BECK SCHOOL OF PRACTICAL NURSING

At the

CAREER CENTER OF SOUTHERN ILLINOIS

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

STUDENT CATALOG

July 2026-July 2027

APPROVAL STATUS BY THE
ILLINOIS DEPARTMENT OF PROFESSIONAL REGULATION

Beck School of Practical Nursing is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / www.council.org.

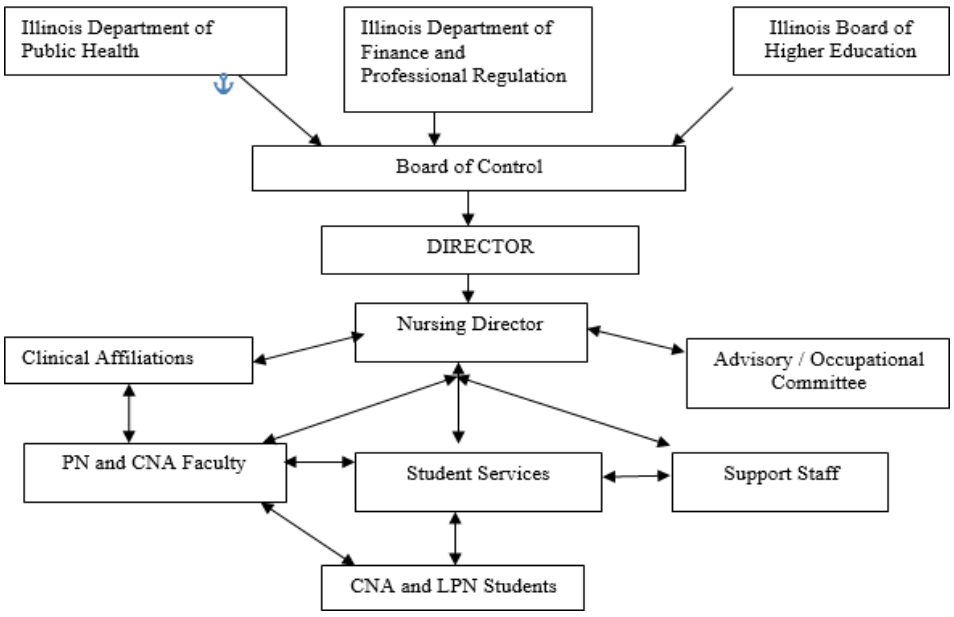
Beck School of Practical Nursing is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education

Board Approval for Revisions

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ORGANIZATIONAL CHART
Beck School of Practical Nursing



Section 1: Introduction

Mission Statement

The mission of the beck school of practical nursing is to empower students to launch successful healthcare careers through quality education, practical skills training, and personalized support.

Vision Statement

To be a leading practical nursing program recognized for preparing competent, compassionate, and workforce-ready nurses who make a lasting impact on the health and well-being of their communities.

Beck school of practical nursing (BSPN) 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

- Prepare students to function effectively in nursing careers and personal lives.
- Adapt curricula to current healthcare needs.
- Upgrade facilities and equipment to maintain state-of-the-art training.
- Foster professional development and lifelong learning.

Philosophy

In accordance with the philosophy and mission of the beck school of nursing (BSPN), we the faculty of the practical nursing program believe:

- Each individual is unique and capable of growth.
- Education is a shared responsibility: faculty provide guidance and opportunities, while students are responsible for learning and achievement.
- Practical nursing education blends classroom instruction, simulation, and clinical experience to prepare students for safe and effective entry-level practice.

Code of Ethics for Nurses

Beck school of practical nursing stresses the importance of professional and ethical behavior in students, faculty and administration. Each student is expected to abide by the "American Nurses Association code of ethics"

American Nurses Association Code of Ethics for Nurses

Provision 1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4. The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.

Provision 5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9. The profession of nursing, collectively through its professional organizations, must articulate nursing values,

Section 2: Program Information

PROGRAM DESCRIPTION

The Practical Nursing Program is an **11-month program** divided into three semesters and six modules. Students receive classroom theory, laboratory practice, and clinical experience (48 Credit hours) Graduates earn a diploma and are recommended to sit for the NCLEX-PN.

NURSING PROGRAM OBJECTIVES

Upon completion, the student will be able to:

- Apply nursing principles to provide safe, effective patient care.
- Perform nursing functions under supervision or independently, within the scope of practice.
- Recognize and practice legal and ethical responsibilities of the nurse.
- Maintain personal health, professional growth, and continuing education.
- Work effectively as a member of the healthcare team.

Facilities

Instruction takes place in BSPN's Nursing Building at the Career Center of Southern Illinois. The facility includes:

- Classrooms with modern audiovisual equipment
- Nursing skills laboratory
- Simulation equipment
- Computer lab with testing and learning resources

Clinical Sites

Students rotate through local hospitals, nursing homes, and clinics. Clinical experiences provide exposure to acute care, long-term care, and community-based health services. Students are required to comply with **all clinical site policies**, including dress code, confidentiality, and safety procedures.

CLINICAL AFFILIATIONS (Additional sites as needed) *

Aviston Countryside Manor	Aviston
Cedar Ridge Rehabilitation Center	Lebanon
Children's First Learning Center	Waterloo
Clinton Manor Living Center	New Baden
Coulterville Care Center	Coulterville
East Saint Louis School District	East St. Louis
Freeburg Care Center	Freeburg
Benedictine Living at the Shrine	Belleville
Liberty Village	Maryville
Memorial Hospital	Belleville/ Shiloh
Chester Memorial Hospital & Offices	Chester
Mercy Rehabilitation	Swansea
Oak Hill	Waterloo
Maxim Homecare	Multiple Sites
Red Bud Hospital	Red Bud
St. Elizabeth's Hospital	Shiloh
Southern Illinois Visiting Nurse Association	Swansea
Sparta Community Hospital	Sparta
Touchette Regional Hospital	Centreville
Gateway Regional Medical Center	Granite City

