the school website. An applicant is welcome to come to the school and complete the application online if it is not feasible at home. You may print a copy of the application for your records, if desired. When completing the application, you must list any schools attended, even for short periods of time for which you did not get any academic credit or diploma. The applicant's Financial Aid history and eligibility will be reviewed as part of my application process.

TRANSCRIPT: All transcripts must be official and not copies and sent to us from the school, in an Officially Sealed Envelope.

- Required:**
1. Graduation transcript from an accredited high school or GED certificate. The GED must show test scores.
 2. College transcripts (if applicable) for all schools attended even if no course credit or diploma was received. Other transcripts are accepted if the information will provide further indication that WorkKeys testing is not necessary.

REFERENCES: Two professional references/recommendations endorsing admission. These references must be from persons other than relatives.

ENTRANCE TESTING: Satisfactory score on Work Keys pre-entrance testing, or a documented composite ACT score of 18 or SAT score of 860 or higher will meet the entrance testing requirements. Also considered in lieu of admission testing are passing college credits (C or higher) in the following subjects: Literature, English, Composition or Technical Report Writing, Biology, Anatomy, Botany, etc. to meet the Workplace Documents and Graphic Literacy Requirements. College Algebra, Advanced Algebra or other Mathematics-related courses, Chemistry, etc. will meet the Mathematics requirements. Approval of acceptable transcript substitute for Work Keys testing is at the discretion of the Director of Nursing. Testing is conducted through the Monroe-Randolph Regional Office of Education (ROE) in Waterloo (618-939-5650) and Chester (618-826-5471).

Any applicants who may have questions about the need to complete Work Keys testing based ACT, SAT, or previous college credits should contact Student Services or the Director of Nursing for clarification prior to scheduling WorkKeys testing. No refunds will be granted for cancellations after transcript approval. Record Review: All application materials upon receipt will be reviewed by the Department of Nursing.

NOTE: Not all candidates receive interviews with the admissions committee or the Director of Nursing. Some records may be record review only. Phone interviews may be substituted when necessary.

INTERVIEW: Satisfactory personal interview with Beck staff. Your interview will be scheduled by our office after the above criteria are met. You will be notified in writing regarding your acceptance. Included in consideration for admission as a part of the "Interview Phase" is a candidate's public Social Media background, which must reflect a professionally appropriate standard comparable to those required of a prospective Health Care employer.

FINANCIAL AID: Financial aid information must be completed before entrance into the program. Must be a United States of America Citizen or have appropriate documentation from the Department of Homeland Security.

NOTE: All admissions are conditional, pending satisfactory physical and dental exams, drug screen, background check and successful completion of a healthcare provider CPR training class provided by the American Red Cross or American Heart Association. The PN program is an integrated curriculum; therefore, we do not accept credits from other institutions. However, if you are listed in good standing on the Illinois Department of Public Health Healthcare Worker Registry, credit will be given for the basic skills portion of the curriculum. Information for that will be given when the student is enrolled in the program. Incomplete or partial applicant files (including pre-entrance tests) not completed within 6 months are discarded. Once submitted, application documents become the property of Beck and will not be returned.

ACCEPTANCE INTO THE PROGRAM: The applicant will receive written notification as to whether or not he/she has been accepted for admission. Each applicant to the PN program has equal opportunity for selection. Beck does not discriminate because of race, age, color, gender, religion, national origin, handicap or status as a veteran.

This acceptance letter is contingent upon confirmation of eligible financial aid awards and student eligibility for funding. Students who are not eligible for Financial Aid must have a payment plan arranged in advance with the first payment complete prior to the program start date. No textbooks will be issued to any student who has not made a payment plan or confirmed financial aid eligibility.

If, during the process of confirming financial aid availability, it is determined that the applicant has attended schools which were not listed on the application, the student's acceptance will be placed on hold until transcripts from the unreported schools have been received by BSPN.

HOW APPLICATIONS ARE REVIEWED: Administrative staff and faculty spend time evaluating your academic achievements in light of the opportunities available to you and your demonstrated capacity to contribute to the intellectual life at Beck School of Practical Nursing. The factors considered include:

1. Academic grade point average in all completed College and High School courses.
2. Scores on the following tests: ACT, SAT, or the Work Keys.
3. Quality of your senior-year program as measured by the type and number of academic courses taken, in progress or planned.
4. Quality of your academic performance relative to the educational opportunities available in your high school.
5. Outstanding performance in one or more specific subject areas.
6. Outstanding work in one or more special projects in any academic field of study.
7. Recent, marked improvement in academic performance as demonstrated by academic GPA and the quality of coursework completed or in progress.
8. Special talents, achievements and awards in a particular field, such as visual and performing arts, communication or athletic endeavors; special skills, such as demonstrated written and oral proficiency in other languages; special interests, such as intensive study and exploration of other cultures; experiences that demonstrate unusual promise for leadership, such as significant community service or significant participation in student government; or other significant experiences or achievements that demonstrate the student's promise for contributing to the intellectual vitality of a campus.
9. Completion of special projects undertaken in the context of your community or school curriculum or in conjunction with special school events, projects or programs.
10. Academic accomplishments in light of your life experiences and special circumstances, including but not limited to: disabilities, low family income, first generation to attend college, need to work, disadvantaged social or educational environment, difficult personal and family situations or circumstances, refugee status or veteran status.
11. Evidence of strong, positive personal character as demonstrated by references and examination of Social Media.
12. Responses to the written questionnaire completed at the time of the interview which indicate your readiness to meet the time requirements of the nursing program, your ability to problem solve, how you address conflict, and your definition of personality traits which would define a "good nurse."

DEADLINES: To have priority for the January nursing class, application files should be completed by September 1. July nursing class application files should be completed by March 1. Note: A file is considered complete when it contains: Your application of High school or GED and college transcripts (sent to us from the school, or brought in person to our admissions office, in an Officially Sealed Envelope), two letters of professional reference, Passing Work Keys entrance tests or other qualifying educational criteria that has been approved by the Director of Nursing.

MANDATORY ORIENTATION

Prior to the start of the program, a mandatory orientation will be held at BSPN to review the handbook, BSPN policies and procedures, classroom expectations, and tour the facilities. All newly enrolled students are to attend this important opportunity to meet with the faculty and staff.

TUITION FEES AND OTHER PROGRAM COST

Students will be required to sign an agreement which outlines the payment schedule to Career Center of Southern Illinois and Beck School of Practical Nursing to cover the remaining cost of tuition

outstanding. Payments are due no later than the stated due date. Failure to meet the required payments will result in removal from the program. The \$100.00 administrative deposit shall be deducted from the \$14,900 total tuition.

Financial Aid briefings are required prior to school admission, group and individual. The Financial Aid handbook will go in depth as to responsibilities and expectations.

TRANSFER OF CREDITS / TRANSFERS WITHIN CCSI / BECK

The practical nursing student who has completed a CNA program and obtained certification is not required to attend the Level I Introduction to Nursing classroom sessions taught in the first weeks of the practical nursing program. Tuition credits are given when a Certified Nurse Aide is registered in the Beck School of Practical Nursing, if the course was completed at another institution or school. Students who began the CNA program at another institution and withdrew prior to certification will not receive credit for prior coursework completed.

TRANSFER OF STUDENTS FROM OTHER INSTITUTIONS

BSPN is a clock hour program and as such does not accept classes from other college programs. The program is designed as an integrated program, requiring all students to complete all course work at BSPN. The only exception is CNA credit for Fundamentals Level I, as described above.

PN COURSE FACILITIES

PN classes are taught in the Nursing building #6, where they also have access to the student lounge and break area. The students nursing laboratory is where they are taught and educated on didactic portions of the nursing program. The laboratory allows the student to gain aptitude and confidence by using high fidelity mannequins, low fidelity mannequins, equipment, and other students in role-playing situations to better prepare them for the hands-on opportunities provided in the clinical setting. The required clinical practice and observations of the PN course assure that the student displays proficiency in all manual skills prior to clinical experiences. The Media Center and computer labs are housed in the same building as the faculty offices. This is where students have access to computer resources, print and non-print media. Copy services are available in the Main Office, Building #1 for a small fee.

CLINICAL AFFILIATIONS (Additional sites as needed)

Aviston Countryside Manor	Aviston
Bria Healthcare and Rehabilitation Center	Belleville
Cedar Ridge Rehabilitation Center	Lebanon
Clinton Manor Living Center	New Baden
Coulterville Care Center	Coulterville
Gateway Foundation	Cahokia
Freeburg Care Center	Freeburg
Integrity Healthcare of Smithton	Smithton
Liberty Village	Maryville
Memorial Hospital Medical Offices	Coulterville
Mercy Rehabilitation	Swansea
New Athens Home for the Aged	New Athens
Oak Hill	Waterloo
Red Bud Hospital / Convalescent Center	Red Bud
St. Elizabeth's Hospital	Belleville
Southwestern Illinois Visiting Nurse Association	Swansea
Southern Illinois Healthcare Foundation	Multiple Sites
Touchette Regional Hospital	Centreville

Each student will have the opportunity to gain clinical experience at selected health care organizations. Assignments to clinical facilities are chosen at random. Students should expect to attend the clinical assignment during a full day shift (usually 6:30 a.m. to 3:30 p.m.) Times may be changed with weekend and evening hours assigned to meet the clinical institution needs. Students are responsible for providing their own transportation to and from their clinical affiliate.

Students **ARE REQUIRED** to abide by all the rules, regulations, policies, procedures, and dress codes and requirements of each institution and the Beck Practical Nursing Program. Failure to do so is cause for immediate dismissal from the nursing program. It is the clinical site's prerogative to change their policies, and Beck and its students must abide by them.

Note: Clinical affiliates are subject to change.

Students are also required to contribute two (2) hours of volunteer service as a requirement for graduation. (Volunteer service requirement due prior to Term IV completion.) Students are to arrange the experience themselves, and have the site, date, and nature of the work approved by their instructor prior to the experience. Documentation must be provided to the instructor that this requirement has been met.

PROFESSIONALISM

A professional behavior and attitude is 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, Inc. <http://www.nfPN.org/practice-standards4web.pdf>

A student may be terminated from the program for any inappropriate behaviors and/or unexcused clinical absences. Any student who leaves a clinical site without the specific permission of the instructor **"WILL"** be immediately 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, sitting on the floors, stealing, lying, misrepresentation of assigned clinical time, sarcastic remarks, discussion of privileged information in inappropriate settings or on social media, not meeting the dress code, disobeying any policy or regulation of the institution or the instructor, tampering with another's property, etc.

Professionalism requires that the student maintain the privacy of all contacts and observations at clinical sites, regardless of setting. Students who attend clinical sites which do not fall under the HIPAA guidelines shall maintain confidentiality for all individuals present at that observational site. Failure to protect the privacy and confidentiality of clinical observations shall result in program dismissal.

HEALTH CARE INFORMATION PRIVACY AND PORTABILITY ACT **PATIENT PRIVACY & NON-DISCLOSURE**

Students enrolled in Beck's PN program, legally and ethically, are healthcare providers. Students are held to the same level of professionalism, competency and practice of all licensed practical nurses in the State of Illinois. Therefore, students must adhere to the rules and regulations of the Illinois Nurse Practice Act, to all federal and state laws pertaining to health care, and the policies, rules and regulations of Beck's affiliated clinical sites.

Students will be required to sign confidentiality and/or nondisclosure agreements with the clinical sites to which they are assigned. Students not signing such agreements cannot participate in patient care at those facilities, and therefore will not meet the required clinical experience for graduation and licensure. It is the student's responsibility to understand that any and all information that identifies or can be used to identify an individual in a healthcare setting is strictly private and confidential. There are civil and criminal implications for those that unlawfully disclose any information or identity of any

patient of any health care facility. Students may access only the minimum amount of patient information necessary to complete an assignment. Students must comply with the policies set forth by each individual clinical affiliate.

HIPAA, Health Insurance Portability and Accountability Act, is a health care regulation enforced by the Department of Health and Human Services to protect patients' confidential and medical information. INFORMATION REGARDING PATIENTS' STATUS MAY NOT BE DISCUSSED AT ANY TIME; THIS INCLUDES TALKING TO OTHER PATIENTS, FAMILY MEMBERS, OR STAFF WHO ARE NOT DIRECTLY INVOLVED IN THE PATIENTS' DIRECT CARE. LEGAL AND ETHICAL OBLIGATIONS REQUIRE KEEPING INFORMATION REGARDING PATIENTS' STRICTLY CONFIDENTIAL. VIOLATION OF HIPAA WILL RESULT IN IMMEDIATE AND PERMANENT DISMISSAL FROM THE NURSING PROGRAM!

All Beck affiliates and health care agencies have developed comprehensive strategic plans to maintain patient confidentiality. This includes maintaining the patient's trust and confidence in how their medical records and/or information is stored, used, and transmitted. Patients at any time may contact the US Department of Health and Human Services, Office of Civil Rights, if he/she feels their privacy rights have been violated. Any student violating HIPAA standards are in violation of federal law and are subject to fines and/or imprisonment and PERMANENT dismissal from the nursing program.

NURSING STANDARDS AND CODE OF ETHICS

Beck's Practical Nursing Program ascribes to standards of practice and code of ethics of the National Federation of Licensed Practical Nurses, Inc.

RESPONSIBILITIES OF THE STUDENT

The student is responsible for the following:

- For all costs of any medical care provided to the student by any clinical facility for any reason
- Adequate transportation to and from Beck and the assigned clinical facility
- Arrangements for home responsibilities, such as childcare, etc. It is the students' obligation to eliminate personal conflicts with the course
- Liability to self, occupants of his/her vehicle and to others in transportation to and from Beck and the assigned clinical facility
- Personal conduct at Beck, at the assigned clinical facility and in transportation between the two institutions
- Academic achievement and skill achievement in all education situations whether in the classroom or in the clinical facility. The student must maintain a classroom grade average of 78% or above in all courses and a satisfactory performance evaluation for all clinical work
- Students must pass all courses in each term.
- Maintenance of work standards set by the clinical facility's supervisor and the Beck School of Practical Nursing at the Career Center of Southern Illinois
- Required attendance at work experiences, classes, seminars, community service projects and individual conferences with the instructors. Some of these may require evening hours and/or weekend/holiday scheduling. A required number of classroom and clinical hours are mandatory for graduation. Time missed may have to be made up before the student will be allowed to graduate. Permission to write the NCLEX exam will be withheld until all requirements are met
- Abiding by the existing rules and regulations of the clinical facility, Career Center of Southern Illinois, the Beck Practical Nursing Program, and the Illinois Nursing Act. These rules include personal appearance, dress code, behavior, smoking, etc. For example, students are required to wear scrub pants in restricted areas such as OR, Labor & Delivery, etc.
- Abiding by the guidelines of the clinical instructor insofar as time, assignments, procedures, expectations, clinical behaviors, etc.

