

# 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 2024 - January 2025

APPROVAL STATUS BY THE

ILLINOIS DEPARTMENT OF PROFESSIONAL REGULATION

Accredited by the

Council on Occupational Education

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*





## **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.

BSPN 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 (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**

- To prepare our students 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 the 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 (BSPN), we the faculty of the Practical Nursing Program believe:

- Individuals are unique, dynamic, and interactive beings with the capacity to change and potential for growth. Each has an innate right to experience life as fully as 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 to reach and/or maintain optimal levels of functioning within the health-illness continuum per the Illinois Nursing Act.
- The teaching-learning process is a responsibility shared by faculty and students. 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 healthcare settings and have to continually adapt to the changing needs of society and consumer expectations.

### **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.

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.

Student complaints alleging that BSPN has violated the student’s rights guaranteed by the State or Federal Constitution, State or Federal statute, or these policies should make a complaint per this policy’s Grievance Procedure. For complaints of sexual harassment, please refer to BSPN’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, because of such disability, be excluded from participation in or be denied the benefits of programs or activities or be subjected to discrimination by BSPN. BSPN 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.

BSPN must accommodate persons with disabilities, within reason, 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 based on 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

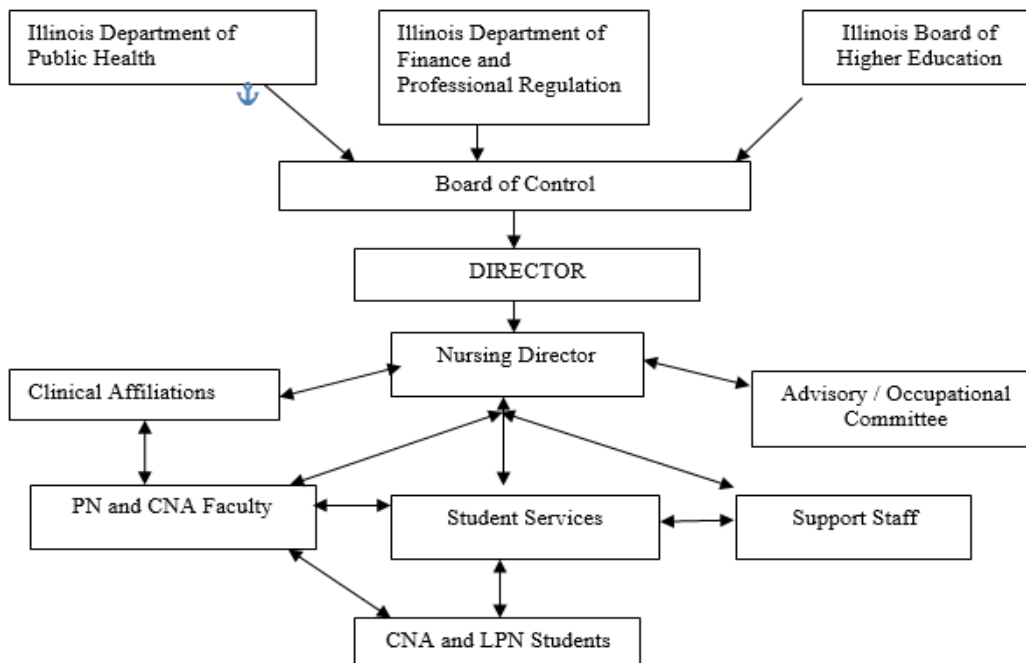
The Program consists of eleven months of classroom theory, laboratory work, and clinical experience. The curriculum will consist of three Semesters, each containing two modules of eight weeks in length for a total of 48 weeks in the classroom (and 48 Credit hours). A diploma and a recommendation to sit for the National Council Licensure Examination (NCLEX) for Practical Nursing are granted upon successful completion of the program.

### NURSING PROGRAM OBJECTIVES

Students and graduates of BSPN's Practical Nursing Program

1. Will function effectively in the 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 legal limitations.
4. Will maintain personal health and grow intellectually, socially, and emotionally, which will encourage the student to continue development in the chosen field.
5. Will understand the students' 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 Requirements**

1. Candidates should complete the online application through the school website, becnursing.org. An applicant is welcome to come to the school and complete the application online if it is not feasible at home.
2. Submit an official transcript from an accredited high school, or an HSE or GED transcript - (these must show test scores).
3. Submit two professional letters of recommendation - professional letters must be written by someone who is NOT related to you. They must also include contact information.
4. Provide only ONE of the following items:
  1. College transcripts (if applicable) - Official transcripts providing proof of college-level credit in algebra, composition, literature, or other courses as approved by the administration. Students may be required to provide official transcripts at the request of the Department of Education.
  2. Documentation of an ACT score of 18 or higher
  3. Documentation of an SAT score of 860 or higher
  4. The WorkKeys entrance exam

**WorkKeys Entrance Exam** - Required minimum scores on the WorkKeys entrance exam.

**College Transcripts** - An official transcript must be sent directly from all colleges to BSPN if the student wants to use previous college coursework in place of entrance testing.