***Note*:** Clinical affiliates are subject to change.

Section 3: Admissions & Orientation

Application Requirements

Applicants must:

- Submit an online application.
- Provide an official high school transcript or GED.
- Submit **two professional references** (teacher, employer, or supervisor).
- Demonstrate academic readiness through standardized testing or completion of required college coursework.
    a. Official College transcripts (if applicable) – must be sent from all colleges to BSNP providing proof of college-level credit in algebra, composition, literature, or other courses as approved by the administration.
    b. Documentation of an ACT score of 18 or higher
    c. Documentation of an SAT score of 860 or higher
    d. The WorkKeys entrance exam (minimum score requirements apply)

International Students

International applicants must provide proof of English proficiency (one of the following):

- Pearson PTE (Pearson Test of Academic English) - Min Score of 59
- IELTS (International English Language Testing System) – Min Score of 6*
    - *We will not receive scores by mail.
- Prior academic coursework, which includes the successful completion (grade C or better) of both a U.S. University/College level English course, and a Composition course.
- Graduated from a high school in the U.S. and spent the final two years in the U.S.
- Resident of a majority native English-speaking country

Additional Requirements

- Provide immunization records and meet health requirements.
- Submit to a **drug screen** and background check prior to admission. Students are required to comply with all drug screening requirements. The school reserves the right to request a drug screen at any time during the program. Clinical sites may also require random drug screening in accordance with their individual policies.
- Provide proof of CPR certification (American Heart Association BLS).

Orientation

All accepted students must attend orientation prior to the start of classes. Orientation covers:

- Program expectations and policies
- Academic and clinical schedules
- Student services and resources
- Safety procedures

Section 4: Student Responsibilities & Expenses

Student Responsibilities

- Maintain professional conduct in all academic and clinical settings.
- Arrange personal transportation, childcare, and healthcare needs to ensure attendance.
- Abide by confidentiality and HIPAA regulations.
- Follow school and clinical site dress codes.
- Uphold honesty, integrity, and respect toward faculty, staff, patients, and peers.

Community Service Requirement

- Each student must complete **10 hours of community service** during the program.
- Approved activities include health fairs, blood drives, and school-sponsored outreach events.
- Documentation of completed hours must be submitted before graduation.

Technology Requirement

Students must have regular access to a laptop or tablet capable of downloading and viewing course materials (e.g., PowerPoints, recorded lectures), accessing the learning management system, and completing assignments and note-taking. Smartphones alone are not sufficient. Students who demonstrate financial need may apply for temporary use of a school-issued Chromebook, subject to availability and program approval.

Required Expenses

Required student expenses are outlined in Appendix A. Financial aid may be applied to tuition, uniforms, technology fees, and required supplies as outlined in Appendix A.

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 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.

COURSE BREAKDOWN BY SEMESTER

BSPN Course Map

Semester 1		Start Date:			End Date:
	Course #	Classes	Clock Hrs.	CHrs	TOC
Intersession	NURS 100	Introduction to Nursing	30	1	
Module A/B	BIO 101*	Anatomy & Physiology Theory I	60	2	
	BIO 103*	Microbiology I	30	1	
	NURS 103*	Nursing Fundamentals Theory & Lab I	120	4	
	NURS 104*	Nursing Fundamentals Clinical I	45	1	
	NURS 107*	Human Growth & Development	30	1	
	NURS 208*	Professionalism & Care in the Community	30	1	
	NUTR 110*	Nutrition	30	1	
	PHAR 111*	Pharmacology I	60	2	
16 Week Semester		1st Semester Totals	435	14	0

Semester 2		Start Date:		End Date:	
	Course #	Classes	Clock Hrs.	CHrs	TOC
Module C	PHAR 212*	Pharmacology II	60	2	
	NURS 205*	Nursing Fundamentals Theory & Lab II	120	4	
	BIO 201*	Anatomy & Physiology Theory II	60	2	
	NURS 206	Nursing Fundamentals Clinical II	45	1	
	MHN 101	Mental Health Nursing Theory I	30	2	
	MHN 202	Mental Health Nursing Clinical	30	1	
Module D	MAT 101	Maternity Nursing Theory	60	2	
	MAT 102	Maternity Nursing Clinical	45	1	
	MHN 201	Mental Health Nursing Theory II	30	1	
16 Week Semester		2nd Semester Totals	480	16	0

Semester 3		Start Date:		End Date:	
	Course #	Classes	Clock Hrs.	CHrs	TOC
Module E	PHAR 313*	Pharmacology III	120	4	
	NURS 109	Medical-Surgical Nursing Theory I	90	3	
	NURS 110	Medical-Surgical Nursing Clinical I	45	1	
	PEDS 101	Pediatric Nursing Theory I	90	3	
Module F	NURS 211	Medical-Surgical Nursing Theory II	90	3	
	NURS 212	Medical-Surgical Nursing Clinical II	45	1	
	PEDS 202	Pediatric Nursing Theory II	90	3	
16 Week Semester		3rd Semester Totals	570	18	0

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

Total (approximate) **48 Credit Hours**

Section 5: Grading, Evaluation & Remediation

Grading Standards

A = 93–100%

B = 85–92%

C = 78–84%

F = Below 78%

Students must achieve a **minimum grade of 78% (C)** in all courses. A grade below 78% in theory or an Unsatisfactory in clinical will result in failure of the course.

Examinations

- Unit and final exams are required in all major courses.
- A comprehensive math competency exam must be passed prior to beginning Module II
- A comprehensive simulated NCLEX-PN exit exam must be passed prior to graduation.
- Missed exams may only be made up with faculty approval and may be subject to grade penalty.

Testing Procedures

- Students must arrive on time for all exams. Late arrivals may not be admitted once the exam has begun
- No personal belongings (including phones or smartwatches) are permitted at testing stations.
- Academic integrity will be strictly enforced; cheating results in disciplinary action up to dismissal.