- Maintenance of good personal health necessary to fulfil the essential requirements of the program, with or without reasonable accommodation
- Completion and submission of required form(s) for licensure and NCSBN testing—including certified court documents and supplemental support documentation as required by licensing board
- Securing own employment after graduation & continuing education after graduation
- For re-application to the program through proper channels should it be necessary for the student to withdraw from the program for any reason

PERSONAL EXPENSES

Personal expenses may include the following and are subject to change without notice:

- Student uniform, watch, shoes, hosiery, lab coat, stethoscope, etc.
- School supplies (notebooks, pens, paper, etc.) **PLEASE NOTE:** For all assignments and clinical practicums, one pen containing **BLACK** ink and one pen containing **RED** ink are required
- Transportation expenses – variable
- Student Lab / Clinical kits (about \$174) – required to be purchased from Beck.
- Textbooks / Supplies (about \$1313)
- Term Handout Binders - \$25 / Term (not required).
- Simulated NCLEX / Exit Testing for \$260 which also provides access to Nurse Achieve for review – required purchase from Beck.
- Fees for state board exam & licensure (upon graduation) (about \$300) *
- Background check for licensure (upon graduation) (about \$60) *
- Class pin (upon graduation) - optional (about \$50) *
- Nursing cap (upon graduation if voted on by class) – optional (about \$15)*
- White uniform (upon graduation if voted on by class. Not provided by school) – optional (about \$30)*
- Class photograph - optional (about \$30) *
- Beck Name Tag: Initial issue \$0.0 / there will be a \$5.00 replacement charge for a lost or damaged name tags
- Campus Parking Pass (Initial issue is \$0): there will be a \$5.00 replacement charge for a lost parking pass
- Any expenses incurred for any services rendered at a clinical facility.
- Forfeited fees in case of student withdrawal or termination.
- Graduation expenses (Boards, Pin, and Photo) generally come due 4 weeks prior to the end of class.

*These items are paid by the student at the end of the program and are generally not covered by financial aid.

Note: Students do not have to purchase their own malpractice/liability insurance. All students and faculty are covered under a blanket policy purchased by the school. This coverage pertains **only** to clinical performance as a student nurse under the direction of an instructor. It does not cover the student when working for compensation. Insurance coverage ceases on graduation day.

BACKGROUND CHECKS FOR LICENSURE IN ILLINOIS

All individuals applying for initial licensure as a practical nurse in Illinois must submit to a criminal background check and provide evidence of fingerprint processing from an approved “Live Scan” vendor as directed by the Illinois Board of Nursing.

Criminal history record information is defined as information collected by criminal justice agencies on individuals. It consists of identifiable descriptions and notation of arrests, detention, indictments, information, or other formal criminal charges, and any disposition arising there from, sentencing, correctional supervision and release.

The Illinois Division of Professional Regulation may refuse to issue, renew, revoke, suspend, probate, or reprimand any license based on any of the following:

- Conviction of any crime under the laws of any jurisdiction of the United States: (i) which is a felony; or (ii) which is a misdemeanor, an essential element of which is dishonesty,
- or (iii) of any crime which is directly related to the practice of nursing
- A pattern of practice or other behavior which demonstrates incapacity or incompetency to practice nursing
- Knowingly aiding or assisting another in violating any provision of the Nursing Act or its rules
- Engaging in dishonorable, unethical or unprofessional conduct of a character likely to deceive, defraud or harm the public
- Unlawful sale or distribution of any drug, **including marijuana**, narcotic, or prescription device, or unlawful conversion of any drug, **including marijuana**, narcotic, or prescription device
- Habitual or excessive use or addiction to alcohol, narcotics, stimulants, or any other chemical agent or drug, **including marijuana**, which results in a nurse's inability to practice with reasonable judgment, skill or safety
- Being named as a perpetrator in an indicated report by the Department of Children & Family Services and under the Abused & Neglected Child Reporting Act, and upon proof by clear and convincing evidence that the licensee has caused a child to be an abused child or neglected child
- The preceding list is not conclusive. Please speak with the PN Director if more information is needed.

COURSE BREAKDOWN BY TERM

Subject Theory Approximate Contact Hours Lab Clinical Approximate Contact Hours

Subject	Approximate Theory Hours	Lab Hours	Approximate Clinical Hours
Anatomy & Physiology I (Term I)	50		0
Anatomy & Physiology II (Term II)	47	0	0
Growth / Development (includes Personal /Community Nursing / Working Relationships* (Term 1)	60	0	0
Pharmacology I (Term 1)	34	8	0
Pharmacology II (Term 3)	34	0	16
Pharmacology III (Term 4)	35	0	40
Nutrition (Term 3)	35	0	0

Introduction to Nursing ^{***} (Term 1)	36	10	8
Fundamentals of Nursing Term 1	90	12	80
Fundamentals of Nursing Term II	105	20	0
Medical-Surgical Nursing I (Term 3)	95	0	93
Medical-Surgical Nursing I (Term 4)	96	0	92
Pediatric Nursing I (Term 3)	20	0	59
Pediatric Nursing II (Term 4)	20	0	0
Maternal-Child Health Nursing (Term 2)	66	0	59
Mental Health Nursing I (Term I)	30	0	0
Mental Health Nursing II (Term II)	21	0	51
Microbiology (Term 3)	18	0	0
Total Theory Hours	892		
Total Lab Hours		50	
Approximate Clinical Hours			498
Review/Practice for NCLEX			

^{***}Introduction to Nursing is NOT required for students who have previously completed Certified Nurse Aide Certification. Those hours are credited to certified CNA.

Total (approximate) 1440

An average grade of (C) on all theory tests, final individual course examinations, a 78% (C) average, and a satisfactory in lab/clinical evaluations are the minimum requirements for passing nursing.

GRADES & EVALUATION POLICIES

A PN student must have a final grade of at least a “C”, (defined as a minimum of 78%) average in all courses. Students failing to maintain a satisfactory academic average as stated above, will be removed from the program at the end of each term. All failed coursework must be successfully passed prior to moving forward into the next term.

For purposes of program continuation, the curriculum/academic year will be divided into four (4) distinct terms. Progress reports are issued every four – five (4-5) weeks. Progress reports are to alert the student to below average (<80%) work in a subject area. Grade reports are issued approximately every ten (10) – twelve (12) weeks, or at the end of each term of instruction, which will occur, five (5) times in the nursing program. Students are warned of low academia. The student who has an active course

cumulative grade average of less than 78% and does not improve to above average within a 4 to 5-week period, will be placed on academic probation. Academic probation may affect financial aid (see Financial Aid Handbook).

Students will be required to take a Final Exam at the end of each course during each term, approximately every ten (10) – to twelve (12) weeks. Final Exam scores are included in each course's grades.

*Students must obtain a minimum of 78% in each course at the end of each term to continue through the program.

*Failure to achieve 78% in a course will result in removal from the program.

* For courses which are continued into another term, the final grade in the current term will be the first grade in the next term where the course is continued. For example, Term 1 Anatomy final grade will be the first grade of Anatomy in Term 2.

A student who is not successful in passing a course after the Final Exam may request readmission into the program at the beginning of the same term in which they failed the course(s). With the exception of Term 4, a student may repeat the same course(s) in each Term only once. A second failure of the course(s) in the same Term in Terms 1 - 3 will require reapplication for admission and a restart at Term 1.

Students will sit for a simulated NCLEX exam at the end of Term 4. The comprehensive exam is not used for a grade but is to provide students with an NCLEX-PN Exam experience and measure nursing knowledge. If a student does not pass the first attempt, he / she will be required to repeat the simulated NCLEX exam until a passing result is obtained in order to graduate. Students will be encouraged to speak with his / her student advisor about test-taking strategies if having difficulty passing the simulated NCLEX exams.

Note: Re-entry into the program at any point is not guaranteed after course, term, or administrative removal. No grades from courses which were not complete during prior enrollment will carry over at the re-entry point. All failed courses must be successfully passed with a minimum final grade of 78% before moving into the next term or completing the program. Courses passed prior to withdrawal of the student will be considered completed at the time of the student's return and will be reflected on transcripts. Students must pass all coursework with a 78% (C) minimum grade. Students are not required to repeat coursework that was passed with a minimum of 78% (C) when joining a new cohort to complete previously failed courses.

The grading system used in the Beck Practical Nursing Program is as follows:

POINTS	GRADE	WEIGHT
92-100	A	Excellent Progress
85-91	B	Above Average
78-84	C	Average

70-77
< 70

D
F
WP
WF

Below Average, Failing
Failing
Withdraw Passing
Withdraw Failing

REMEDICATION

Written examinations require students to apply the information they have learned to various scenarios/situations. This will require students to have a higher level of understanding of the material. Rote memorization of facts will not assist the students in applying the material to real-life situations. All students failing a daily examination, will be required to remediate the same day with faculty.

In an effort to assist students to be successful and complete the PN program, any student who fails a test (below 78%) will be required to remain in the classroom OR to come to the nursing lab (instructor's choice) between 2:45 PM and 3:15 PM the same day OR on a day and time as specified by the faculty, and remediate the failed examination. The faculty MAY choose to remediate with the class as a group. Any student who failed the examination will be required to stay for the group remediation if this option is used by faculty.

Students will be instructed on the remediation process by the faculty. If a student does not report between the designated times for remediation, they will be counted as ½ hour (0.5) absence. Students who passed the examination may also attend remediation to review what was missed and why to promote retention of the material. No additional points will be awarded to the score for any student.

A student may have additional questions, and will be given the opportunity to ask faculty for clarification. If a student requests to stay 30 minutes after class, or come in early the next day to speak with faculty, they may be allowed to do so. Faculty will not be required to stay after the end of the normal business day, nor are they expected to arrive earlier than the scheduled daily time to meet with students, per the faculty contract. Any agreement faculty may make with the student to extend the scheduled day is strictly voluntary.

CLINICAL

Students are to abide by the policies and procedures of the clinical facilities and observe regulations regarding patient safety and welfare.

All students must meet the recommended criteria of each clinical site utilized by the program.

If a question or problem arises concerning a patient, agency staff, or another student, it is the responsibility of the student to seek guidance from their primary source, the clinical instructor.

Students will not be able to refuse any assigned clinical site. If there is a problematic situation the student should discuss it with the Clinical Instructor or Director of Nursing.

Students will not be able to refuse any clinical assignment. If there is a problematic situation the student should discuss it with the Clinical Instructor prior to assignments. Ultimately the instructor makes out the assignments.

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.

A student who contacts a patient after completing their assigned care is not demonstrating professionalism and may be considered in violation of that patient's confidentiality. Students may not develop personal relationships with patients in any setting including, but not limited to email and social networking sites.

For the purpose of confidentiality issues, students must advise the instructor if they are assigned to provide nursing care to an acquaintance, friend, or relative.

A student's clinical performance is evaluated by the assigned instructor as Satisfactory or Unsatisfactory. Performance of skills, application of theory, and behaviors are evaluated during each clinical assignment. Clinical performance is evaluated by measuring the student's ability to meet the stated clinical objectives related to each clinical assignment.

Satisfactory progress must be maintained in all clinical work including both clinical behaviors and any other clinical assignments (nursing care plan, tests, quizzes, reports, written/oral assignments, etc.). Unsatisfactory clinical evaluation is cause for immediate dismissal. The PN Director will review all unsatisfactory clinical grades. **Students may not be able to continue in the Nursing Program, regardless of the theory grade(s) received, if they receive an "unsatisfactory" grade in the clinical evaluation.**

Each clinical facility has the responsibility to request withdrawal of any student who is determined by the clinical facility to be undesirable for reasons of health, performance, progress, adjustment, attitude, or other valid cause(s), or who may have a detrimental effect on patients or the clinical facility's employees.

A student may be terminated from the program for any inappropriate behaviors and/or unexcused clinical absences.

Any student who leaves a clinical site without the specific permission of the instructor **"WILL"** immediately be dismissed from the program

Inappropriate clinical behaviors include any verbal or non-verbal behaviors deemed inappropriate by the instructor and/or the clinical facility staff. Examples include falling asleep, sitting on the floors, stealing, lying, misrepresentation of assigned clinical time, sarcastic remarks, discussion of privileged information in inappropriate settings or on social media, not meeting the dress code, disobeying any policy or regulation of the facility or the instructor, tampering with another student's property, using a patient's or a facility's telephone for personal business, leaving the premises without the explicit permission of the instructor, taking breaks without the explicit permission of the instructor, etc.

At the discretion of the PN Director, any student violating Beck Nursing or Clinical Institution policies may be placed on academic probation or immediately be removed from the program. A failed clinical failure will require make-up after graduation. Two clinical failures are grounds for immediate dismissal at the discretion of the PN Director.

STUDENT FORMS FOR CLINICAL PRACTICE

Some clinical affiliations require the student to sign a waiver or release of liability form. Refusing to sign the form would prohibit the student from completing his/her required clinical experiences.

INCOMPLETE, LATE ASSIGNMENTS and/or TESTS

Written/oral/individual/group assignments and tests are important and given to enhance and reinforce the student's learning. Instructors may give the learner assignments, quizzes, tests, exams, (herein referred to as tests) etc., to reinforce and to expand on what is taught.

The instructor will give the student a date and time on which the assignment is due or a test is to be given. If the student fails to complete the assignment, or take the test, by the given date at the given time, the student will receive a zero (0) for the test/assignment. Students will be required to take the test/assignment on the first day they return to school. The maximum score a student may receive when

taking an assignment late or turning in an assignment late is 78%. If the student scores lower than the minimum passing grade, the student will be awarded that score for the assignment or exam.

“Pop” quizzes cannot be taken at a later date or time. They cannot be made-up. Students who are not present for a “Pop” quiz will not receive a grade for that Pop quiz.

Regardless of the rendered score, all assignments and tests (except pop quizzes) must be completed. If the student fails to complete the assignment or take the test, the student will receive an incomplete grade on his/her grade report. Within one week of the grade report, the student will be given an "F".

A student will not be rendered a diploma or permission to write the NCLEX exam for any incomplete or failing coursework or grades.

TESTING PROCEDURES

No student is to enter the classroom once a test has begun. Any student leaving a classroom during a test will hand the test to the instructor and leave quietly. Once exiting the classroom, the student may not return or complete the test if it was turned in unfinished. Students may not return and complete questions that were “overlooked” while testing. Students who leave the room for any reason must surrender the test upon leaving. Once the test has been turned in or digital submission is made, it is considered complete and may not be changed in any manner by the student. The test surrendered by student leaving the classroom during the examination for any reason other than cell phone disruption will be graded based on all questions on the examination and not just the questions which have been answered by the student. The final grade will include unanswered questions.

Students taking digital exams will not be allowed to open any other windows on the browser during the examination. To do so is considered a violation of the academic honesty policy (see Academic Honesty heading) and will be addressed according to that policy. If the proctor should note that additional browser windows are open, the student will be told that the examination is invalid, and all windows will be closed. The student will be asked to leave the testing area, and disciplinary action will be initiated. The student will be awarded a zero for the exam and no makeup exam will be offered.

For examinations for which ScanTron answer sheets are used for grading, students are advised to request a new ScanTron sheet if the one in use is marred by erasures or other means. Credit will not be given for answers marked incorrectly due to the smudges or erasures. Once the ScanTron score has been tallied, it will be considered the final grade unless the faculty note that the answer key was incorrect. Any alteration of the Scantron by the student after grading is complete will be considered academic dishonesty and is subject to suspension and / or dismissal. During digital exams, students will be monitored by proctors, whether online or on campus. No other screens may be opened in the internet browser during an exam. No study materials or phones will be within student reach during the exam.