## **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

**NOTE:** All admissions are conditional, pending submission of required Admissions Documentation.

## **Orientation**

All accepted students will attend Orientation before the start of the program. It will be held at BSPN to review the catalog, policies and procedures, classroom expectations, and a tour of the facilities.

## **Admission Drug Screens**

Drug testing is required as part of the entrance process into the program, as well as to remain in the program. Students may be requested to undergo random drug screening at any time during the nursing program or at a clinical site.

The BSPN 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 be dismissed from the program. If

the drug screen comes back diluted or adulterated the student will be allowed one retest at their own expense, within 24 hours. If the student fails the second test, the student will not be admitted to, or allowed to continue in the program.

## **PRACTICAL NURSING COURSE FACILITIES**

PN classes are taught in the Nursing Building. This building houses classrooms, restrooms, a laboratory, instructor offices, and a student breakroom. The Nursing laboratory is where students are taught and educated on didactic portions of the nursing program. The laboratory allows the students 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 Practical Nursing course ensure that the student displays proficiency in all manual skills before clinical experiences.

## **CLINICAL AFFILIATIONS (Additional sites as needed)**

Aviston Countryside Manor	Aviston
Bria Healthcare and Rehabilitation Center	Belleville
Cedar Ridge Rehabilitation Center	Lebanon
Chester Elementary School	Chester
Chester High School	Chester
Children's First Learning Center	Waterloo
Clinton Manor Living Center	New Baden
Coulterville Care Center	Coulterville
Dunbar Elementary School	East St. Louis
Gateway Foundation	Cahokia
Freeburg Care Center	Freeburg
Integrity Healthcare of Smithton	Smithton
Katie Wright Elementary School	East St. Louis
Liberty Village	Maryville
Memorial Hospital	Shiloh
Memorial Hospital Medical Offices	Coulterville
Mercy Rehabilitation	Swansea
New Athens Home for the Aged	New Athens
Oak Hill	Waterloo
Phoenix Homecare	Multiple Sites
Red Bud Hospital / Convalescent Center	Red Bud
St. Elizabeth's Hospital	Shiloh
Illinois Visiting Nurse Association	Swansea
Sparta Community Hospital	Sparta
Sparta Lincoln Elementary School	Sparta
Touchette Regional Hospital	Centreville
Wyvetter Young	East St. Louis

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

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

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

### **Community Service**

Students are required to contribute two (2) hours of volunteer community service as a requirement for graduation. (Volunteer service requirement due before Module D completion.) Students are to arrange the experience themselves and have the site, date, and nature of the work approved by their instructor before completing the experience. The activity must benefit the health or well-being of individuals or groups in the community. The student is not to be paid for the activity in any manner. Documentation must be provided to the office once this requirement has been met. The student will not be eligible for Semester 3 until the community service documentation has been received.

## **PROFESSIONALISM & HIPAA**

BSPN stresses the importance of professional and ethical behavior in students, faculty, and administration. Professional behavior and attitude are expected of each student, always, in both the classroom and clinical area. Students enrolled in the BSPN program are legally and ethically considered healthcare providers. Students are held to the same level of professionalism, competency, and practice as 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 about health care, and the policies, rules, and regulations of BSPN's affiliated clinical sites. Gross misconduct, excessive absences, and unexcused clinical absences may result in removal from the program.

Professionalism requires that the student maintain the privacy of all contacts and observations at clinical sites, regardless of setting. Students who attend clinical sites that do not fall under the HIPAA (Health Insurance Portability and Accountability Act) 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. Students may access only the minimum amount of patient information necessary to complete an assignment. HIPAA, Health Insurance Portability and Accountability Act is a healthcare regulation enforced by the Department of Health and Human Services to protect patients' confidential and medical information. Any student violating HIPAA standards violates federal law and is subject to fines and/or imprisonment and PERMANENT dismissal from the nursing program.