Late and Missed Work

- Assignments or tests submitted late may receive a maximum score of 78% or a zero
- Students arriving late for a test can earn no more than 78%, unless the Director of Nursing grants an exception.
- Missed tests must be completed on the first day the student returns. It is the student's responsibility to contact the instructor or Director of Nursing to schedule a makeup. Unless otherwise approved, makeup tests must be completed by the end of that day.
- Scores below the passing grade on a makeup test or assignment will stand.
- If a student misses two exams in one day, only one will be penalized. Faculty will choose the option that least harms the student's overall grade.

Pop Quizzes

Pop quizzes cannot be made up. Students absent for a pop quiz will not receive a grade for it.

Extra Credit

- Extra credit may not exceed 5% of the total course grade.
- All extra credit opportunities must be offered to the entire class; individual opportunities are not allowed.

Exam Question Review

Points will only be returned on exam questions in the following situations:

- The answer is demonstrated to be incorrect through reputable sources such as the course textbook or UpToDate®.
- **70% or more of the class** answered the question incorrectly, indicating a potential issue with the question's clarity or accuracy.

Artificial Intelligence (AI) Use Policy

- AI tools (e.g., ChatGPT) may be used for studying and concept review, but all submitted work must reflect the student's own understanding.
- Submitting AI-generated content as original work or using AI on quizzes, exams, or graded assignments unless explicitly authorized.
- Misuse of AI that misrepresents authorship constitutes academic dishonesty and will be subject to disciplinary action.
- AI may not be used to make clinical decisions or guide patient care.
- AI-detection tools may be used as part of the review process; however, no single detection score will be used in isolation to determine misconduct. A finding of academic dishonesty will be based on a combination of factors, which may include high-probability AI detection results, lack of draft progression or supporting work, inability to explain submitted content, and/or inconsistencies with the student's prior performance.

Clinical Evaluation

- Clinical performance is evaluated on a **Satisfactory/Unsatisfactory** basis.
- A student who receives an Unsatisfactory in clinical will fail the course regardless of theory grade.
- Unsafe practice, HIPAA violations, or gross misconduct may result in immediate dismissal.

Remediation

- Any test score below 78% requires the student to complete **mandatory remediation** activities.
- Remediation may include tutoring, practice quizzes, skills lab review, or case study assignments.
- Students who fail to participate in remediation may be placed on probation.

Distance Education

- Students participating in distance education must follow attendance, participation, and testing guidelines outlined in the handbook and syllabus. A schedule of lectures and exams will be provided at the start of the term. Any schedule changes, due to issues like faculty illness or technical problems, will be communicated promptly via email, the learning platform, or phone.
- If a student cannot attend a lecture or exam, they must notify the instructor via school email or the learning platform. Direct contact via personal phone or text is not acceptable. Faculty will respond to messages within 24 hours during business hours. If the instructor is unavailable, substitute faculty will contact the student.
- For online testing, students must use the contracted proctoring service, which will record them after login with a unique ID. Attempting to sign in for another student will result in disciplinary action or dismissal. Any suspicious activity during testing will be flagged for review.
- During digital exams, students may not open additional browser windows. Violating this policy will lead to the exam being invalidated, the student leaving the testing area, and disciplinary action. The student will receive a zero for the exam, with no makeup offered.

Reentry and Reapplication Policy

Students may withdraw from the program and seek readmission under specific conditions. **Prior test scores will not be carried over** if the student must restart the program.

Reentry (within 180 days):

Students may re-enter the program at the next instructional starting point if the following conditions are met:

- The break in enrollment is **180 days or less**.
- The student submits a **written request for readmission** within one week of withdrawal, including a plan

outlining steps taken or planned to improve academic performance.
- Readmission is not guaranteed and is subject to review.
- The Director of Nursing will evaluate the request based on academic history, attendance, conduct, and faculty input.
- Students who withdraw due to **active-duty or reservist military obligations** may return at the beginning of the Semester in which they withdrew.

Reapplication (after 180 days or under specific conditions):

Students must re-apply as new applicants if they:
- Have been out of the program for **more than 180 days**.
- Withdrew twice from the same module without completing it.

All previous academic records at BSPN will be reviewed during the re-application process.

Financial Obligations:

All outstanding balances must be paid in full before returning to any repeated module or semester. Students with unpaid balances will not be allowed to take final exams in repeat coursework.

Section 6: Classroom and Clinical Attendance

General Attendance

- Attendance is mandatory for all scheduled classes, labs, and clinicals.
- Students are expected to arrive on time and remain for the full scheduled period.
- Patterns of absenteeism or tardiness may result in probation or dismissal.

Classroom Tardiness & Absences

- Students are considered tardy if they arrive after the scheduled start time.
- Three classroom tardies equal one absence.
- Students must notify the school before the start of class if they will be absent.
- More than 10% absence in any course may result in dismissal.
- Make-up work is at the discretion of faculty and may not fully replace missed instructional time.
- Forgetting required supplies (e.g., name badge, stethoscope) may result in being sent home and marked absent.

Clinical Attendance & Absence Policy

- Clinical attendance is essential to meet state-mandated hour requirements.
- Students must attend all assigned clinical rotations.
- A clinical absence must be reported to both the school and the clinical site **prior** to the start of the shift.
- More than two clinical absences require makeup in order to continue in the program.
- Missing orientation counts as 1 absence
- Missing a double-length clinical counts as 2 absences
- Cumulative clinical tardies and absences will be combined to calculate make up days and clinical failure
- Students who miss more than two clinical days may be removed from the program at the discretion of the director.

Clinical Tardiness

Students must arrive on time and fully prepared for clinicals.

Clinical tardiness is cumulative and escalates as follows:

Tardy #1-2: Noted on file
Tardy #3: Clinical makeup day
Tardy #4: Clinical makeup day + automatic clinical failure

Clinical Makeup

- Each clinical makeup day requires a $100 fee, payable prior to attendance.
- Makeup opportunities are limited and subject to faculty and site availability.
- Students are responsible for arranging transportation and meeting all requirements for makeup sessions.
- If makeup is not possible, the student may fail the course due to insufficient clinical hours.