Faculty may require students to place cell phones in a secure location such as a locked locker for the duration of electronic testing which will not be returned until the examination is closed. Students may also be required to remain in the computer lab until all testers have completed the examination. NO photos or other written or digital copies of the examination may be made. Students who do so risk immediate removal from the program for cheating and test results for that student will be considered to be invalid and the student will be removed from the program. No repeat opportunities for Term or Exit testing will be provided for students who have accessed, copied, or shared Term or Exit examinations either prior to testing date or after taking the examination. Students found to have done so will be removed from the program.

If the student has reason to be absent from a test, the student must take that test the same day he/she returns to class, unless other arrangements have been made with the PN Director. Point deduction will be applied as previously described. If a student fails to take the test as arranged with the faculty or PN Director, a zero (0) will be awarded for that examination.

Only instructor approved hand-held calculators may be used. All other electronic devices, including cellular phones and smart watches, must be turned off and must be removed from all desktops and tabletops. Smart watches must be removed and placed out of sight of the student. No cellular ear pieces are to be worn during testing.

NOTE: If a cell phone or smart watch goes off during testing, the faculty will immediately remove the student from the testing area and collect the students' test, at which time the test will be considered complete. If the exam is digital, the student's test will be stopped at the current question and considered completed. The grade for that test will be scored based on the number of questions answered by the student. For example, if a student has answered 10 questions on the 100 question examination, the faculty will grade the test based on how many correct/incorrect answers are on the portion completed by the student. If the student was correct in 5 of the 10 questions, completed, the student will receive a 50% for the examination. No opportunity for retesting will be provided.

ACADEMIC HONESTY

Beck School of Nursing is strongly committed to the promotion of high ethical standards. Such standards can best be accomplished in an environment where honesty and integrity are practiced. For this reason, Beck strongly condemns academic dishonesty. Academic dishonesty includes cheating, plagiarism, or other improper appropriation of another's work as one's own and falsifying records to advance one's academic standing.

Cheating includes, but is not limited to, copying answers, altering ScanTron form &/or short answer section of exam after returned by instructor, stealing and/or disseminating tests or answer keys, using crib notes, or calculator cheat sheets and sharing password for testing programs, smart watches during quizzes/exams, text messaging, using someone else's data in preparation of reports or assignments, opening additional browser windows during digital exams, and assisting others in such practices.

Plagiarism involves the presentation of another person's words, ideas, or work as one's own. It includes, but is not limited to, copying any material (written or unwritten) without proper recognition of its source, and paraphrasing another's work or ideas without proper acknowledgement.

Falsifying records includes, but is not limited to, falsifying or improperly altering records, papers, documents, or knowingly supplying false or misleading information to others, in the classroom or clinical setting.

Any form of academic dishonesty, as defined by a faculty member, is a serious offense requiring disciplinary measures. When a student violates academic honesty, the instructor is encouraged to take action to reduce the student's grade(s) for the specific assignment, test or course and forward to the PN Director a report on the student about the incident(s). Disciplinary action could include suspension for the first instance at the discretion of the Director of Nursing. The student will also be placed on academic probation. A second instance of academic dishonesty will be cause for dismissal from the program.

PROBATION AND WARNING POLICY

Probation is the status given to a student during which time deficiencies must be removed or corrected. This occurs when the student's cumulative academic average for all active classes falls below the required 78%, the student's performance in the clinical setting falls below standards, or the student

does not meet the behavioral expectations and requirements of the program. Types of probation include, academic, attendance, clinical and behavioral. The decision to place a student on probation is within the discretion of BSPN. BSPN reserves the right to immediately remove a student from the program for failure to meet academic or behavioral expectations or the failure to follow BSPN policies.

Students placed on probation for behavioral issues will be issued a counseling statement. Examples are poor attitude, poor interpersonal relationship, cheating, poor hygiene, lack of initiative, disruptive behavior, sleeping in class, failure to follow school policy, impaired ability to function, disrespect to faculty or other students, etc....Paperwork dealing with student probation and/or warnings will be placed in the student's file.

At the close of the probationary period (when applicable), the student's progress will be re-evaluated by the Director of Nursing and/or faculty. At this time, the student will be (1) removed from probation, (2) dismissed from the program, or (3) disciplined as deemed appropriate by administration and/or review board.

TARDINESS

The student is expected to be in his/her seat and ready for class at the assigned times. The student is expected to be ready for work at his/her clinical affiliation at the time assigned. Any student who is not ready for the beginning of class or clinical or who is late in returning from lunch or break will be considered tardy. Beck does not grant "grace" periods. If the beginning of a class day or clinical experience is 0800, then it is 0800 – not 0801.

If tardiness is unavoidable, the student is required to notify the school, the instructor and the clinical affiliation with the reason for the tardiness and the expected time of his/her arrival.

Tardiness – Classroom – Tests

A student arriving late for a test or exam is not to enter the classroom until the test is completed. A student arriving late to class should refrain from entering the classroom until the instructor issues a break time or invites the student in. Instances of tardiness are cumulative throughout the year, and are charged in 0.25 hour increments. For example: If a student arrives at 0820 rather than 0815, the student is charged for a 15-minute increment (0.25) rather than 5 minutes. A student who arrives at 0835 will be charged time at the next increment (0.5).

Tardiness - Clinical Practicum

While it is recognized that unforeseen circumstances may cause a student to be occasionally tardy, habitual tardiness is unacceptable. To maintain standards of professionalism consistent with those of the workplace environment, a student who arrives any time after the start of his/her shift or who is late in returning from lunch or break shall be considered tardy. **At the discretion of the instructor, a student may be removed from the clinical assignment, for arriving late, or being unprepared for the clinical assignment. The student will be charged an unexcused absence for the day.**

Any student who is unprepared to begin working at the start of the shift or during the shift will be considered tardy. Definitions of this include, but are not limited to, not having a pen, not having a name badge, not having a stethoscope, not having a lab coat, or any tool or mode of dress as instructed.

Any student that has to leave the facility to retrieve any such article will be given a tardy as he/she is not prepared for the clinical assignment. If the needed article cannot be retrieved, then the student will be sent home and given an unexcused absence instead.

Example: The student forgets his/her name badge and discovers it was left at home. The student is dismissed from the clinical site, and given an unexcused clinical absence. However, the student left

the name badge in his/her car, and must leave the clinical area to retrieve it, the student will be given a tardy. Instances of tardiness are cumulative throughout the entire year.

Tardy #1 = Noted

Tardy #2 = 1 clinical make-up day

Tardy #3 = Another clinical make-up day and automatic clinical failure

Tardy #4 = Dismissal at the discretion of the Director of Nursing

ABSENTEEISM

Whatever the reason, whether late for class, or leaving early, when a student is not in class or clinical, at the assigned date and time, he/she is absent. For example, if/when the student eventually shows up, he/she may be considered tardy or late, but in essence, the student has been absent until arrival.

Absences are recorded in 0.25 hour increments. For example – If you are 23 minutes late, it will be rounded up to 0.5 hours and NOT down to 0.25 hours. The increments are then added together to determine cumulative absence time. Therefore, a student who misses 36 hours is at risk of dismissal from the program.

At the discretion of the program Director, students who miss over thirty-six (36) class hours to include no more than two (2) clinical day's total, whether intermittent or consecutive, may be dismissed from the program. There are no excused absences. All absences are deducted from the thirty-six (36) class hour total.

For returning students:

Students are permitted no more than 36 hours of absences in the nursing course. For students exiting and re-entering the nursing program, the following outlines the acceptable amount of absences for the duration of the nursing program based on the term of return.

Term I/ 36 hours of absences, Term II/ 30 hours of absences, Term III/ 24 hours of absences, Term IV/18 hours of absences.

CLASSROOM

If absenteeism is unavoidable for any reason, the student is to notify the Instructor by calling the school at 473-2222 after 8:00 a.m. A message may be left on voicemail prior to 8:00 a.m. Lack of a telephone does not excuse the student from this requirement. This requirement is not met by sending a message with another student.

It is the individual student's responsibility to obtain missed assignments, notes, etc. due to absence. Students will be placed on probationary status when their cumulative classroom &/or clinical absences amount to eighteen (18) hours.

It is assumed that students who are absent three (3) consecutive days without notifying the school, have voluntarily dropped from the program. A letter of dismissal will be mailed to the student.

CLINICAL LAB

Clinical Laboratory is designed to educate the student in multiple facets of the Nursing profession, and are part of the overall clinical experience intended to prepare the student for the clinical setting. Students not attending the laboratory are missing out on an integral part of the classroom environment. Those not attending Clinical Laboratory will be counted as Clinical absence, and require makeup. Students who miss this experience will be expected to makeup this experience in preparation for the clinical setting, and as such, they will be expected to perform all aspects of the clinical laboratory in front of a faculty member at the instructor's availability.

Note: The instructor may not be the faculty member who taught the lab, and may consist of other staff to include the Director of Nursing.

CLINICAL

It is most difficult for an instructor to evaluate a student's performance clinically if the student is not in attendance. However, the PN Director, faculty, and clinical affiliates realize the necessity of certain excused absences from clinical experiences.

“A student absence from clinical must notify”:

1. The Instructor, as required by that Instructor;
2. The clinical facility at least 2 hours prior to the scheduled beginning time;
3. The PN Director at Beck School of Nursing.

Lack of a telephone does not excuse the student from these requirements. Messages sent via another student or another person is unacceptable.

A required number of clinical hours must be completed if the faculty is to recommend a student for licensure. Any student requiring "make-up" clinical work after the completion date of the program will not be rendered a diploma of graduation or permission to write the NCLEX exam.

A student is absent from clinical “orientation” will be charged with one-day clinical absence. A student is absent from a “double” clinical or extra-long clinical day will be charged with 2 days’ absence.

Students who miss more than 2 days during any clinical rotation will receive an automatic clinical failure.

A student may be terminated from the program for any inappropriate and/or unexcused clinical absences or behaviors. Any student who leaves a clinical site without the specific permission of the instructor **“WILL”** be immediately dismissed from the program.

Inappropriate clinical behaviors include any verbal or non-verbal behaviors deemed inappropriate by the instructor or the clinical facility staff. Examples include falling asleep, sitting on the floors, stealing, sarcastic remarks, discussion of privileged information in inappropriate settings or on social media, not meeting the dress code, disobeying any policy or regulation of the institution or instructor, smoking in a home health care patient's home or on the patient's property, leaving the assigned home health care nurse to "go have a cigarette", refusing to assist the home health care nurse in non-invasive procedures, etc. Students are not to have food brought to them at the clinical site by anyone.

Students are to be prepared academically for their clinical experiences. A student may be sent home, if in the judgment of the instructor, he/she arrives late, is not prepared, does not demonstrate the basic didactic knowledge or mental acuity required to adequately care for his/her assigned patients. This would constitute an unexcused and inappropriate absence.

CLINICAL MAKEUP FEE

Students that are required to attend additional clinical dates beyond the original program schedule due to attendance and/or clinical failure will incur a \$30.00 fee per clinical make-up day. This fee must be paid prior to attending the make-up clinical(s).

EXTENUATING CIRCUMSTANCES

Occasionally a student may need to be absent (from class or clinical) due to an extraordinary circumstance. An example may be a student's own hospitalization, severe illness, death in the immediate family (husband, wife, mother, father, child, brother, sister, grandparent) etc. These are determined by the Director of Nursing in consultation with the student. The student is responsible for referring the proper documentation and/or excuse for the absence upon his/her first day of returning. The student is responsible for arrangement of a date when all assignments, tests, homework missed will be complete.

Pregnancy/Postpartum

A student who is pregnant is encouraged to notify the Title IX Coordinator as soon as possible in order to develop an appropriate plan for the continuation of the student's education. However, the choice to disclose pregnancy is completely voluntary and the student is not required to disclose this information unless the pregnancy medically restricts the student from performing the essential requirements of the program or poses a direct threat to the health and safety of others.

Medical Certification

BSPN may require a student to provide a certification from a medical provider where there is evidence that a medical condition prevents the student from performing the essential requirements of the program or poses a direct threat to the health and safety of others. BSPN may require the student to provide a certification from a medical provider that states the student is able to perform the essential requirements of the program with or without reasonable accommodation.

MAKE-UP DAYS

The student must "make-up" clinical work under the following conditions:

- **Cumulative tardiness may require make-up days**
- **Clinical failure for any reason may require the student to make-up a rotation after graduation**
- **All clinical absences require make-up, which include all Clinical laboratory days held on campus**
- Students are to be prepared for their clinical experiences. A student may be sent home, if in the judgment of the instructor, he/she is **not prepared to care for his/her assigned patients**. This would constitute an unexcused and inappropriate absence

Only the Director of Nursing may make modifications to these regulations.

NOTE: Most clinical make-up days will be scheduled during the Medical-Surgical clinical after graduation. **Make-up days do not take priority over the class in session.**

BREAKS/CLINICAL SITES

Students are not employees and therefore not necessarily owed a break from clinical work/assignments. If a break is granted, it is at the sole discretion of the instructor. Breaks will not be permitted until all direct and assigned patient care is completed. Students must report to the instructor when leaving the clinical area for a break. All students must assign another student the responsibility of caring for their assigned patients if leaving the unit. Failure to adhere to this policy will result in immediate clinical failure and is cause for immediate dismissal from the program.

LEAVING THE CLINICAL SITE

Leaving the clinical site without the explicit permission of the instructor will be considered patient abandonment, and is cause for immediate dismissal from the program. All assigned clinical work is to be completed before leaving the clinical facility. All patients must be left clean and in a safe environment before the student is allowed to go home for the day.

DRESS CODE

At BSPN Campus

The dress code for classes at Beck is casual. The adult nursing program is geographically located on a high school campus. Therefore, clothing must show discretion and good taste.

Students may not wear any articles of clothing advertising tobacco or alcohol products, anything that has obscenity, profanity, nudity, or vulgarity, or that contains any writing or symbols that may be regarded by others to be sexually offensive. Other examples of inappropriate clothing include tank tops, halter-tops, shirts exposing the midriff, backless shirts, shorts which end above mid-thigh or are excessively tight-fitting, or clothing items deemed provocative. Any clothing determined by the Beck administration to be objectionable is prohibited. Bare feet and beachwear are not allowed. (Pajamas are not considered appropriate clothing and not allowed on campus).

A student in violation of the dress code will be required to change or cover up the improper clothing. Refusal to do so will result in disciplinary action.

Beck School of Nursing, through its students, must present an image of professionalism and competence in providing healthcare and related services to the wide variety of patients of varying ages as well as family, social and philosophical backgrounds. Students represent Beck to the community and to health care organizations.

Each student must maintain an acceptable level of personal hygiene, be appropriately dressed, and be properly groomed. No clothing or adornments may be worn by a student in clinical areas (including patients' homes) that could expose the patients, families, visitors, or co-workers to the risk of injury, discomfort, or embarrassment. Extremes of dress and appearance by students are not appropriate.

Good grooming and personal hygiene are essential for good personal health. In some cases, rules may be established for safety purposes. Clothing or hairstyles, which are dangerous to the health or safety of others, will not be permitted. Excessive use of colognes and perfume may trigger respiratory or allergic responses in patients or staff.