## **RESPONSIBILITIES OF THE STUDENT**

Students are 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 BSPN and the assigned clinical facility.
- Arrangements for home responsibilities, such as childcare, etc. The students should eliminate personal conflicts with the program.
- Liability to self, occupants of the vehicle, and others in transportation to and from BSPN and the assigned clinical facility.
- Professional personal conduct at BSPN, 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 the clinical facility.
- Students must pass all courses in each module of every Semester. Medical-surgical nursing will not be completed until the student has successfully passed the Nurse Achieve simulated NCLEX exam.
- Students are expected to follow standards set by the clinical facility's supervisor and BSPN at the Career Center of Southern Illinois (CCSI).
- Required attendance at work experiences, classes, community service projects, and individual conferences with the instructors. Some may require evening hours and/or weekend/holiday scheduling. Clinical time missed may have to be made up before the student will be allowed to graduate. Permission to take the NCLEX exam will be withheld until all requirements are met.
- Abide by the existing rules and regulations, all students must adhere to each institution's rules and regulations, including 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.
- Abide by the guidelines of the clinical instructor as far as time, assignments, procedures, expectations, clinical behaviors, etc.
- Adhere to the components of an academic plan which may be developed for struggling students. This may include regular sessions with a faculty advisor and/or BSPN tutor. Group tutoring sessions may be required. Failure to follow the referral in tutoring may result in disciplinary action, which may include probation, suspension, or program removal.
- Complete and submit required form(s) for licensure and NCSBN testing—including certified court documents and supplemental support documentation as required by the licensing board.
- Secure own employment after graduation.

### **PERSONAL EXPENSES**

Students are responsible for Personal expenses which may include the following and are subject to change without notice:

- Watch, shoes, stethoscope, etc.
- Personal Health Insurance is mandatory (not provided by BSPN)
- Textbooks (estimate of \$1500 at BSPN; May be purchased by BSPN)

- 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
- Missed Clinical Day-\$100 per day missed.
- Fees for state board exam & application fee (upon graduation) (estimate \$310 for Illinois) \*
- Background check for licensure (upon graduation) (estimate \$60) \*
- Class pin (upon graduation) optional (estimate \$50) \*
- Nursing cap (upon graduation if voted on by the class. Provided by BSPN) (estimate \$20) \*
- White uniform (upon graduation if voted on by the class. Not provided by BSPN) \*
- Class photographs optional (estimate \$30) \*
- Beck Name Tag: Initial cost \$0.00 (\$5.00 replacement charge for a lost or damaged name tag)
- Expenses incurred for any services rendered at a clinical facility.
- Forfeited fees due to student withdrawal or termination.
- Returning students will only receive new or updated textbooks at their expense.

Expenses include the following, are subject to change, and **must** be purchased from BSPN:

- Student uniform (estimated \$138)
- Student Clinical kits (estimate of \$225)
- Lab and Technology Fee of \$150.00 per Semester
- Nurse Achieve/Simulated NCLEX (estimate of \$400)

Students are encouraged to purchase their textbooks from Beck School of Practical Nursing. All students need to have their textbooks with them on the first day of attendance.

**Students may use financial aid to cover the following items: Tuition, Uniforms, Lab and Technology Fees, textbooks, clinical kit, and Nurse Achieve.**

\*These items are Graduation expenses, which come due 4 weeks before the end of the program. Only cash or money orders are accepted.

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.

The Illinois Division of Professional Regulation may refuse to issue any license based on background check information.

## COURSE BREAKDOWN BY SEMESTER

<b>Semester 1</b>		Start Date:	End Date:			
Course #	Classes	Clock Hrs.	CHrs	TOC	Books	
Intersession	PN090	Introduction to Nursing	30	1		
Module A		Anatomy & Physiology Theory I	60	2		
		Nursing Fundamentals Theory & Lab I	120	4		
		Nursing Fundamentals Clinical I	30	1		
		Pharmacology I	60	2		
Module B		Anatomy & Physiology Theory II	60	2		
		Nursing Fundamentals Theory & Lab II	120	4		
		Nursing Fundamentals Clinical II	30	1		
		Microbiology I	30	1		
<b>16 Weeks</b>		<b>1st Semester Totals</b>	<b>540</b>	<b>18</b>	<b>0</b>	<b>\$0.00</b>

<b>Semester 2</b>		Start Date:	End Date:			
Course #	Classes	Clock Hrs.	CHrs	TOC	Books	
Module C		Mental Health Nursing Theory I	60	2		
		Human Growth & Development	30	1		
		Maternity Nursing Theory	60	2		
		Maternity Nursing Clinical	30	1		
Module D		Mental Health Nursing Theory II	30	1		
		Mental Health Nursing Clinical	30	1		
		Nutrition	30	1		
		Professionalism & Care in the Community	30	1		
		Pharmacology II	60	2		
<b>16 Weeks</b>		<b>2nd Semester Totals</b>	<b>360</b>	<b>12</b>	<b>0</b>	<b>\$0.00</b>