Extenuating Circumstances

- Students experiencing serious personal or medical circumstances may submit a written request for consideration to the Director of Nursing.
- Documentation (e.g., physician note, court order) is required.
- Accommodations may include excused absences, schedule adjustments, or course extension. Approval is not guaranteed.

Section 7: Professional & Behavioral Expectations

Professional Conduct

Students are expected to:

- Demonstrate respect toward patients, families, faculty, staff, and peers.
- Maintain patient confidentiality in compliance with HIPAA.
- Display honesty, integrity, and accountability in all settings.
- Accept constructive feedback and adjust performance as needed.

Dress Code

- Students must wear the approved BSPN uniform, white shoes, and name badge to all clinicals.
- Hair must be clean, neatly styled, and off the collar.
- Fingernails must be clean, short, and free of artificial nails or polish.
- Visible tattoos and piercings must be covered if deemed inappropriate by faculty or the clinical site.

Technology & Communication

- Cell phones, smartwatches, and personal electronic devices are prohibited during class, lab, and clinical unless authorized.
- Laptops/tablets are permitted for instructional purposes only.
- Students must use school-approved communication channels when contacting faculty or staff.
- Social media use must be professional; students may not post patient information, clinical photos, or any content that reflects poorly on BSPN.
- Miss use of technology may result in disciplinary action resulting in removal of the program

Recording & Copying

- Recording of lectures or labs requires faculty permission.
- Unauthorized recording or distribution of course materials are prohibited.
- Copying of school-owned materials (including exams) is not permitted without authorization.

Prohibited Items & Behaviors

- Possession or use of drugs, alcohol, or weapons on campus or at clinical sites is grounds for immediate dismissal.
- Harassment, bullying, or disruptive behavior will not be tolerated.
- Academic dishonesty (cheating, plagiarism, falsifying records) will result in disciplinary action up to and including dismissal.
- Failure to comply with the expectations will result in disciplinary action up to and including removal of the program.
- Disciplinary action cannot be challenged.

Solicitation

- Solicitation, fundraising, or sales activities are not permitted on campus without prior administrative approval.
- Students may not solicit patients, staff, or other students for personal or financial gain.

Campus Security

- BSPN follows Career Center of Southern Illinois security procedures.
- Students must report any suspicious activity immediately to administration.
- Emergency procedures (fire, weather, intruder) are reviewed regularly.
- BSPN complies with all local, state, and federal security reporting requirements.
- For the safety and security of all students, staff, and visitors, video surveillance cameras are in use throughout campus. Presence on campus constitutes acknowledgment that activities may be recorded.

Search & Seizure Policy

- BSPN reserves the right to conduct searches of student property (including lockers, bags, or vehicles on school property) if there is **reasonable suspicion** of prohibited items such as drugs, alcohol, or weapons.
- Refusal to comply with a search request may result in disciplinary action, up to and including dismissal.
- Illegal items discovered will be turned over to law enforcement authorities.

Visitors

- Visitors are **not permitted** in classrooms, labs, or clinical areas without prior authorization from faculty or administration.
- Unauthorized visitors will be asked to leave immediately.

Section 8: Clinical Policies & Evaluation

Clinical Assignments

- Students will receive assignments based on course objectives and clinical site availability.
- Assignments are designed to provide exposure to a variety of patient care settings, including acute care, long-term care, and community health.

Clinical Preparation & Conduct

- Students must arrive on time, in full uniform, with required supplies.
- Clinical paperwork and care plans must be completed as assigned.
- Failure to prepare adequately may result in removal from the clinical day and an absence recorded.
- Students must follow infection control, safety, and patient privacy protocols at all times.
- Unprofessional behavior may result in dismissal from the clinical site and disciplinary action.

Supervision & Scope of Practice

- Students must remain under the supervision of assigned faculty or preceptors.
- Students may not perform procedures without appropriate instruction and oversight.
- Performing skills outside the student scope of practice is strictly prohibited and may result in dismissal

Clinical Evaluation

- Clinical performance is graded on a **Pass/Fail** basis.
- Faculty evaluate students on preparation, skills performance, professionalism, and patient safety.
- Students must demonstrate progressive competence as the program advances.
- An Unsatisfactory evaluations or a pattern of unsafe behavior will result in failure of the clinical course.

Section 9: Disciplinary Action Policy

General Principles

BSPN maintains high standards of academic and professional conduct. Disciplinary action may result from academic failure, violation of policies, or unprofessional/unsafe behavior. Disciplinary action cannot be challenged.

Probation

Probation is a formal warning status that indicates serious concern regarding a student's academic performance or conduct.

- Reasons for probation may include repeated tardiness, unprofessional conduct, unsatisfactory clinical performance, or violation of school policies.
- Students on probation must complete corrective actions outlined by faculty or administration.
- Failure to improve during probation may result in dismissal.

Warnings

- **Verbal Warning:** Issued for minor first-time infractions; documented in the student file.
- **Written Warning:** Issued for repeated or more serious infractions; may include an action plan for correction.

Suspension

- A student may be suspended for major violations of policy, unsafe practice, or misconduct.
- Suspension may be for a defined period of time or until specific conditions are met.
- Time missed due to suspension counts as absence and may affect progression.

Dismissal

Grounds for dismissal include but are not limited to:

- Academic failure (theory grade below 78% or Unsatisfactory clinical performance).
- Unsafe clinical practice or endangerment of patients.
- Violation of confidentiality (HIPAA breach).
- Possession of drugs, alcohol, or weapons on school or clinical property.
- Falsification of records, cheating, or other forms of academic dishonesty.
- Repeated or unresolved probation issues.

Appeal Process

- Students must submit a written appeal within three (3) business days of dismissal to the Director of Nursing.