At Clinical Sites:

Students must conform to the dress code policies of the clinical affiliations, which includes, but is not limited to:

- All clothing must be worn in good taste, tailored but not form fitted, of non-sheer fabric, and of modest length. Clothing should not show undergarment lines and should fit in such a way to prevent exposure when stooping or bending
- Clean, school uniform, nursing faculty approved, pant uniform that fits properly and is not wrinkled. Pants must touch the top of the shoe. Tops of pants must come to the waist. A Beck School of Nursing arranged uniform vendor will be available to the students
- Some clinical experiences require appropriate business attire instead of the uniform. Appropriate business attire is defined as a solid colored dress, skirt or dress pant i.e. navy, khaki, black, tan with a collared bodice, blouse or shirt
- No denim jeans of any color, no denim appearing or denim like material, sweat suits, sweatpants, leggings, shorts, crop tops, or other clothing that detracts from a professional image may be worn. Pants or slacks must touch the top of the shoe. Mid-calf, shorts, or elastic-banded legs are not permitted
- Hosiery or socks are to be worn at all times. Solid white or black hosiery or white or black socks are to be worn with the uniform. NO footies, socks with colored striping or designs, anklets, etc.) Appropriate hosiery or socks must be worn when street clothes are permitted at a clinical site. (Note, white socks or hosiery with white shoes, and black socks or hosiery when wearing black shoes)
- Solid colored, white or black shoes. NO colored trim or laces. NO clogs, sandals, sling back, pumps, heels, or cloth athletic shoes. Shoes are to be kept clean (including laces on shoes)

and polished. During experiences when street clothes are permitted, no heels, cloth tennis shoes, sandals, open-toed shoes, clogs, etc. are allowed. Shoes should be flat, or no higher than one inch (1") in height. Shoes are not to contain mesh type materials

- A BSPN name tag must be worn at all times on the upper right or left quadrant of the body (not below waist level) with the name visible. BSPN will provide the student with one name tag at the beginning of clinical practice. If it is damaged or if the student loses it, the student must replace it. There may be a \$5.00 fee to replace a name tag
- Hair is to be kept neat, clean, appropriately styled and of a natural color. Hair length that touches the collar of the uniform must be tied back. Headbands and single, plain-colored ribbons are permissible, however scarves, ornate hair clips or beads are not to be worn when performing duties associated with patient care. Beards and mustaches are to be kept neatly trimmed. Hair will not contain excessive amount of grooming aids. Hair will not violate safety requirements, and must comply with professional dress and appearance requirements of clinical sites
- No nail polish of any kind is to be worn. Nails are to be kept short, clean, and have a smooth edge. Nails must be short enough to not be seen over tips of the fingers. No false nails of ANY type, including acrylics, gels, wraps, and overlays. Fingernails will have no decorations
- Students will not wear shades of lipstick that distinctly contrast with their complexion, that detract from the uniform, or that are extreme
- Make-up is to be appropriate and of subdued application
- One set of small, pierced, stud earrings may be worn. Male students are not permitted to wear earring(s) in the clinical area as per the dress codes of those institutions. No gauging devices are allowed
- Facial piercings, including eyebrow rings/studs, cheek rings/studs, and nose rings/studs, lip rings/studs and gauging are not permitted. Tongue rings/studs are not permitted
- Only engagement and/or wedding rings may be worn. Rings should not have large stones which could potentially cause patient injury
- No perfumes, colognes, after-shaves, etc. as many patients are hypersensitive to them
- No necklaces worn outside the uniform
- Visible tattoos must be covered
- Wristwatch with a sweep second hand. The watchband should buckle or be elastic -- no bracelets. No digital watches or cell phones are to be used for timing. No smartwatches or other electronic wrist devices. A "Fitbit" is not considered to be proper clinical attire
- Appropriate underwear is to be worn. This includes bras and slips. The color of the underwear is to be such that it cannot be seen through the uniform
- Only white sweaters, or BSPN approved Uniform black pullovers, for arm coverage. Jackets may not be worn a clinical.
- A white lab coat (at least 3/4 length) is required for Maternal-Child Health clinical experiences and all clinical orientations
- Scrub pants (pants & top) are required attire for restricted areas (OR, OB, Cardiac Cath, etc.)

NOTE: Any student reporting to a clinical assignment inappropriately dressed or exhibiting unacceptable personal hygiene will be sent home and charged with an unexcused absence. Inappropriate appearance, dress, and clothing include, but are not limited to:

- Denim material of any color (jeans, pants, skirts or shirts) or any denim appearing material
- Sweatshirts
- Braless, tight, or revealing styles, including but not limited to crop tops, halter tops, tank tops or halter dresses, sundresses, or dresses, blouses, shirts cut low in the front or back neckline
- Any low rise pants, slacks, skirts, skorts that when bending over, allows part of the buttocks to be exposed
- Mini or floor length dresses or skirts

- Open weave sweaters or transparent blouses
- Nose jewelry, cheek jewelry, tongue jewelry, lip jewelry, rings other than wedding bands, and visible tattoos
- False or sculptured nails. Colored nail polish. Wraps or decorations
- Tight, form-fitting leggings, tights, or stirrup pants, Capri pants, shorts, (or any pants above ankle length), sweaters, skirts, dresses or uniforms
- Men's style tee shirts, undershirts, muscle shirts, tank tops or non-collared T-shirts with pictures, print, logos, or lettering
- Sweat pants or pants designed as such, shorts, and sweat shorts
- Dresses, skirts, and skorts whose length is shorter than 1 (one) inch above the knee
- Any uniform or other clothing made of sheer or transparent fabric which, when not worn with appropriate undergarments, may expose a student's body parts
- Undergarments of a color substantially contrasting with the color of outer garments that show through the outer garments
- Clogs, open toed sandals, thongs, platform shoes, heels over 1 1/2 inches, high-top tennis shoes or cloth tennis shoes
- Digital watches, smart watches, cell phones
- At no time are nursing uniforms, lab coats, nametags, nursing caps, etc. to be worn in business or commercial establishments

ADMISSION DRUG SCREENS

Some hospitals are requiring that students meet the same requirements as employees in order to care for patients. These include, among others, drug screens. This affects all students enrolled in the Beck Practical Nursing Program.

Drug testing is required as part of the entrance process to the program, as well as to remain in the program. Urine drug screens are required of all students on admission. **Students may be requested to undergo random drug screening at clinical sites per local policy, and at any time during the nursing program.**

The PN program maintains a no tolerance policy regarding substance abuse. Students whose drug screen test results are positive or who refuse/fail to be tested will not be admitted and/or will be dismissed from the program. If the drug screen comes back diluted or adulterated the student will be allowed one retest. If the student fails the second test, the student will not be admitted to or allowed to continue in the program.

Students are responsible for all costs associated with drug screening. Students further agree that all results are available to the program and the clinical sites associated with the program. Should a clinical agency refuse to place a student based on the outcome of the drug screen, the program has no responsibility for arranging alternate clinical placements.

SNOW DAYS

In the event that classes must be canceled due to inclement weather conditions or emergencies, listen to the local radio or television stations. Beck School of Practical Nursing utilizes an automated communication system to notify large groups simultaneously of cancellation of classes or other important announcement. It is the student's responsibility to report change in phone number to the office as soon as the change is made to avoid missing the important information sent via the automated system. Clinical instructors may also initiate a telephone tree for notification of cancelled class on clinical days. However, because of early starting times at the clinical facilities, clinical instructors may hold class even though the Beck campus is closed.

PROHIBITED ARTICLES

No illegal items such as guns, knives, firecrackers, and/or any article that may be perceived to be a weapon is allowed on the Beck campus or at any clinical facility. Any student found with any such article will be reported to the Sheriff's Department and immediately dismissed from the nursing program. Items such as pagers, cellular phones, beepers, or other electronic personal communication devices are to be silenced.

Communication devices and smart watches are not allowed at clinical. Leave them in your car. Consequence of a pager or cell phone going off at clinical, or a student conversing on a cell phone or a patient's phone, listening to messages, or using a cell phone or electronic device for any purpose shall be a written warning for the first offense. If a second violation occurs, the student will be sent home and charged with an unexcused absence.

ALCOHOL & DRUG USE

It is Beck's desire to provide a drug-free, healthful, and safe environment. To promote this goal, students are required to report to class and clinical in appropriate mental and physical condition to perform in a satisfactory manner.

While on Beck premises or while at any clinical site, no student may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs, **including marijuana**. The legal use of prescribed drugs is permitted only if it does not impair a student's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger themselves or other individuals.

Violations of this policy may lead to disciplinary action, up to and including immediate dismissal from the nursing program and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

SEARCH & SEIZURE

The administration at CCSI / Beck reserves the right to search individuals, lockers, cars, book bags, and handbags when there is reasonable suspicion that a contraband item has been brought on campus. The depth and scope of the search will depend on the evidence of suspicion. Personal searches will be conducted in a professional manner usually with another staff member present. Contraband items will be confiscated and either destroyed, turned over to the police, or given back to the student at the end of the day depending upon the nature of the confiscated item found. Students who are in possession of drugs or drug paraphernalia will be dismissed from the program and referred to the Monroe County Sheriff's Department for prosecution.

The use of or possession of illegal drugs on a school campus or clinical site, puts others at risk. The Beck School of Practical Nursing may initiate the use of drug sniffing dogs. During the search, students will be asked to leave the building or area leaving book bags/handbags and other personal items behind. Students are liable for the contents of any vehicle he/she drives or parks on campus and/or clinical site(s).

If any illegal substance is discovered on any person or in any locker or automobile, truck or other vehicle, the party in possession of said locker, automobile, truck or other vehicle, will be subject to all penalties invoked for offenses stated above.

The school reserves the right to require immediate random drug testing throughout the academic year or request a drug test from any student if there is reasonable suspicion that the student is using illegal substances. Administration will provide the student with specific instructions for obtaining the test. Students failing to comply with these instructions will be dismissed from the program. Any student

who tests positive for drugs during the year will be dismissed. Payment for drug testing will be the responsibility of the student.

Medications such as, but not limited to, narcotics, narcotic analgesics, central nervous system depressants may affect judgment, alertness or neuromuscular control may endanger other individuals in the clinical area or lab. Students may not attend to patient care at clinical under the prescription or influence of these medications, or any other medication that may affect judgment, alertness or neuromuscular control may endanger other individuals in the clinical area or lab, without certification from his/her prescribing physician that he/she is physically & mentally capable of performing safely. Any student found utilizing these medications without reporting to proper faculty may be subject to termination.

VISITORS

It is the policy of the Career Center of Southern Illinois to accept only those visitors who have legitimate business at the school. Visitors and guests must register in the office immediately upon arriving on campus. Students are not to receive any visitors on campus without the express permission of the PN Director. Students are **never** to receive any visitors at a clinical site.

PHONE CALLS

Students will not be called out of class for any phone calls. "Emergency" phone calls will be referred to the PN Director before a student will be disturbed during class.

Students are "NEVER" to receive or make any phone calls at a clinical site. "Emergency" calls may be referred to the PN Director who will notify the instructor that a student needs to accept an emergency call. Students are "NEVER" to use a patient's or a facility's telephone for personal business.

Phones are not permitted in the classroom. Students should have calls sent to Beck administration, and a message will be delivered to the student at the next break or immediately based on urgency.

RECORDING

According to Illinois Law, no recordings of others is allowed without the knowledge or permission of all parties involved. No students may record other students, faculty, administration, or support services personnel without their express permission. No recording devices or cell phones are allowed in any school or faculty office. Students must obtain permission from the instructor before any recording device is used in the classroom. This permission may be revoked at any time by the instructor. Recordings are not to be posted to social media or any internet site. Cell phones may not be used as recording devices. The instructor may limit when recordings are allowed and where the devices may be placed. Recording devices are never allowed in the clinical setting.

PHOTOCOPYING

Copy services are available to students. Requests for copies should be made through Student Services located in Building #1. Copies are charged at \$0.25 / copy. Two-sided copies are \$0.50 each.

TERM HANDOUT BINDERS

Binders, which contain the copies of each lecture handout and other supplemental material for the entire Term, will be prepared by faculty prior to the start of each Term. The binders will be available for sale at cost of \$25 each. This fee may be added to the tuition account for payment at a later date. The

handouts will not be provided individually after Term classes have begun. Purchase of these binders is not mandatory. Students may choose to prepare their own notes without the use of handouts. Faculty will not honor requests for individual copies of binder material. If any lecture material has been changed after preparation of the binder, the faculty will hand out the updated material at the beginning of the lecture at no fee to the student. BSPN is not responsible for replacing lost or stolen binders.

CARE OF SCHOOL PROPERTY

It is the student's responsibility for the proper care of all books, supplies, materials, and furniture supplied by the school. Destruction or defacement of school property will be treated as vandalism. Students found guilty will be subject to repair or replacement costs, and be immediately removed from the program.

CLASSROOM COMPUTERS & INTERNET ACCESS

Computers are available in the classrooms for student use. Use is a privilege, not a right. These computers may be internet-accessible. Each student must sign the "authorization for access" form before being allowed to use the computers and/or access to the internet.

All use of the computers/internet shall be consistent with the goal of promoting education excellence by facilitating resource sharing, innovation and communication. The failure of any user to follow the terms of the "authorization for access" will result in the loss of privileges, disciplinary action, and/or appropriate legal actions. "Downloading" anything to a school computer is strictly prohibited. Use of the printer is limited to school-related documents. Personal documents are not to be printed using the school printers or copiers unless the document has been requested by school personnel.

ACCIDENTS

Any student injured, in an accident, or who becomes acutely ill while at the Beck campus or clinical site must report the incident to administration and/or to the appropriate clinical facility representative. An incident report must be completed for any such occurrence, and a copy of the events turned into the Director of Nursing the next business day. The Director of Nursing should be notified as soon as possible following injury or accident to student, patient or faculty. Students are responsible for any emergency or medical care rendered in the event of an injury or illness.

GUIDANCE SUPPORT

A Guidance Counselor is available to confer with the students whenever the need arises. The topic may be educational, career, or personal in nature. An "open door" policy is maintained. This means the student is free at all times to initiate the conference at his/her convenience.

FACULTY CONSULTATION & TUTORING

Faculty is available for consultation and tutoring by appointment. Appointments can be arranged when faculty are on campus, during the hours of 8:00 a.m. to 3:30 pm. A student on academic probation is strongly encouraged to schedule a tutoring session weekly, which may be instructor guided in group format or arranged to be led by other students.

DISTANCE EDUCATION FACULTY – STUDENT COMMUNICATION

For students participating in distance education, whether related to pandemic restrictions or voluntary enrollment, timely interaction between faculty and students is imperative. Students will be expected to

follow the established guidelines for attendance, participation, and testing outlined elsewhere in the handbook and Term syllabus. A schedule of classroom lecture and examinations will be provided to students at the beginning of the quarter. Changes in the schedule due to faculty illness, technical problems, etc., will be communicated to students as soon as possible via email, learning platform, or phone contact. If the student is unable to participate in lecture or testing for any reason, this information should be forwarded to the instructor via school email or personal message in the learning platform.

Students who may need to contact the faculty for questions about the lecture material or other concerns should use the faculty email or private messaging through the learning platform. Calling or texting the faculty's private cell phone or home phone is not acceptable. Faculty will respond to student messages within 24 hours during business hours on school days. Faculty will not be required to respond during the evening hours after the end of the business day, on weekends or on holidays. The student will be contacted by substitute faculty if the instructor is unavailable due to illness or vacation. Failure to follow the contact policy may result in disciplinary action.

NURSING LIBRARY

There is a small nursing library located outside the nursing faculty office. Students will be allowed to sign out books, journals, etc. for a five-day period. Permission to use any of the books or journals is granted by an instructor.

Students are responsible for returning all materials. Class grades, diplomas, etc. may be withheld until everything is returned.

SMOKING & USE OF TOBACCO PRODUCTS

Beck Campus: Smoking, use of tobacco products, or smokeless cigarettes (vaping) on school property is against Illinois state law, and prohibited.

Clinical: Smoking or use of tobacco are not permitted in any hospital, nursing home, home-health care agency, patient home or property, car when traveling with an employee of a clinical affiliate, or any other assigned health care organization providing clinical experience to the student.

Students are to assume that smoking or use of tobacco products is prohibited at all times. Failure to adhere to this policy will result in immediate clinical failure and is cause for immediate dismissal from the program.

USE OF BECK LOCKERS

Nursing students are allowed to use lockers that are available in the PN building to store their belongings. Lockers are the property of the school and subject to inspection at any time. The school is not liable for lost or stolen books or personal items. It is the student's responsibility to secure their belongings. Locks are issued by the Beck Center for a small fee. Lost or unreturned locks will result in a replacement fee. Personal locks are not permitted.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection including kissing, inappropriate touching, sitting on laps, etc. is not acceptable at Beck or the clinical sites.

SOLICITATION

Students are not to sell products of any type or provide personal services (hair care, application of cosmetics, hair removal, etc.) in exchange for money or goods in the classroom during school hours or

at the clinical site. Any student found to be doing so will be disciplined by the Director of Nursing, which could include suspension or removal from the class at the Director of Nursing's discretion.

CHANGE OF NAME/ADDRESS

Students are to report any change of name, telephone number, and/or address to the PN Director and the Financial Aid Counselor. Accurate phone contact information is essential for the automated communication system. To ease students in getting their accurate information updates to the proper recipients, an information update form can be filled out at the Beck School of Practical Nursing website.

FIRE DRILLS/TORNADO DRILLS

Evacuation procedures are posted in each classroom in case of emergency conditions. Fire drills and tornado drills may be held at intervals throughout the year. The instructor in charge will supervise these drills. Treat these drills seriously. Follow instructions and move quietly and orderly.

Do not tamper with fire extinguishers or fire alarms. These are provided for your protection and should be treated accordingly.

Fire and disaster drills may be practiced at the student's assigned clinical facility. The student must follow the clinical institution's procedures.

LUNCH

During the normal school year (Sept-May), meals are available for campus students at a nominal cost. Due to litter problems, access to the soda/snack machines may be denied at the discretion of the CCSI Director. Students are responsible for keeping the area clean after a meal. BSPN staff and faculty are not responsible for cleaning microwaves, tables, or refrigerators.

Lunchtime at a clinical site is limited to 30 minutes. The student is not allowed to leave the facility for lunch nor is it allowed for any food to be brought to the student by anybody who is not part of the clinical group. This includes employees of the clinical facility. All students must report to the instructor when leaving their assigned stations for lunch. All students must assign another student the responsibility of caring for their assigned patients when going to lunch.

STUDENT TRANSCRIPTS

Transcripts will be shared with third parties only with the explicit written permission of the student. Students and graduates wanting transcripts sent to third parties must put their requests in writing, and include their current name, their name at graduation, their graduation month and date, along with the name and address of the third party.

Any request for third party correspondence must be requested in writing to the PN Director.

Each student/graduate may receive one official transcript free. The fee for each official transcript thereafter will be \$5.00. No transcripts will be issued until the fee is paid. (Transcript fee is subject to change without notice). 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 Beck), owes a repayment on a Pell grant, or has not returned their security badges, or any books, audio visuals, etc. to the school library.

STUDENT TERMINATION

When a student terminates (for any reason) or graduates from the program, all loaned articles, texts, car tags, library books, etc. must be returned. If a student fails to return any Beck property, or leaves

the program owing money, the program reserves the right to withhold grade reports, transcripts, diplomas, board applications, etc. until all accounts are satisfied.

All coursework, clinical days, clinical make-up days, papers, assignments, etc. must be satisfied before any diplomas, board applications, grade reports, job references, etc. will be given.

All financial obligations to the school must be satisfied prior to graduation, and before exit testing may be accomplished.

GRADUATION

A ceremony is held at the end of fourth term of instruction for students who have successfully completed the program. Graduates are presented a certificate/diploma and school pin. School pins are purchased through the school at the expense of the student and therefore are optional. Graduates and any students in the ceremony must wear the chosen graduation garb whether it may be white uniforms or the regulation school uniform. Those not in the appropriate uniform will not participate in graduation ceremony.

NCLEX-PN EXAMINATION AND LICENSURE REQUIREMENTS

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

FURTHER EDUCATION

Graduates who successfully pass the NCLEX-PN may also opt continue their education at institutions that offer RN-ASN / BSN programs. Beck has an Articulation agreement with Southwestern Illinois College, and articulation is offered Statewide.

READMISSION: STUDENTS LEAVING AND RETURNING TO THE PROGRAM

It is recognized that there are times when students may have to withdraw from the program to be readmitted at a later date. No leave of absences will be allowed. In regards to the student who must start at the beginning of the program, test scores will not be carried over.

Students may return under two different sets of circumstances as shown below.

Re-Entry: Students who are in their first time enrollment in the PN program may RE-ENTER the program at the next starting point of the Term of Instruction they leave from if done so within the next six (6) months. Students pursuing this option must state in writing their request for re-admission within one week of withdrawing from the program and include information on individual steps they have taken/will be taking to improve their academic skills and standing as a basis for consideration of readmission. A student is not guaranteed return admission. The Director of Nursing will review the submitted plan, grades, attendance, conduct, and historical data with possible discussion with faculty before readmission will be granted.

Re-Application: Students who had the following must apply as a new applicant:

- Have been out of the program for longer than six months
- Have been previously enrolled twice in the same Term and left each time prior to completion of the same Term in Terms I – III
- Have failure of repeated course(s)
- Have failed for the second time in any repeated term prior to the beginning of **Term IV**

All academic information, including the student's previous record in the Beck PN Program will be considered in evaluating the candidate for Re-Application. Students are not limited to the number of times they may repeat Term IV.

Financial Aid will not fund any Term which must be repeated. All financial obligations to the school must be paid prior to returning to any repeat Terms. No student with an unpaid balance will be allowed to sit for a Term exam in a repeated Term or course. Students who desire to return to Term IV after the second failure must make payment arrangements with the Financial Aid Counselor and complete those payments prior to their return.

Students pursuing this option must state in writing their request for re-admission and include information on individual steps they have taken to improve their academic skills and standing as a basis for consideration of re-admission. The Director of Nursing will review the submitted plan, grades, attendance, conduct, and historical data with possible discussion with faculty before readmission will be granted.

As is the case with original applicants there is no guarantee of an admission interview, or acceptance into the program for any student seeking re-entry or re-admission.

The decision to require a student to repeat or makeup any clinical days will be at the discretion of the nursing faculty and Director of Nursing.

Students who are dismissed from the program due to a recommendation from a clinical site, unsafe patient care, abuse, abandonment, etc. must reapply to the program as a new applicant.

Tuition for readmission is addressed in the financial aid handbook.

Readmission to a class because a student had extraordinary and extenuating circumstances will only be done upon recommendation of the nursing faculty and Director of Nursing with the CCSI Director's approval.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford students over 18 years of age ("eligible students") or their parents if the student is under the age of 18, certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day CCSI/Beck receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record.

Students 18 years of age or older have access and copy rights to both permanent and temporary records. An eligible student or their parent/guardian should submit to CCSI Director, Stephanie Mohr, a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, CCSI/Beck will make arrangements for access and notify the eligible student or their parent/guardian of the time and place where the records may be inspected. In certain circumstances, CCSI/Beck may request an additional 5 business days in which to grant access. CCSI/Beck charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These

rights are denied to any person against whom an order of protection has been entered concerning the student;

2. The right to request the amendment of the student's education records that the eligible student or their parent/guardian believes are inaccurate, irrelevant, or improper.

An eligible student or their parent/guardian may ask CCSI/Beck to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to CCSI Director, Stephanie Mohr, and should clearly identify the record the eligible student or their parent/guardian wants changed and the specific reason a change is being sought.

If CCSI/Beck decides not to amend the record, CCSI/Beck will notify the eligible student or their parent/guardian student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the eligible student or their parent/guardian when notified of the right to a hearing;

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by CCSI/Beck as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on CCSI's Board; a person or company with whom CCSI/Beck has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any eligible student or their parent/guardian serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, CCSI/Beck discloses education records without consent to officials of another school in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the eligible student or their parent/guardian will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student;

FERPA also permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students

have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the eligible student. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first;

5. The right to prohibit the release of directory information.

Throughout the school year, CCSI/Beck may release directory information regarding students, limited to:

Name

Address

Grade level

Birth date and place

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, and organizations that have appeared in school publications

Academic awards, degrees, and honors

Information in relation to school-sponsored activities and organizations,

Major field of study

Period of attendance in school

Any eligible student or their parent or guardian may prohibit the release of any or all of the above information by delivering a written objection to the CCSI's Director, Stephanie Mohr at smohr@gotoccsi.org within 30 days of the receipt of this handbook.

6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

Federal law requires schools to grant military recruiters and institutions of higher learning, upon their request, access to students' names, addresses, and telephone numbers, unless the eligible student or their parent/guardian, if the student is under 18 years of age, submits a written request that the information not be released without the prior written consent of eligible student or their parent/guardian. If you wish to exercise this option, notify Stephanie Mohr at smohr@gotoccsi.org.

7. The right contained in the following statement:

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 State law.

8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CCSI/Beck to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office

GRIEVANCE PROCEDURE

This grievance procedure shall apply to all student grievances except those which involve sexual harassment. For complaints of sexual harassment, please refer to CCSI's Formal Title IX Sexual Harassment Complaint Grievance Process.

The student must follow the line of authority as designated in the Organizational Chart found in this document if submitting a grievance.

1. The student shall present the grievance, in writing, to the Director of Nursing within three (3) days of the aggrieved incident.
2. The Director of Nursing shall investigate the complaint within five (5) working days of receipt of the written complaint and render a decision.
3. Failing a resolution with the Director of Nursing, the student may present a written statement of the grievance to the Career Center of Southern Illinois Director who shall determine the matter within five (5) working days of receipt of the written complaint.
4. The decision of the CCSI Director will be considered final.

Students may be suspended from any clinical assignments during the grievance process if, in the judgment of the PN Director, the incident may present any negative impact on a patient or clinical facility.

Council on Occupational Education 7840 Roswell Road, Building 300 Suite 325 Atlanta, GA 30350 (770) 396-3898 / (800) 917-2081 FAX (770) 396-3790 www.council.org

Illinois Department of Financial/Professional Regulation 100 West Randolph, 9th Floor Chicago, IL 60601 (888) 473-4858 / 320 West Washington, 3rd Floor, Springfield, IL 62786 www.idfpr.com/admin/DPR/DPR

APPEAL OF DISMISSAL

The student has three (3) business days from dismissal to make a written request to appeal a dismissal notice to the Director of Nursing. Upon receipt of intent, the CCSI Director will be notified of intent for appeal, and the Director (or appointee) will act as Hearing Officer. If the Director is unavailable, or if the Director (in her/his sole discretion) believes she/he should not act as Hearing Officer because of any real or perceived bias, the Assistant Director shall act as Hearing Officer.

The hearing will be scheduled as soon as possible after the request is received but no later than five (5) business days. The three (3) member panel will consist of the Hearing Officer and two (2) faculty appointed by the Director.

The student may bring witnesses to the meeting, but BECK School of Practical Nursing shall be under no obligation to delay the hearing to accommodate the student's witnesses. When practical and efficient, witnesses may participate by telephone. The hearing shall be informal and it shall not be conducted like a trial. The hearing shall be limited to the issues of whether grounds for dismissal exist and whether dismissal is an appropriate remedy. If the student raises a grievance against Beck School of Practical Nursing or faculty or staff during the hearing, the grievance may be referred for handling under this Handbook's grievance procedure, but the hearing (and any decision to dismiss the student) shall not be delayed for resolution of the grievance.

The Hearing Officer can consider documents and written statements in support or dismissal or in opposition of dismissal, without requiring the presence of the person or persons who prepared them. However, the student shall be entitled to examine any documents used in the hearing, except that other

students' records or private patient information may be redacted. The student may present personal evidence regarding the cause of the dismissal; however, the Hearing Officer may limit evidence that is repetitious or unrelated to the grounds for dismissal.

The Hearing Officer may end the hearing and sustain the dismissal if the student engages in verbally or physically abusive behavior during the hearing. After the hearing, the Hearing Officer will make a final decision regarding the dismissal based on the evidence heard. In situations involving dismissal solely due to attendance or tardiness, the student will be allowed to remain in class pending the decision of the Hearing Officer. A certified letter will be sent to the student within two (2) business days notifying him or her of the result of the hearing. The decision of the panel shall be final and without further appeal.

STUDENT EVALUATION OF THE NURSING PROGRAM

All students will be given an opportunity for a self-evaluation of his/her nursing practice in a selected clinical area.

All students will be given an opportunity for input into the evaluation of the nursing program, including policies, curriculum, clinical sites and faculty effectiveness. One student from the nursing class will be selected by his/her peers to represent the class at specified faculty meetings. This individual will be the spokesperson for the class and present concerns to the Faculty and/or Director as they occur.

CAMPUS SECURITY

The Beck School of Practical Nursing campus is located in a rural area of Monroe County. A security fence encircles the campus. There is an alarm system and a video surveillance camera.

The Beck School of Practical Nursing is under the jurisdiction of the Monroe County Sheriff's Department. The most available ambulance at the student's expense transports medical emergencies. The Hecker Volunteer Fire Department serves the CCSI campus in emergency situations.

All emergencies and crimes should be reported to the main office. An investigation of the incidence(s) will be reported to the Monroe County Sheriff's Department or to the appropriate medical or fire services.

HARASSMENT, SEXUAL HARASSMENT, PROFANITY, THREATS, ASSAULT, BATTERY

No person shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. Beck will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Zero tolerance will be given to any and all threats, whether verbal, non-verbal, written, and/or physical, whether intentional or unintentional, against any other student, faculty and/or staff member, personal or Beck property or any person or property at any clinical affiliate.

Any person making a threat that is or may be perceived by others as harmful, toward another person, or that person's property, school property, or clinical affiliate property will be immediately suspended pending investigation of facts and possible dismissal from the program.

The nursing program curriculum provides information to promote the awareness of rape, acquaintance rape, and other sexual offenses. The Counseling Department can provide the members of the campus with counseling referrals and assistance.