- The CCSI Director (or designee) will serve as Hearing Officer. If a conflict or bias is identified, the Assistant Director will serve in this role.
- A hearing will be scheduled within five (5) business days of receiving the appeal request.
- The hearing panel will consist of the Hearing Officer and two (2) faculty members.
- Students may bring witnesses, but hearings will not be delayed to accommodate witness availability.
    - Witnesses may participate by phone if needed.
- Hearings are informal and limited to determining:
    - Whether grounds for dismissal exist
    - Whether dismissal is an appropriate action
- The Hearing Officer may consider written statements and documents. Students may review evidence, with confidential information redacted as required.
- Students may present relevant evidence
- Disruptive or abusive behavior during the hearing may result in immediate termination of the hearing and upholding of dismissal.
- The Hearing Officer will issue a final decision based on the evidence presented.
- In cases involving attendance or tardiness only, the student may remain in class pending the outcome.
- The student will receive written notification of the decision within two (2) business days following the hearing.

Section 10: Graduation & Licensure

Graduation Requirements

To graduate from the BSPN program, students must:

- Successfully complete all required courses with a grade of **78% or higher**.
- Earn a **Satisfactory** in all clinical evaluations.
- Meet required clinical and laboratory hours as mandated by the State of Illinois.
- Fulfill all financial obligations to the school.
- Complete an exit interview with program administration.

NCLEX-PN Eligibility

Graduates who meet all requirements are eligible to apply for licensure as a Practical Nurse in Illinois and sit for the NCLEX-PN examination.

- The NCLEX-PN application fee is the responsibility of the student.
- The Illinois Department of Financial and Professional Regulation (IDFPR) requires fingerprinting and a criminal background check as part of the application process.

Graduation Ceremony

- A formal graduation ceremony is held at the end of each program cycle.
- Participation is optional but encouraged.
- Students must be in good academic and financial standing to participate.
- Graduates may purchase pins, caps, and gowns at their own expense.

Section 11: Safety & Emergency Procedures

General Safety Expectations

- Students must follow all posted safety procedures while on campus or at clinical sites.

- The faculty will review emergency procedures during orientation and drills.
- Unsafe behavior, failure to follow directions, or misuse of equipment may result in disciplinary action.

Fire & Severe Weather

- Fire drills will be conducted regularly; students must evacuate quickly and quietly to designated areas.
- Tornado and severe weather drills will also be conducted; students must follow faculty instructions and proceed to safe shelter areas.

Armed Intruder

- Active intruder/armed intruder drills will be conducted in accordance with campus safety guidelines.
- Students are expected to comply with lockdown or evacuation procedures immediately.

Accidents & Illness

- All accidents, injuries, or sudden illnesses must be reported to faculty immediately.
- Incident reports must be completed for any injury occurring on school or clinical premises.
- Students may be required to provide medical clearance before returning to class or clinical.

Snow Day / Inclement Weather Policy

- In the event of severe weather, BSPN will follow the Career Center of Southern Illinois school closure announcements.
- Notifications will be posted via the school's official communication channels (email, text alert, and/or website).
- If school is closed, classes and clinicals will be canceled or rescheduled.
- Students are responsible for checking announcements and adjusting schedules accordingly.

Property Care

- Students are expected to maintain cleanliness and proper care of school property, equipment, and supplies.
- Theft, vandalism, or misuse of school property will result in disciplinary action.

Section 12: Support Services

Academic Support

- Tutoring is available for students who need additional help with coursework.
- Faculty provide scheduled office hours and are available by appointment for academic advising.
- Skills lab practice is available outside of class time with faculty approval.

Counseling Services

- Students may request confidential academic or personal counseling with the Director or faculty.
- When appropriate, referrals may be made to outside counseling or support resources.

Library & Learning Resources

- Students have access to the Career Center of Southern Illinois library and online learning databases.
- Computer labs are available for research, testing, and coursework.
- Simulation software, NCLEX prep tools, and case study programs are provided as part of the technology fee.

Faculty Support

- Faculty are committed to fostering student success through mentorship, coaching, and individualized feedback.
- Students are encouraged to seek faculty support early if they experience academic or personal challenges.

Lockers

- Lockers are provided as a convenience to students.
- BSPN reserves the right to inspect lockers at any time if there is reasonable suspicion of prohibited items (see Search & Seizure Policy).
- Students are responsible for securing their own belongings.

Copies

- Copy services are available to students through the Administrative Office located in Building #1.
- Copies are charged at $0.25 per side.

Change of Name/Address

Students are to report any change of name, telephone number, mailing address, or email address to the Administrative Office.

Student Evaluation of the Nursing Program

Students will have the opportunity to complete a self-evaluation of their clinical performance. They will also be invited to provide feedback on the nursing program, including policies, curriculum, clinical sites, and faculty. One student, chosen by their peers, will serve as class representative and attend designated faculty meetings to share concerns on behalf of the class.

Appendix A - Required Compliance Policies

Financial Aid Policy

Introduction

This catalog was developed to be used as a tool to make the financial aid process easier for you. It should answer most of your questions. If you need further assistance, contact the Financial Aid Counselor. There are numerous scholarships, grants, and loans available. Each student's situation is unique. The Financial Aid Office will work with everyone, privately and impartially, to educate applicants/students about available resources to meet their goals/needs. The Federal Financial Aid Programs available at BSPN are the Federal Pell Grant and the Federal Stafford Loan Program. Assistance is also available to qualified students from programs such as Veterans' Benefits (VA) and Workforce Innovation and Opportunity Act (WIOA), contact your local WIOA office for more information.