Note: Assault and battery is a crime and will be reported to the appropriate legal authorities. Students using profanity will be asked to leave campus or the clinical site immediately.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a CCSI employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following: A CCSI employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or

1. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the CCSI's educational program or activity; or
2. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where the CCSI has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the CCSI investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

The following is the name and contact information of the Title IX Coordinator:

Title IX Coordinator:

Stephanie Mohr

6137 Beck Rd

smohr@gotoccsi.org

618-473-2222 Ext. 100

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the CCSI's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation. Formal Title IX Sexual Harassment Complaints will be investigated pursuant to CCSI's Formal Title IX Sexual Harassment Complaint Grievance Process.

Enforcement

Any CCSI student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and removal from the program consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the CCSI or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The CCSI prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using CCSI's Grievance Procedure.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including removal from the program

BULLYING

Students are entitled to an environment free of disruptive, distressing and disturbing gestures, jokes and physical contact which could be considered annoying, distressful or threatening to the well-being or safety of the student. Bullying behaviors may include, but are not limited to, 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 administrator.

CYBER-BULLYING POLICY

Central to the Beck School of Practical Nursing's anti-bullying policy is the belief that 'all personnel, students and faculty have a right not to be bullied and that 'bullying is always unacceptable'. The School also recognizes that it must take note of bullying perpetrated outside School which spills over into the School.

DEFINITION OF CYBER-BULLYING

Cyber-bullying is an aggressive, intentional act carried out by a group or individual using electronic forms of contact against a victim who cannot easily defend himself/herself. 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 phone or iPad cameras to cause distress, fear or humiliation
- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites
- Posting of a picture or video without another's permission, **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 it is a violation of an individual's right to be safe and secure. Cyber Bullying 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 with the above forms of electronic communication.

LEGAL ISSUES

Cyber-bullying is generally criminal in character. The law applies to cyberspace.

It is unlawful to disseminate defamatory information in any media including internet sites. It is an offense to knowingly pursue any course of conduct amounting to harassment.

In Illinois, someone who uses an electronic device to harass other individuals through electronic communications may be guilty of a crime in Illinois.

720 Ill. Comp. Stat. § 5/12-7.5. It is a class 4 felony under Illinois law to use an electronic communication to:

- Make harassing statements against the target
- Engage in a course of conduct that causes the target to fear for his or her safety or the safety of third person
- Engage in a course of conduct that causes the target to suffer emotional distress
- Communicates a threat of immediate or future bodily harm, sexual assault, or confinement to the target or a family member
- Places the target in reasonable apprehension of immediate or future bodily harm, sexual assault, or confinement to the target or a family member, or
- Harass the target by making a threat or placing the target or a family member in reasonable apprehension of immediate or future bodily harm, sexual assault, or confinement, or solicit another person to commit a criminal act against the target

- Harass the target by making a threat or placing the target or a family member in reasonable apprehension of immediate or future bodily harm, sexual assault, or confinement, or communicates a threat of immediate or future bodily harm, sexual assault, or confinement to the target or a family member
- Places the target in reasonable apprehension of immediate or future bodily harm, sexual assault, or confinement to the target or a family member, or solicits another person to commit a criminal act against the target

POLICY

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

- All bullying is damaging but cyber-bullying and harassment can be invasive of privacy at all times. These acts may also be considered criminal acts
- The School supports victims and, when necessary, will work with the Police to detect those involved in criminal acts
- The School will use, as appropriate, the full range of sanctions to correct, punish or remove students who bully fellow students or harass staff in this way, both in and out of School
- The School will use its power of confiscation where necessary to prevent students from committing crimes or misusing equipment
- All members of the School community are aware they have a duty to bring to the attention of the Administration any example of cyber-bullying or harassment that they know about or suspect

GUIDANCE FOR STUDENTS REGARDING CYBER-BULLYING

If you believe you or someone else is the victim of cyber-bullying, you must speak to a member of 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 School Administration (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber-bullying)
- Never reply to abusive emails

CONSEQUENCES FOR HARASSMENT AND/OR CYBER BULLYING

Cyber Bullying in any form is strictly prohibited and will not be tolerated, such behavior is subject to immediate removal from the nursing program. The Administration may also report the Cyber Bullying or Harassment to the police.

In addition, those found guilty of Cyber Bullying may be denied the ability to sit for the NCLEX.

How to report Incidents

Students who feel threatened or intimidated, who are harmed or who observe violations of the Student Conduct Code may report the incident as appropriate:

- For academic matters: To the Instructor, Coordinator/Department Head or Director of Nursing.
- For matters of safety or security: 911 for immediate needs, or any number below
- In general: To an administrator, faculty member, or staff member for assistance and referral.

Administration (618) 473-2222, Ext.122

Director (618) 473-2222, Ext.100
Assistant Director..... (618) 473-2222, Ext.101
Director of Nursing..... (618) 473-2222, Ext.112

****All shaded/highlighted portions are the newest board approved changes****

PART II
FINANCIAL AID
INTRODUCTION

This handbook was developed to be used as a tool to make the financial aid process easier for you. It should answer the majority of your questions. If you need further assistance, contact the Financial Aid Counselor.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights:

You have the right to ask the school:

- The names of its accrediting and licensing organizations, and for copies of the documents describing the institution's accreditation or licensing
- About its programs, its instructional, laboratory, and other physical facilities, and its faculty
- What the cost of attending is and what its policy is on refunds to students who drop out
- What financial assistance is available, including information on all Federal, State, local, private and institutional financial aid programs
- Who its financial aid personnel are, where they are located, and how to contact them for information
- What the procedures and deadlines are for submitting applications for financial aid
- What criteria are used to select financial aid recipients
- How financial need is determined, and how much of that need has been met
- To explain the amount of aid in your aid package
- How and when you will receive your financial aid
- What the interest rate is on any student loan, the total amount you must repay, the length of time you have to repay, when you must start repaying, and what cancellation or deferment provisions apply
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed
- How the school determines whether you are making satisfactory academic progress and what happens if you are not

Student Responsibilities:

It is your responsibility to:

- Review and consider all information about a school's program before you enroll
- Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay and/or prevent receiving aid
- Notify your school of any information that has changed since you applied for financial aid
- Know and comply with all deadlines for applying or re-applying for aid
- Provide all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application
- Read, understand, and keep copies of all forms you are asked to sign
- Repay any student loans you have. When you sign a promissory note, you are agreeing to repay your loan
- Attend entrance counseling and exit interview if you have a subsidized or unsubsidized Federal Direct loan
- Notify your school of a change in your name, address, or attendance status. If you have a loan you must also notify your lender of these changes
- Understand your school's refund policy

GENERAL REQUIREMENTS FOR FEDERAL STUDENT FINANCIAL ASSISTANCE

- The student must be a citizen or eligible non-citizen of the United States with a valid Social Security number
- The student must be registered for the Selective Service if required to do so
- Must be a regular student enrolled in an eligible degree or certificate program
- The student must demonstrate financial need as explained in this handbook
- The student must maintain Satisfactory Academic Progress as explained in this handbook
- Not owe a refund on any grant, not be in default on any loan, nor borrowed in excess of the loan limits, under the Title IV programs, at any institution
- The student must have a high school diploma or equivalent
- In certain cases, students convicted of drug-related offenses may not be eligible to receive financial aid
- Students that have received a bachelor's degree may have exceeded the maximum time frame for eligibility at Career Center of Southern Illinois – Beck School of Practical Nursing

STUDENT AFFIRMATION STATEMENTS

Any student receiving financial assistance is made aware of their ethical responsibilities regarding that assistance. Each student applying for financial aid will be required to sign the following certification of Educational purpose:

“I certify that I will use any money I receive under Title IV programs (Federal Pell Grant or Federal Stafford Student Loan) only for expenses related to my study at Career Center of Southern Illinois – Beck School of Practical Nursing. I understand that I am responsible for repaying any funds I receive which cannot reasonably be attributed to meeting my educational expenses at Career Center of Southern Illinois – Beck School of Practical Nursing. I further understand that the amount of any repayment is based on regulations published by the Department of Education.

I certify that I do not owe a refund on any grant, am not in default on any loan, and have not borrowed in excess of the loan limits, under the Title IV programs, at any institution.”

APPLYING FOR FINANCIAL AID

To apply for financial aid, complete the following process:

1. Application for Financial Aid:

Students should complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov for the Federal Pell Grant and Direct Loan program. Applications are also available from the Financial Aid Office at CCSI – Beck School of Practical Nursing, libraries or high school counselors. Submit the resulting Student Aid Report (SAR) to the Financial Aid Counselor at CCSI – Beck School of Practical Nursing by inserting the school code for *Career Center of Southern Illinois – Beck School of Practical Nursing* (013949) in Step 6, Line 103 on the FAFSA application.

2. Career Center of Southern Illinois – Beck School of Practical Nursing:

All students will be required to complete a separate *Career Center of Southern Illinois – Beck School of Practical Nursing* Financial Aid Application.

3. Verification of Information:

If your file has been selected for verification by the Department of Education or *Career Center of Southern Illinois – Beck School of Practical Nursing*, you will be asked to provide additional documentation (ex. tax transcripts, W-2's, birth certificate). If selected, verification must be

completed before any financial aid is disbursed. Verification must be completed by the specified date. Failure to complete verification by the specified date may result in a loss of eligibility. Required verification items include: household size, number enrolled in college, adjusted gross income, U.S. Income Tax paid, and certain untaxed income and benefits.

4. Financial Aid History:

If you have attended another college, technical, or vocational school, your financial aid history from each school must be evaluated. This information can be obtained from the National Student Loan Database System (NSLDS) by the Financial Aid Counselor at CCSI – Beck School of Practical Nursing.

5. Enroll for Classes – Notify the Financial Aid Office:

If you enroll and do not attend, it is your responsibility to withdraw. If you do not withdraw during the refund period, you will be billed for the tuition and fees for the classes.

6. Award Letter:

When processing is complete, you will receive an award letter outlining the awards allocated to you from the various programs. You will be asked to either accept or decline the awards offered to you. A signed copy of the award letter will be kept in the student’s financial aid file.

SPECIAL CIRCUMSTANCES

If you (and your family) have unusual circumstances, such as unusual medical or dental expenses not covered by insurance, a family member who recently became unemployed, or changes in income or assets that affect your eligibility for financial aid, contact the financial aid office for assistance. **See Leave of Absence Policy, page 50.**

FINANCIAL NEED

Financial need is determined by this formula:

Cost of Attendance – Expected Family Contribution (EFC) = Financial Need

The cost of attendance for the 2020-2021 PN program appears below. The U.S. Department of Education calculates your EFC from the information you submitted on your FAFSA.

For 2020-2021, costs are estimated as follows:

Direct Costs:

Tuition	\$14,900
Books & Supplies	\$1588
Other:	

For students living independently:

Room & Board	\$11,663
Transportation	\$3,878
Personal Expenses	\$6,032
Total:	\$37,766

For students living with parents:

Room & Board	\$7,791
Transportation	\$2,597
Personal Expenses	\$4,040
Total:	\$30,621

Financial aid cannot be paid in excess of financial need.

PERIOD OF ENROLLMENT

Period of enrollment for the 2020-2021 PN program is 11 months 1440 clock hours.

Definition of an academic year as it applies to financial aid:

- * First academic year is defined as 900 clock hours in 26 weeks.
- * Second academic year begins at the start of 901 hours and is made up of a total of 540 clock hours.

RECEIVING YOUR FINANCIAL AID

Financial aid is meant to assist students in meeting their educational expenses. Students should be prepared to meet their living expenses and book/supply expenses from their personal resources.

Your financial aid proceeds will be disbursed in 2 payments each academic year. Student disbursements of Financial Aid can only be made if the student is meeting Satisfactory Academic Progress and meets attendance requirements. For this reason, student disbursements of Financial Aid may take place up to 30 days after reaching eligibility requirements for both attendance and Satisfactory Academic Progress. No disbursement will be greater than half the amount of your financial aid. Students must be enrolled at least 30 days before receiving the first disbursement of financial aid. The remaining disbursements will be processed once Satisfactory Academic Progress has been reviewed for both the qualitative (grade-based when grades are reviewed for the program clock hours of 450, 900, and 1170) and quantitative (time-based in which individual student clock hours are reviewed). All funds will be applied to the student's tuition account first. Remaining funds will be disbursed to the student only after their tuition is paid in full for each academic year.

The academic year tuition is billed as follows:

Day one of program: \$3880 which represents 50% of award year 1.

At 450 clock hours: \$3880, which represents the final 50% of award year 1.

At 900 clock hours: \$3570, which represents 50% of award year 2.

At 1170 clock hours: \$3570, which represents the final 50% of award year 2.

The purpose of this billing system is to follow the Department of Education's clock hour fund disbursements guidelines.

Surplus Disbursements

When a student, prior to the completion of clock hours that were calculated in Title 4 disbursement funds receives a surplus check and then leaves or is dismissed from the program, the student has a legal responsibility to return the funds given to them by the Department of Education.

These funds disbursed in surplus are government funds that must be returned on the student's behalf by BSPN and subsequently the student must return that same dollar amount of funds to BSPN. Failure

to return these funds to BSPN or failing to have a signed payment plan with the financial aid office, within 10 days of the dismissal date may result in the student's account being sent to a collections agency and a \$50 late fee charged.

There will be no transcripts or any other school related documents released on behalf of a student until all delinquent funds are paid in full. If the student has taken the option of a payment plan for the balance due with BSPN and the student misses one payment, the past due amount, unless prior arrangements have been made with the administrator, may be turned over to a collections agency and a \$50 late fee will be added.

WAITING PERIOD FOR SURPLUS CHECK DISBURSEMENT

A Title IV credit balance occurs whenever the amount of the Title IV funds credited to a student's account for a payment period exceeds the amount assessed the student for allowable charges associated with that payment period.

If financial aid disbursements to the student's account at the school create a surplus, the school will disburse the surplus funds 14 days after the Department of Education deposits the funds into the school's account.

When a student withdraws or is dismissed at any time, and a Title IV credit balance is created, no portion of the balance will be released to the student until any return to Title IV is completed.

TYPES OF AID

At Career Center of Southern Illinois – Beck School of Practical Nursing, financial assistance consists of the following programs:

Grants:	Need based gift aid which the student is not expected to repay.
Loans:	While terms of repayment vary between programs, the student loan is similar to other loans because you must repay the funds.
Scholarships:	Academically and financially based gift aid which the student is not expected to repay.
Other:	Other forms of assistance

FEDERAL PELL GRANT

Qualifications: Awards are based on need, your Expected Family Contribution (EFC – a number calculated by the Federal Government based on information from your FAFSA), your enrollment status, and your living arrangements. Awards will be processed after all requested documentation has been received.

Federal Pell Grant may cover: Tuition and fees
Books and course related supplies
Miscellaneous college expenses

Tuition and fees: Tuition and fees owed will be deducted from the Federal Pell Grant unless they have been paid in full by another source such as the Workforce Investment Act (WIOA). You will not receive a statement of tuition and fees paid; keep your initial tuition and fee bill for your records.

Receiving funds: You will receive Federal Pell Grant funds in two disbursements per award year. No disbursement will be greater than half the amount of the student's Pell award. Students must be

enrolled at least 30 days before receiving the first disbursement of financial aid. The remaining disbursements will be processed once Satisfactory Academic Progress has been reviewed for both the qualitative (grade-based when grades are reviewed for the program clock hours of 450, 900, and 1170) and quantitative (time-based in which individual student clock hours are reviewed). Students will be notified if any remaining funds will be disbursed to them.