Student Rights and Responsibilities

Student Rights

You have the right to know:

- The names of its accrediting and licensing organizations, and 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
- All records and information submitted with your application for financial aid are confidential and are subject to legal requirements (FERPA) concerning disclosure of such information.
- How financial need is determined, and how much of that need has been met.
- To explain the amount of aid in your aid package 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.
- 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.
- 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.
- Check your personal email on a regular basis.
- 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.
- Must be a student enrolled in an eligible degree or certificate program.
- The student must demonstrate financial need as explained by the U.S. Department of Education
- 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 borrow more than 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.
- Money received from Title IV financial aid programs is only to be used for expenses related to study at BSPN.
- Students with a bachelor's degree have exceeded the maximum time frame for financial aid eligibility at BSPN.
- Students may not receive financial aid from two schools at the same time.
- BSPN has a responsibility to cancel all financial aid if irregularities or discrepancies are found, investigate all cases of suspected fraud and/or abuse and to refer such fraud or abuse to the Office of Inspector General

Application for Financial Aid

To apply for financial aid, complete the following process:

- Students should complete the Free Application for Federal Student Aid (FAFSA) online at www.studentaid.gov for the Federal Pell Grant and Direct Loan program. Insert the school code 013949 on the FAFSA under the School Section.

- If your FAFSA is selected for verification by the Department of Education or BSPN, you will be asked to provide additional documentation. If selected, verification must be completed before any financial aid is disbursed. Failure to complete verification may result in a loss of eligibility.
- Students will receive an email from the Financial Aid Counselor with instructions to complete the necessary forms and documents for the arrangement of the Financial Aid in-person appointment with the counselor. All forms must be completed before the first day of the program.
- If you enroll and do not attend, it is your responsibility to withdraw. If you do not withdraw during the Add/Drop period, you will be billed for the tuition and fees for the classes per the Refund Policy.

Financial Need

Financial need is determined by this formula:

Need = Cost of Attendance (COA) - Student Aid Index (SAI) - Other Financial Assistance (OFA)

The cost of attendance for the Practical Nursing program will appear on the Catalog Addendum. The U.S. Department of Education calculates your SAI from the information you submitted on your FAFSA. Financial aid cannot be paid more than financial need.

Types of Aid

At BSPN, financial assistance consists of the following programs:

Federal Pell Grant: The Federal Pell Grant program is funded through the U.S. Department of Education. Students applying for Financial Aid are required to apply for this grant, and the awards may change from year to year depending on the student's FAFSA. Through the Federal Pell Grant Program, grants are made for eligible students. The amount of the grant is based on financial need/enrollment status and the grant does not have to be repaid. This grant is limited to students seeking a first undergraduate degree.

Direct Subsidized Loan: A long-term loan that is based on need which is determined from information on the FAFSA Submission Summary. The Federal Government funds the Subsidized Loan. Please contact the Financial Aid Office for additional information.

Direct Unsubsidized Loan: The Unsubsidized Loan is available for students who do not qualify for the Pell Grant or the Subsidized Loan. It is not based on financial need.

Federal Plus Loan: Applications are available from the studentaid.gov website. 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 for a specific loan amount, a PLUS loan promissory note will need to be completed on studentaid.gov.

WIOA: The Workforce Investment Opportunity Act is a federally funded program designed to help those with barriers to employment through the U.S. Department of Labor. WIOA provides funding for tuition, books, transportation costs, uniforms, and other supplies. Local workforce areas determine Individual Training Accounts (ITA) funding and time limits.

Scholarships: Scholarships are based on academic and financial need (not necessarily both). Students can find information about scholarships at their local library, high school guidance counselor, or the financial aid office's CANVAS page. 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.

VA Benefits & Pending Payment Policy

BSPN is approved to offer VA benefits under the Post 9/11 G.I. Bill® (CH33), Veteran Readiness and Employment (VR&E) (CH31), Survivors' and Dependents' Education Assistance (CH35)

BSPN will not:

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

However, to qualify each Veteran student is required to:

- Produce the VA's Certificate of Eligibility BEFORE the first day of class.
- Provide written request to be certified (email is sufficient)
- 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."

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.

Receiving Your Financial Aid

The student's financial aid will be disbursed in one payment each Semester. Students must be enrolled at least 30 days before receiving the first disbursement of financial aid. Student disbursements of Financial Aid can only be made if the student is meeting Satisfactory Academic Progress. For this reason, student disbursements of Financial Aid may take place up to 30 days after reaching eligibility requirements for Satisfactory Academic Progress. No disbursement will be greater than half the amount of your financial aid. All funds will be applied to the student's account first. 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) and quantitative (time-based in which individual student credit hours are reviewed). Students will be notified if any remaining funds are disbursed to them. The remaining funds will be disbursed to the student only after their tuition and fees are paid in full for each Semester.

When a student, before the completion of a Semester, 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 notification of returned government funds may result in the student's account being sent to a collections agency and a $50 late fee charged.

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.

Tuition, Payment Plans, and Fees

Upon acceptance to the program, the student will be required to pay a non-refundable administrative deposit. All students must make this deposit before orientation day.

Arrangements for tuition payment must be made no later than 1 week before 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.

BSPN accepts financial aid in the form of scholarships, grants, and loans. If you are applying to outside agencies, (WIOA, your place of employment, or 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 appointments and consultations are mandatory.

Payment Plans

Financial aid may cover only a portion of your expenses. To pay the balance of your expenses (books, tools, supplies, uniforms, etc., which are variable in cost when they obtain them), you must enter into an interest-free payment plan with the Financial Aid office. Payment Plans allow students to make payments within the current program after students make an initial tuition deposit. Please refer to your Payment Plan schedule for your current tuition/fee schedule and applicable payment deadlines for your program.

Payment options are as follows:

Monthly: 10% down payment before the 1st day of class

The remaining 90% will be divided by the number of months the program determines monthly payment amounts. Monthly payments are payable on the 1st of each month after the start of class.

Per Module: Pay for all expenses for each Module on the first day of the Module.