A Pell Grant payment may not be made until all conditions regarding eligibility for payment have been met.

If a student drops or is dismissed from the program, any unearned PELL funds must be returned within 10 days of dismissal.

SCHOLARSHIPS

Scholarships are based on academic and financial need (not necessarily both). Some organizations which give scholarships request that the student pay back the scholarship if the student fails or withdraws from the program; others, require the student to work at their facility after graduation (i.e. hospital scholarships).

Students can find information about scholarships at their local library, high school guidance counselor or the financial aid office. Students may also want to contact local organizations such as Lions, American Legion, etc. about scholarships.

The award recipient is encouraged to write a thank you letter to the donor of the scholarship.

LOANS

Direct Subsidized Loan: - A low interest rate loan that is based on need which is determined from information on the Student Aid Report. A student's eligibility to receive gift aid, such as the Federal Pell Grant, must be calculated before loan eligibility can be determined. The Federal government pays the interest on the subsidized loan while the borrower is enrolled in school at least half-time. A minimum of half-time enrollment must be maintained in an eligible program of study and all verification requirements are the same as for the Federal Pell Grant. Subsidized loans may not exceed the student's estimated cost of attendance minus other financial aid awarded during the period of enrollment. Please contact the Financial Aid Office for additional information.

The application process begins in the Financial Aid Office. If you have financial need and meet all other eligibility requirements, a promissory note will be prepared for your signature by the Financial Aid Counselor upon your request. All students requesting a loan at Career Center of Southern Illinois – Beck School of Practical Nursing must attend an entrance loan counseling session online.

Federal law requires the lender to disburse Direct Loans in at least two disbursements. No disbursement will be greater than half the amount of the loan. Disbursements are usually made twice during each academic year of the PN program. Students must be enrolled at least 30 days before receiving the first disbursement of financial aid. The remaining disbursements will be processed once Satisfactory Academic Progress has been reviewed for both the qualitative (grade-based when grades are reviewed for the program clock hours of 450, 900, and 1170) and quantitative (time-based in which individual student clock hours are reviewed). The student must meet all eligibility requirements and payment of all outstanding charges is required before a loan check will be released to the student. If charges are owed, CCSI – Beck School of Practical Nursing will deduct the outstanding charges and if a balance remains, will issue a check to the student. All student loan borrowers must attend an exit counseling session online prior to withdrawal from school or graduation.

If a student drops or is dismissed from the program, any unearned subsidized loan funds must be returned within 10 days of dismissal.

Direct Unsubsidized Loan: - A low interest non-need based loan available to students. A school must first determine the student's need for a subsidized loan before processing an unsubsidized loan. All other requirements are the same as those for the subsidized loan, except for the responsibility of payment of the interest on the loan. A student borrowing an unsubsidized loan has the option of paying the interest quarterly while in school or *capitalizing* the interest. Capitalizing means the interest will accrue and be added to the principal balance.

The combined maximum for the direct subsidized and unsubsidized loans at *Career Center of Southern Illinois – Beck School of Practical Nursing* is \$9500 for an independent student and \$5500 for a dependent student for the first academic year and \$6300 for an independent student and \$3900 for a dependent student for the second academic year.

If a student drops or is dismissed from the program, any unearned unsubsidized loan funds must be returned within 10 days of dismissal.

Federal PLUS Loan: - Applications are available from the Financial Aid Office. This loan is not based on need but is subject to approval by the Financial Aid Office. PLUS loans may not exceed the student's estimated cost of attendance minus other financial aid awarded during the period of enrollment. Following a parent's written request of a specific loan amount, a PLUS loan promissory note will be prepared for the parent's signature. Federal PLUS loan checks are disbursed in at least two payments to *Career Center of Southern Illinois – Beck School of Practical Nursing*.

The repayment period for PLUS borrowers begins on the day the loan is fully disbursed. The first payment of interest and principal is due within 60 days after the loan is fully disbursed.

If a student drops or is dismissed from the program, any unearned federal PLUS loan funds must be returned within 10 days of dismissal.

OTHER FINANCIAL AID SOURCES

VA Benefits: - Most CCSI – Beck School of Practical Nursing programs are approved for veterans. See the Financial Aid Counselor for more details. Although CCSI – Beck School of Practical Nursing does not grant credit for prior education, past experience and training are evaluated. Veterans will be granted appropriate credit for previous education and training and the length and cost of their program will be shortened proportionately to match this award of credit. Such transfer credit will be evaluated on an individual basis and is at the discretion of *Career Center of Southern Illinois – Beck School of Practical Nursing*. Veterans must present appropriate documentation to *Career Center of Southern Illinois – Beck School of Practical Nursing* prior to beginning their program of study to receive such credit.

Compliance with 38 USC 3679(e)

VA Pending Payment Compliance

Beginning August 1, 2019, and despite any policy to the contrary, this educational institution will not take any of the four following actions toward any student using the U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;

- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.”

W.I.O.A.: – The Workforce Investment Opportunity Act is a federally funded program designed to help the handicapped, the economically disadvantaged, laid-off workers, and those with barriers to employment. W.I.O.A. provides funding for tuition, books, transportation costs, uniforms and other supplies. W.I.O.A. reimburses CCSI – Beck School of Practical Nursing for tuition costs.

If a student drops or is dismissed from the program, any unearned W.I.O.A. funds must be returned within 10 days of dismissal.

TUITION PAYMENTS AND TERMS

Upon acceptance to the program, the student will be required to pay a non-refundable administrative deposit. All students must make this deposit which is credited to the student’s account.

Arrangements for tuition payment must be made no later than 1 week prior to the beginning of class. **A plan to pay all expenses/tuition must be in place with the financial aid office at the start of class unless alternate funding is applied for and approved.**

CCSI – Beck School of Practical Nursing accepts financial aid in the form of scholarships, grants, and loans. If you are applying to agencies outside of CCSI – Beck School of Practical Nursing, (WIOA, your work site, outside scholarship programs) you must apply early enough to have the funds ready for payment of your expenses on the first day of class.

Financial arrangements must be made with the Financial Aid Counselor. **Financial aid orientations and consultations are mandatory.**

PAYMENT PLANS

Financial aid may cover only a portion of your expenses. To pay the balance of your expenses, you must enter into a payment plan, or have something set up with the Financial Aid office, to pay your remaining expenses. This is available to only those students who have exhausted all other financial aid or loan options.

Payment options are as follows:

Monthly:

10% down payment prior to the 1st day of class

The remaining 90% will be divided by the number of months the program to determine monthly payment amounts.

Monthly payments are payable by the 1st of each month after the start of class

Annual:

All paid 1 week prior to the first day of class.

Payments are expected to be made as agreed upon in the signed payment plan. Students who do not make payments as scheduled shall be removed from class at the discretion of the Director of Nursing when the payment is more than 7 business days past-due, and will not be allowed to return until the delinquency has been addressed and the account is current. The absences shall be counted against

the total allowable non-attendance hours, and any missed examinations will not be awarded a grade higher than 78%. Students will also not be allowed to attend the clinical portion of the program, and the missed days will be made up at the end of the program, at a cost of \$30 / day to the student.

Students are responsible to purchase any books, tools, supplies, uniforms, etc., which are variable in cost, when they obtain them.

MISCELLANEOUS TESTING FEES

Students are required to pass computer generated comprehensive term exams and a program exit exam. In the event the student does not pass the comprehensive term exams or program exit exam the student will be responsible for fees associated with retaking comprehensive or exit exams.

CLINICAL MAKE-UP FEE

Students that are required to attend additional clinical dates beyond the original program schedule due to attendance and/or clinical failure will incur a \$30.00 fee per clinical make-up day. This fee must be paid in full prior to attending the make-up clinical(s).

DELINQUENT ACCOUNTS

Students whose accounts are not paid in full will not be allowed to sit for any term exam, receive diplomas, transcripts, letters of recommendation, board application signatures, etc.

Delinquent Payment Plan Accounts:

Payment plan participants are required to make consecutive monthly payments in full as scheduled. Accounts with two consecutive missed payments or two returned checks will be cancelled from the payment plan. Once cancelled, the due date will revert back to the original due date of the start of the program. Therefore, the student must make immediate payment in full of the account balance owed. Students failing to comply will be dropped from the program.

Returning student payment plans will require the student to pay as you go. The reduced tuition must be paid as follows: Monthly payments will be arranged with the Financial Aid Counselor. Student will have the option of paying the balance in full at the start of the term. Any failure to maintain the payment schedule will affect the students class time or ability to take the term exam.

RETURNING STUDENTS

Students withdrawing from BSPN must meet with the Financial Aid Counselor within 10 days of withdrawal to discuss his / her outstanding balance (if any) and make arrangements for a payment plan to reduce the balance prior to return. **The student is also responsible for all outstanding balances from previous enrollment before repeating the program.** Returning students must make payments as arranged prior to return. Returning students who have not shown commitment to repayment as scheduled may not be allowed to attend as scheduled. The returning student must contact BSPN if they will be unable to make a payment as scheduled to avoid being removed from the class roster. All students who have left the program with a past due balance who fail to make payments on that balance are subject to having their account sent to a collection agency.

Returning student payment plans will require the student to pay as you go. The reduced tuition must be paid as follows: Monthly payments will be arranged with the Financial Aid Counselor. Student will have the option of paying the balance in full at the start of the term. Any failure to maintain the payment schedule will affect the students class time or ability to take the term exam.

Returning students who have an outstanding balance when resuming attendance must continue to make payments as scheduled. If for any reason a student is unable to make a payment as arranged, he / she must make other arrangements with BSPN administration. Returning students may be dismissed at mid-Term or at any point if their accounts should become delinquent. Any student who is delinquent in his / her repayment plan may not be allowed to sit for testing at the upcoming Term exam.

Regardless of the student's admission status as initial or repeat student, all tuition and expense balances must be paid in full prior to graduation. Any student with an outstanding balance at the end of Term 4 will not receive a diploma nor will the student be placed on the roster to take the state board examination administered by the National Council of Licensure Examinations (NCLEX).

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

The Career Center of Southern Illinois-Beck School of Practical Nursing Satisfactory Academic Progress policy described below was in effect for the 2014/2015 school year and will continue in effect until published notification of any revision.

According to the United States Department of Education regulations (Public Law 94.482 and Federal Regulations 34CFR Parts 668.16, 668.32, and 668.34 as of October 29, 2010) and the William D. Ford Federal Direct Loan Program policy, a student applying for federal financial assistance must be "maintaining satisfactory academic progress" in his/her course of study in order to receive these funds. Furthermore, such course of study must lead to a certificate.

Note: As a clock-hour program, the following items typical of "semester programs" are NOT applicable to our students in the Beck School of Practical Nursing:

- * **changes in major**
- * **pursuit of a second degree**
- * **transfer students**
- * **summer terms**

In order for a student to receive financial aid at Career Center of Southern Illinois-Beck School of Practical Nursing, he/she must be meeting standard of academic progress.

Satisfactory Academic Progress will be reviewed by examining the following two components at the end of each payment period (450, 900, and 1170):

1. Quantitative Standard – Time-based evaluation in which the individual student program pace is reviewed to ensure that the student will graduate within the maximum time frame. **In order to be eligible for financial aid the student must have attended at least 90% of the scheduled clock hours of the program.**
2. Qualitative Standard – Grade-based evaluation will be reviewed at the end of each progress or grade period, which will occur before and after clock hours reach 450, 900, and 1170. To be meeting the qualitative (grade-based) standard for Satisfactory Academic Progress, the following condition must be met:

An PN student must have a cumulative grade of at least a “C”, (as defined as 78%) for all **active** courses. Courses which have been completed prior to the previous grading period are not considered “active”. For example, the last grading period had the final grade for Anatomy posted. The next progress report will not include anatomy in the cumulative grade average.

If a PN student’s cumulative active course grades for any payment period review do not meet satisfactory academic progress requirements, he/she will be placed on financial aid WARNING status and be scheduled for a counseling session by the Director of Nursing or designee. Written notice of financial aid WARNING will be given to the student and placed in the student’s financial aid file. WARNING status last for one payment period only, during which the student may continue to receive FSA funds.

Students who fail to make satisfactory progress after the warning period at the next progress or grade report period prior to the next disbursement interval, i.e. 900 after 450, 1170 for 900, etc.) lose their aid eligibility and will be given written notification of Financial Aid Suspension status. Students who meet the SAP Standard (78% or higher cumulative average for all active courses) at the next progress or grade report after losing eligibility, become eligible again for Financial Aid.

A student who has lost their eligibility for aid may make a WRITTEN APPEAL for PROBATION if he/she has extenuating or mitigating circumstances which contribute to his/her inability to meet the requirements. Such an appeal must be accompanied by supporting documents and be submitted to the Director of Financial Aid who will consider the appeal in conjunction with the Director of Nursing or designee. The student will be notified, in writing, of the committee’s actions and of any restrictions that may apply.

If it is determined based on the appeal that the student should be able to meet the SAP standards by the end of the subsequent payment period, the student will be placed on PROBATION without an academic plan and will be eligible to receive financial aid during this period. Probation status is for one payment period only.

An Academic Plan is designed for students who may require more than one payment period to meet progress standards. The academic plan is a monitoring process of the student’s academic progress and takes into consideration the student’s ability to complete the program on time. **The “maximum time frame” for program completion is 150%.**

The student’s progress will be reviewed at the end of one payment period to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan the student is eligible to receive financial aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.

APPEALS

Students who have extenuating circumstances that contributed to their failure to maintain Satisfactory Academic Progress may complete a Financial Aid Appeal. These circumstances must be documented.

Extenuating circumstances that will be considered in an appeal include, but are not limited to, the following:

- The death of an immediate relative (child, spouse, wage earner, parent, or legal guardian)
- Severe personal injury or illness of student or immediate family member (child, spouse, wage earner, parent, or legal guardian)
- Loss of student’s home by fire, flood or earthquake
- Military reassignment or required job shift change

- Separation or divorce

The appeal letter should address specific reasons for requesting the exception. The student should describe in detail:

1. The reason for appealing.
2. The difficulties which led to the student's ineligibility.
3. How those difficulties led to the student's ineligibility.
4. If the student's difficulty was health or work related, documentation of this fact should also be submitted.
5. What the student's educational and career goals are, if financial aid is reinstated.

The appeal must be submitted within 10 days after notification of financial aid suspension. A Financial Aid Appeals Committee considers, in a timely manner, appeals that are referred to it. The Financial Aid Appeals Committee normally reviews only the written record and does not conduct hearings unless unusual circumstances warrant it. The Director of Student Financial Aid may also review appeals without the Committee on occasion.

Students who cannot meet the above requirements for an appeal must re-establish Satisfactory Academic Progress through Reinstatement before regaining eligibility for assistance.

Students granted an appeal will regain eligibility for financial assistance on Probation. They will remain on Probation until both their attendance rate and Grade Point Average are satisfactory according to the Satisfactory Academic Progress Policy. While on Probation, failure to maintain the required grades and attendance will result in Suspension.