Terms and Conditions of the Payment Plan

1. Each payment is due on the first of the month.
   Students who miss one payment 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 days, 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 discretion of the Director of Nursing, at a cost of $100 / day to the student.
2. Each returned check will incur a non-sufficient funds (NSF) fee of $35.00. Students with one returned check must make future payments with cash, money orders, or cashier's check.
3. Students are expected to have their current balances paid before taking final exams for each module.

Returning Students

Withdrawing

Students withdrawing from BSPN must meet with the Financial Aid Counselor after the counselor has sent the notification of the outstanding balance (if any) and make arrangements for a payment plan to reduce the balance. All students who have left the program with a past due balance and who fail to make payments on that balance are subject to having their account sent to a collection agency.

Returning

The student is responsible for all outstanding balances from previous enrollment before returning to the program. All returning students MUST have a zero balance BEFORE the student may begin.

Beginning with the July 2024 Cohort, students who fail will complete any failed coursework for cost per credit hour for each course. No tuition discount is offered to any students in any Module. Returning student payment plans will require the student to pay as you go for the course/courses being repeated. The tuition must be paid as follows: Monthly payments will be arranged with the Financial Aid Counselor. Students will have the option of paying the balance in full at the start of the Module or payments throughout the Module. Any failure to maintain the payment schedule will affect the student's class time and ability to take the final exam.

Satisfactory Academic Progress Requirements

Satisfactory Academic Progress is necessary to maintain eligibility for Title IV Financial Student Aid at BSPN, the student must meet the standard of academic progress. This policy is required to ensure that students are making progress toward the completion of their financial aid-eligible program of study. Students who do not meet the minimum requirements of this policy will become ineligible for financial aid. Standards are subject to change each academic year per federal and state reforms.

BSPN's SAP policy measures a student's academic progress in two ways. Students must meet both standards at each evaluation:

1. Qualitative Standard – GPA (Grade-Based)

   The student must achieve a minimum cumulative grade point average (GPA) of 2.00 for all credit hours attempted at BSPN at each evaluation.

2. Quantitative Standard – Pace of Progression (Time-Based)

   (48 credits X 150% = 72 credit hours)

   must complete at least 67% of all credit hours attempted within 150% of the established program length to complete the program of study.

Withdrawn Courses

Impact on GPA:

- A grade of W (Withdrawn) is not calculated into GPA
- A grade of WF (Withdrawn Failing) is calculated into GPA as an F

Impact on Pace:

- Both W and WF grades count as hours attempted but not completed

Failed Courses

Impact on GPA:

- Grades of D and F are failing grades and are calculated into GPA

Impact on Pace:

- Grades of D and F count as hours attempted but not completed

Repeated Courses

Students must repeat a failed course.

Impact on GPA:

- The repeated course grade replaces the failed grade in GPA calculation.

Impact on Pace:

- The repeated course grade also counts as additional hours attempted.
- The repeated course grade must be an A, B, or C to be added to completed hours.

Frequency of SAP Evaluation

Students will be evaluated at the end of each payment period to determine if they meet SAP standards. Additionally, students with incomplete coursework will be re-evaluated when an official grade is assigned.

BSPN's calculation of PACE of progression is affected by course incompletes, withdrawals, and repetitions. All periods of enrollment count in the evaluation of SAP, even periods in which the student did not receive federal student aid funds.

SAP Status

Financial Aid Satisfactory:

- Students who have met SAP requirements and are eligible for federal student aid.

Financial Aid Unsatisfactory:

- Students who have not met SAP requirements and are ineligible for federal student.

Financial Aid Warning:

- Students who fail to make SAP at the end of a payment period will be placed on Financial Aid Warning. The student may continue to receive financial aid for one payment period. If the student does not meet SAP at the end of the subsequent payment period, the student will lose eligibility for federal student aid.

Procedures for Reestablishing Financial Aid Eligibility

Students who lose eligibility for federal student aid may file an appeal based on extenuating circumstances. Examples of extenuating circumstances include but are not limited to the death of a family member, serious illness/injury of the student or family member, an extreme change in financial or legal circumstances, or compulsory military duty.

You must submit a written letter of appeal to the Financial Aid Office that includes:

1. A statement of why you failed to make SAP
2. A description of how circumstances have changed to allow you to make SAP at the next evaluation
3. Official supporting documentation (from obituary, physician, counselor, court, etc.)

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.

Financial Aid Leave of Absence Policy

A student who withdraws from the program with the intention of returning to a subsequent time in the next cohort may apply for an approved leave of absence. Only one leave of absence may be granted per student in 12 months. The leave of absence must not exceed 180 days in any 12 months.

A formal request for a leave of absence must be made to the Director of Nursing before the student's withdrawal. The request will be approved at the discretion of the Director of Nursing and Director of CCSI and there is more than a reasonable expectation that the student will return within 180 days.

Federal Loan Default

We are notified by the Loan Servicer when a student who attends here goes into default on student loans. BSPN will then forward that information to WISS Default Management Solutions for follow-up.

"Ability to Benefit" Students

BSPN does not accept students without a high school diploma or GED Equivalent Certificate.

Referral of Fraud Cases

If BSPN suspects that a student has misreported information and/or altered documentation to increase student aid eligibility or to fraudulently obtain federal funds, BSPN 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 **eocbl@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	
FAFSA on the WEB Apply electronically for federal student aid.	

Withdrawal & Refund Policy

Withdrawal

- Students must notify the Director of Nursing and Financial Aid Counselor in writing if withdrawing.
- The official withdrawal date is the last day of attendance or the date notice is given (whichever comes first).
- A $100 administrative withdrawal fee will be charged.
- Books, uniforms, and supplies issued by BSPN are non-returnable.
- If withdrawal occurs after two weeks of classes, the Lab & Technology Fee must also be paid.

Refund Policy

- Add/Drop Week (first 7 days): No tuition or fees charged.
- Day 8–30 of first module: Tuition charges capped at 25% of module tuition.
- After 30 calendar days: 100% of module tuition is owed.
- Supplies, textbooks, and lab fees are non-refundable.
- Federal aid refunds will be processed per Return to Title IV (R2T4) requirements.

Add/Drop

- Students may withdraw during the first week without penalty.
- Waiting list students may be admitted during this time if space becomes available.

Notice of Non-Discrimination

Notice is now given that BSPN provides equal education and opportunities to all students and does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, ancestry, age, 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.

Americans with Disabilities Act (ADA)

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 BSPN's compliance with regulations implementing either the ADA and/or Section 504 of the Rehabilitation Act should contact **Director, Stephanie Mohr**.

Title II of the ADA

- No qualified individual with a disability shall, because of such disability, be excluded from participation in, be denied benefits of, or be subjected to discrimination by BSPN.
- BSPN services, programs, and activities, when viewed as a whole, must be accessible to qualified persons with disabilities.
- Communications with persons with disabilities must be as effective as communications with others.
- BSPN must provide reasonable accommodations to comply with these requirements.
- Retaliation for exercising ADA rights, filing a complaint, or participating in an ADA investigation is prohibited.
- Discrimination is prohibited based on relationship/association with a person with a disability.

Section 504 of the Rehabilitation Act

- CCSI does not discriminate against students based on disability, as defined under regulations implementing Section 504 of the Rehabilitation Act of 1977.
- This includes access to, or use of, CCSI's programs, services, and activities.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords eligible students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
    - Students should submit to the Director of Nursing a written request that identifies the record(s) they wish to inspect.
    - The Director of Nursing will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
    - Students may write the Director of Nursing, clearly identifying the part of the record they want changed and specifying why it should be changed.
    - If BSPN decides not to amend the record, the student will be notified in writing of the decision and advised of their right to a hearing.
3. The right to provide written consent before BSPN discloses personally identifiable information (PII) from education records, except to the extent that FERPA authorizes disclosure without consent.
    - One exception is disclosure to school officials with legitimate educational interests. A school official includes a person employed by BSPN in an administrative, supervisory, academic, or support staff position, or a person or company with whom BSPN has contracted.
    - A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by BSPN to comply with FERPA requirements.

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

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

Pregnancy & Parental Rights under Title IX

BSPN complies with Title IX of the Education Amendments of 1972, which prohibits discrimination based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from these conditions.

- Pregnant and parenting students are entitled to the same rights and protections as other students with temporary medical conditions.
- Students may request reasonable adjustments or accommodations (e.g., larger desk, elevator access, rescheduling of exams) through the Director of Nursing or Title IX Coordinator.
- BSPN will excuse absences due to pregnancy or childbirth for as long as deemed medically necessary by the student's doctor and will allow students to return to the same academic and clinical status held before the absence.
- Faculty may not penalize students because of pregnancy or related conditions.
- Students are encouraged to communicate with faculty and administration as early as possible to arrange accommodations.

Title IX Coordinator Contact for Pregnancy/Parental Rights:

Stephanie Mohr
6137 Beck Rd
smohr@gotoccsi.org
618-473-2222 Ext. 100

Processing Reports

Upon receipt, the Title IX Coordinator will promptly contact the complainant to:

1. Discuss supportive measures.
2. Consider the complainant's wishes.
3. Explain filing options for a formal complaint.

Reports will be handled confidentially, subject to BSPN's duty to investigate

Grievance Process

Formal complaints will be investigated under BSPN's grievance process. Students found responsible may face suspension or dismissal. Knowingly false accusations also carry disciplinary action

Retaliation Prohibited

BSPN prohibits retaliation against anyone making a report or participating in Title IX proceedings. Retaliation complaints should be filed under BSPN's grievance procedure. Retaliators may be dismissed

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 BSPN/CCSI's **Formal Title IX Sexual Harassment Complaint Grievance Process**

1. The student must follow the line of authority as designated in the Organizational Chart found in this document when submitting a grievance.
2. The student shall present the grievance, in writing, to the **Director of Nursing** within **three (3) days** of the aggrieved incident.
3. The Director of Nursing shall investigate the complaint within **five (5) working days** of receipt of the written complaint and render a decision.
4. Failing resolution with the Director of Nursing, the student may present a written statement of the grievance to the **CCSI Director**, who shall determine the matter within **five (5) working days** of receipt of the written complaint.
5. The decision of the CCSI Director will be considered **final**

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

Student complaints alleging violations of constitutional, statutory, or policy-based rights should also follow this procedure. For sexual harassment complaints, the **Formal Title IX Sexual Harassment Complaint Grievance Process** applies

External Complaint Options

Students may also file complaints with accrediting or regulatory bodies:

Illinois Board of Higher Education
Online complaint system:
www.complaints.ibhe.org
Hotline: (217) 557-7359
Address: 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701-1377
Email: info@ibhe.org

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

Appendix B - Required Student Expenses

Students are responsible for purchasing or paying for the following items (average costs provided for planning purposes; actual prices may vary):

- Tuition & Fees
  - Tuition: $17,770 including a non-refundable application fee
  - Technology and lab/testing fees: approximately $450 per term
  - Administrative withdrawal fee (if applicable): $100
- Uniforms & Supplies
  - Scrubs (2–3 sets): $120–$180
  - White nursing shoes: $50–$100
  - Name badge: $15
  - Stethoscope: $30–$70
  - Watch with second hand: $20–$40
  - Bandage scissors/penlight: $10–$20
  - Chromebook or similar: $200
- Textbooks & Learning Resources
  - Required textbooks: $600–$900 total
  - Access codes and online resources: $100–$200
- Health & Safety
  - Immunizations, TB testing, flu shot, physical exam: $100–$300
  - Drug screen and background check: $50–$100
  - CPR certification (AHA BLS): $40–$60
- Graduation & Licensure
  - Graduation pin (optional): $40–$70
  - Cap and gown: $50–$75
  - NCLEX-PN application fee: $200
  - State of Illinois PN licensure fee: $98

Estimated total additional student expenses beyond tuition: $1,200–$1,800