Extenuating circumstances that will not be considered in an appeal include, but are not limited to, the following:

- Complaint about instructor/course/staff/school or program policy
- Failure to study/immaturity
- Childcare and/or transportation problems within the student's control (ex. Losing driver's license due to excessive tickets)

Failures to read, understand, and follow published Financial Aid and CCSI-Beck School of Practical Nursing policy

WITHDRAWAL AND REFUND POLICY FOR FINANCIAL AID RECIPIENTS

Students withdrawing from the program must notify the Director of Nursing and the Financial Aid Counselor in writing. In some cases, notification of removal will come from the Director of Nursing to the student. Upon a student's withdrawal or removal from a program, the student's withdrawal date will be determined by the institution. The withdrawal date shall be the last date of attendance or the date the student informed the institution he or she was withdrawing, whichever is first. Students considered to be "unofficial" withdrawals will have the last day of attendance used in the calculation of return to Title IV funding. The Director of Nursing will inform the Financial Aid Counselor of the final day of attendance.

There are two calculations that must be made regarding the amount of financial aid the student has earned and the amount of tuition that is owed to CCSI-Beck School of Practical Nursing for the program in which the student is enrolled.

The first calculation is to determine the amount of financial aid a student has earned. The Higher Education Amendments of 1998, Public Law 105-244 require that a statutory schedule be used to determine the amount of Student Financial Aid program funds a student has earned at the time of

withdrawal. The percentage of aid earned is based on the length of time he or she has attended. If the student has completed 60.01% or more of the payment period or enrollment period, 100% of the disburseable aid has been earned.

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs) and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The institution will return any Pell funds within 45 days of the determination that the student withdrew and disburse any loan funds within 180 days. If your school is not required to return all of the excess funds, you must return the remaining amount.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent received on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds. **All Title IV funds not related to post-withdrawal disbursement must be returned within 45 days.**

Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Any "unearned aid" or refund received by the student or school must be distributed in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Federal PLUS Loans
4. Federal PELL Grants
5. Other Title IV programs

The following is the Career Center of Southern Illinois – Beck School of Practical Nursing refund policy: Definition of an academic year as it applies to tuition charged:

- * First academic year is defined as 900 clock hours
- * Second academic year is defined as 540 clock hours

1. Up to the third week of class, institutional charges are 10% of tuition for the first academic year.
2. After the third week and through sixty percent (60%) of the point of the academic year student will be charged a prorated amount equal to the percentage of time they have attended the academic year. The prorated amount will be based on the percentage of hours enrolled for that academic year at the date of withdrawal.
3. After sixty (60.01%) of the clock hours are completed, the student is obligated to 100% of institutional charges for that academic year.
4. This policy is for tuition only. Additional charges for laboratory fees, supplies, textbooks, and other expenses must be paid by the student and are not subject to refund.
5. An administrative fee of \$100 will be charged for all withdrawals.

Students who receive Pell Grants and/or Direct Loan funds directly who withdraw prior to 60.01% completion of the payment period may be obligated to refund a portion of the unused money to the Department of Education or lending agency as required by the Higher Education Amendments of 1998.

If the student accepts/takes a tuition refund, then the student must reapply as a new applicant if they wish to return to CCSI – Beck School of Practical Nursing. Accepting a refund nullifies any readmission process.

For further information or specifics regarding the CCSI – Beck School of Practical Nursing refund policy, and/or examples of refunds, contact the CCSI – Beck School of Practical Nursing Financial Aid Office.

PN PROGRAM READMISSION TUITION

Beginning with the January 2021 Cohort, students who fail one or more courses, but are not required to repeat ALL COURSES, will complete any failed coursework at a cost of \$10.35 per clock hour for each course and clinical day required. No tuition discount is offered to those students in any Term.

Students who voluntarily withdraw or fail (as per the PN guidelines) during terms 1 & 2 of the program and are approved for readmission to repeat all courses will be responsible for full program tuition for that term.

Term 1 Cost: \$3880

Term 2 Cost: \$3880

Students who voluntarily withdraw or fail (as per the PN guidelines) during term 3 of the program and are approved for readmission to complete all courses in the term: 60% of the tuition for Term 3:

Term 3 Return Cost: \$2142.00

Students who voluntarily withdraw or fail (as per the PN guidelines) during term 4 of the program and are approved for readmission to repeat all courses: 40% of the tuition for Term 4:

Term 4 Cost: \$1428.00

*See make Clinical Make-up Fee on page 9.

Returning student payment plans will require the student to pay as you go. The reduced tuition must be paid as follows: Monthly payments will be arranged with the Financial Aid Counselor. Student will have the option of paying the balance in full at the start of the term. Any failure to maintain the payment schedule will affect the students class time or ability to take the term exam.

FINANCIAL AID LEAVE OF ABSENCE POLICY

A student who withdraws from the course with the intention of returning to a subsequent class may apply for an approved leave of absence. Only one leave of absence may be granted per student in a 12-month period. The leave of absence must not exceed 180 days in any 12-month period.

A formal request for the leave of absence must be made with the Practical Director of Nursing within 10 days of the student's withdrawal. The request will be approved if the student has been accepted for admission in the subsequent class by the Director of Nursing and there is more than a reasonable expectation that the student will return in the subsequent class.

FEDERAL LOAN DEFAULT

We are notified by the Loan Servicer when a Student that attended here goes into default on student loans. CCSI – Beck School of Practical Nursing will then forward that information on to WISS Default Management Solutions for follow up.

"ABILITY TO BENEFIT" STUDENTS

Career Center of Southern Illinois – Beck School of Practical Nursing does not accept students without a high school diploma or GED Equivalent Certificate.

REFERRAL OF FRAUD CASES

If the Career Center of Southern Illinois – Beck School of Practical Nursing suspects that a student has misreported information and/or altered documentation to increase his or her student aid eligibility or to fraudulently obtain federal funds, the Career Center of Southern Illinois – Beck School of Practical Nursing will report its suspicions (and provide any evidence) to the Office of the Inspector General. Any information phoned in or relayed to the Financial Aid Office about fraud will be addressed.

FOR MORE INFORMATION

Career Center of Southern Illinois Beck School of Practical Nursing 6137 Beck Road Red Bud, IL 62278 (618) 473-2222	EOC Educational Opportunity Center 110 N. High, Suite 1 Belleville, IL 62220-1436 ecobl@mvp.net (618) 235-1776 resource for help with federal aid application and grant/scholarship information
Federal Student Information Center 1-800-4 FED AID (1-800-433-3243)	
U. S. Department of Education Direct Loan Servicing Center P. O. Box 5609 Greenville, TX 75403-5609 1-800-848-0979 http://www.ed.gov/offices/OPE/DirectLoan	Council on Occupational Education 7840 Roswell Road, Building 300, Suite 325 Atlanta, GA 30350 1-800-917-2081 www.council.org
Internal Revenue Service (IRS) 1-800-829-1040	Selective Service 1-708-688-6888
FAFSA on the WEB Apply electronically for federal student aid www.fafsa.ed.gov	

All requirements and information in this publication are subject to change due to modification in Federal and State regulations and can be updated without prior notification.

****All shaded/highlighted portions are the newest board approved changes****

AMENDMENT TO POLICY

This handbook and policies contained herein will be amended whenever applicable federal or state law or regulations are changed. Upon approval of the Career Center of Southern Illinois Director, the Director of Student Financial Aid is authorized to incorporate and implement changes required in this policy by federal or state law or regulations.

SCHOOL CALENDAR FOR JANUARY 2021 / JULY 2021

December 7	Mandatory Orientation	
December 9	Introduction to Nursing (Non CNA Course) begins	
December 23 – January 3, 2021	Winter Break	Holiday
January 4	Introduction ton Nursing	Clinical day
January 5	Classes begin	
January 18	Holiday	
January 29	July Cohort	Final OB / Behavioral Clinical
February 2 – 4	July Cohort	Term 3 Final Exams
February 5	July Cohort	Term 4 Begins
February 8	July Cohort	Med-Surg Clinical Begins
February 8	January Cohort	Geriatric clinical begins
February 15	Holiday	
March 1	Holiday	
March 22	January Cohort	Final Geriatric Clinical
March 31 / April 1	January Cohort	Term 1 Finals
April 9	January Cohort	OB / Mental Health Clinical starts
April 2 – 5	Holiday	
April 16, 19	July Cohort	Term 4 Final Exams
April 20	July Cohort	Term 5 Begins
May 31	Holiday	
June 16 – 17	January Cohort	Term 2 Finals
June 21 – 25	January Cohort	Summer Break
June 20-25	July Cohort	Intro to Nursing (non-CNA only)
July 5	Holiday	
July 6	July Cohort	Daily attendance begins
July 30	January Cohort	Medical-Surgical Clinical begins
August 16	July Cohort	Geriatric clinical begins
September 6	Holiday	
September 14 – 15	January Cohort	Term 3 Finals
September 24	July Cohort	Final Geriatric clinical day
September 27 – 28	July Cohort	Term 1 Finals
October 4	July Cohort	Behavioral / OB / Peds clinical starts
October 11	Holiday	
November 11	Holiday	
November 25 – 26	Holiday	
November 29	January Cohort	Final Med-Surg Clinical
December 2 – 3	January Cohort	Final Term Exams
December 6 – 7	January Cohort	NCLEX Simulations
December	January Cohort	Graduation TBD
December 15 – 16	July Cohort	Term 2 Finals
December 17	July Cohort	Final OB clinical
December 20 – January 2	Winter Break	
January 3	July Cohort	Term 3 begins – School resumes
January 17	Holiday	
January 21	July Cohort	Med-Surg clinical begin
February 21	Holiday	
March 7	Holiday	
March 22 – 23	July Cohort	Term 3 Finals
March 24	July Cohort	Term 4 Begins
April 15 – 18	Spring Break	
May 23	July Cohort	Final Med-Surg clinical
May 30	Holiday	
June 13 – 14	July Cohort	Term 4 Finals
June 15 – 16	July Cohort	Simulated NCLEX
June	July Cohort	Graduation TBA

Note: All dates are subject to change at administrative discretion and social distancing requirements

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RECEIPT OF HANDBOOK

In keeping with the Beck School of Practical Nursing mission, these regulations may be revised at the discretion of the Career Center of Southern Illinois. Supplements and/or additions may be made at any time.

I, _____, have received a copy of the Student Handbook for Beck School of Nursing's Practical Nursing Program, which includes Program and Financial Aid information. I have read the handbook and understand its contents. I will abide by all policies, rules, and regulations of the Career Center of Southern Illinois, the Beck School of Practical Nursing program, and all clinical affiliations.
(Please print name)

- I have read and understand the satisfactory academic progress requirement for financial aid.
- I understand the handbook is not inclusive and is subject to change at the PN Director's discretion.

Sign

Date

Beck School of Practical Nursing Copy for student Record.

COVID-19 Precautions Addendum

The health and safety of all students, faculty, and staff are of primary concern at the Beck School of Practical Nursing. To reduce the risk of exposure to COVID-19 and resultant infection, the following policies are to be followed:

1. All students and faculty will complete the COVID-19 assessment checklist prior to leaving home. Students should use the following link to access the assessment:
<https://docs.google.com/forms/d/1Z77kX96GLVMYGmNeWeNOQTEYWZrgojwo1i86RcUKTtI/edit>. You will receive this form as an email originally, and the link will also be on the website.
2. Any student who answers “yes” to any of the assessment questions is to stay home for the day and seek guidance from the healthcare provider. If the healthcare provider believes that the symptoms observed are not COVID-19 related, such as seasonal allergies, migraine, strep throat, etc., the healthcare provider should provide the student a note which indicates the date which the student will be allowed to return to Beck School of Practical Nursing.
3. The following guidelines will be used for determination of the required actions following COVID exposure OR infection:
 - a. Student is asymptomatic but had close contact with someone who was suspected of having or tested positive for COVID-19:
 - i. Student may return after a 10 calendar day quarantine from the date of last contact with the individual, provided the student has no symptoms during the 10 day quarantine period. Exposure date is Day 0.
 - ii. All classroom activities during this time will be completed via ZOOM. No clinical attendance will be allowed while on quarantine.
 - iii. Students will be allowed to make-up missed examinations without penalty on return to school. The student must make arrangements with the faculty to schedule makeup exams on the day of return.
 - b. Student tested positive or is suspected of having symptoms of COVID-19
 - i. Symptom-based requirements - may return after:
 1. At least 10 calendar days have passed since the onset of symptoms AND
 2. At least 24 hours fever-free without fever-reducing medications and improvement of symptoms OR
 3. Release from isolation letter from local health department.
 - ii. All classroom activities during this time will be completed via ZOOM. No clinical attendance will be allowed while on quarantine.
 - c. Student tested positive for COVID-19 but has no symptoms:
 - i. Time-based requirements - may return after:
 1. At least 10 days have passed since date of first COVID-19 positive test OR
 2. Release from isolation letter from local health department
 - ii. All classroom activities during this time will be completed via ZOOM. No clinical attendance will be allowed while on quarantine.
 - d. Students who have been fully vaccinated for at least 30 days are not required to quarantine unless symptomatic.

4. Any student who reports that they are absent due to COVID-19 symptoms must show proof that they have contacted their local health department for Zoom only attendance to be approved by the Director of Nursing. Failure to do so will result in hours counted as absence until proof of reporting to the health department is provided by the student.
5. Students must wear a mask while inside all campus buildings.
6. Social distancing is required to the greatest extent possible. Tables and chairs have been arranged to meet the distance requirements while seated. Do not move the tables or chairs out of the current locations.
7. Do not share pens, pencils, notebooks, or any personal items.
8. Personal items brought into the classroom will be limited to purses, binder, books, and notebooks. No blankets, pillows, or other similar items will be allowed. You may store your unneeded books, etc. in a locker. Locks must be obtained from the front office for a \$5.00 deposit fee. No personal locks are allowed.
9. Stay in the seat assigned throughout class. Do not roam in the classroom.
10. Faculty offices are closed to students during this time. If you need to meet with a faculty, message the faculty in Edmodo to arrange a time to meet.
11. The nursing building break room will be available in July. Microwaves and refrigerators are available, but students are reminded that the area must be cleaned with the spray disinfectant after use. Please maintain social distancing to the greatest extent possible while using the room. Vending machines are available to purchase soda and snacks. Meals may be purchased from the cafeteria beginning in late August when the high school students return to the campus. Breakfast will also be available.
12. Spray bottles with disinfectant and paper towels are located on each table. Clean your table top at the start of each day, every time you leave the room, and upon your return. Please let your faculty know when the bottle needs to be refilled.
13. Please maintain appropriate space when in line for the rest room and other areas. Traffic flow must allow social distancing to the greatest extent possible.
14. Wash your hands frequently. Use the hand sanitizer available in the back of the classroom on entry and when leaving the classroom. Avoid touching your facemask.
15. Clinical attendance may require COVID-19 testing prior to start of the rotation. The student is responsible for all costs associated with the COVID-19 testing. Testing may be provided 15 minutes prior to the start of clinical at the clinical site. Plan to arrive early.
16. Updates and changes to these requirements may be needed based on Center for Disease Control (CDC), Illinois Department of Public Health (IDPH), local health department, and Illinois Community College Board (ICCB) recommendations.

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