<b>Semester 3</b>		Start Date:	End Date:			
Course #	Classes	Clock Hrs.	CHrs	TOC	Book	
Module E		Medical-Surgical Nursing Theory I	90	3		
		Medical-Surgical Nursing Clinical I	30	1		
		Pediatric Nursing Theory I	90	3		
Module F		Medical-Surgical Nursing Theory II	90	3		
		Medical-Surgical Nursing Clinical II	30	1		
		Pharmacology III	120	4		
		Pediatric Nursing Theory II	90	3		
<b>16 Weeks</b>		<b>3rd Semester Totals</b>	<b>540</b>	<b>18</b>	<b>0</b>	<b>\$0.00</b>

\*\*\*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**

An average grade of (C) on all theory tests, and 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 Practical Nursing student must have a final grade of at least a (“C”) (defined as a minimum of 78%) average in all theory tests, and satisfactory ratings in lab/clinical evaluations to meet the minimum requirements for passing nursing. In addition to the above requirements, the students will be required to take a comprehensive nursing mathematics exam at the end of Semester 3 and the score will be added to the Pharmacology grade. The exam must be passed with a minimum of **80%** for the student to qualify for graduation. The student may attempt the exam twice. If the student fails to achieve the required score after the second attempt, the student will be removed from the program. Please note that although the student may be passing pharmacology, the student will not be eligible for graduation without successfully passing the required nursing mathematics exam.

For purposes of program continuation, the curriculum/academic year will be divided into three (3) Semesters with two, eight-week modules for a total of sixteen-week Semesters. Progress reports are issued at the midpoint (four weeks) of each module in a Semester. Progress reports are to alert the students to below-average (<78%) work in a subject area. Grade reports for each course in a module are issued at the end of each module in the Semester.

Students will be required to take a Final Exam at the end of each course during each Module, every eight (8) 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 Module to continue through the program.

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

\*For courses that continue into another Module, the final grade in the current Module will be the first grade in the next Module where the course is continued. For example, in Module A Anatomy, the final grade will be the first grade of Anatomy in Module B.

A student who is not successful in passing a course after the Final Exam may request readmission into the program with the next cohort at the beginning of the next module in which they failed the course(s). A student may repeat the same course(s) in each module only once. A second failure of the repeated course(s) in the same module in Semesters 1 - 3 will require reapplication for admission and a restart at Semester 1.

Students will sit for a simulated NCLEX exam at the end of Semester 3. Medical-surgical nursing will not be considered to have been completed unless the student has successfully passed the Nurse Achieve simulated NCLEX exam. The grade is Pass or Fail and does not add to the medical-surgical grade point total, but the student must earn a Pass to be eligible for graduation.

The comprehensive final exam should be viewed as an opportunity to provide students with an NCLEX-PN Exam experience and measure nursing knowledge. If a student does not pass the first attempt, the student will be required to repeat the simulated NCLEX exam until a passing result is obtained to graduate. Students will be encouraged to speak with a 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 the course, module, Semester, or administrative removal. No grades from courses that were not completed 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 to the next Module. Courses passed before the 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 the next cohort to complete previously failed courses. Courses that were successfully passed will only count as completed for 36 months. If the student does not return and complete failed coursework within 36 months of the failed course, all previous coursework will need to be repeated on the student's return. Faculty and administration may meet to discuss the returning applicant's past classroom attendance, behaviors, clinical performance, and any other issues that may impact student success before the determination of reacceptance. No student is guaranteed a return after withdrawal.

The grading system used in the BSPN is as follows:

<b>POINTS</b>	<b>GRADE</b>	<b>WEIGHT</b>
92-100	A	Excellent Progress
85-91	B	Above Average
78-84	C	Average
70-77	D	Below Average, Failing
< 70	F	Failing
	WP	Withdraw Passing
	WF	Withdraw Failing

### **REMEDIATION POLICY**

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.

1. To assist students to be successful and complete the Practical Nursing program, any student who fails a test (below 78%) will be required to attend remediation that is scheduled by the instructor.
2. The student will remediate the failed examination. The faculty MAY choose to remediate with the class as a group.
3. Any student who failed the examination will be required to stay for the group remediation when this option is used by faculty.
4. Cell phones or recording devices are not allowed during remediation.
5. No questions may be written down during remediation.
6. If a student does not report between the designated times for remediation, they will not be offered another opportunity for remediation unless arrangements have been made in advance with the instructor.
7. Students who passed the examination may also attend remediation.

## CLINICAL

Students are to abide by the policies and procedures of the clinical facilities and observe regulations regarding patient safety and welfare. Students may be expected to sign a waiver or release of liability form. Refusing to sign the form would prohibit the student from completing required clinical experiences.

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 before assignments are due.

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. Students may not develop personal relationships with patients in any setting including, but not limited to email and social networking sites.

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

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 Director of Nursing will review all unsatisfactory clinical evaluations. **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 right to request the 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.

The clinical experience is to be taken seriously. Misconduct at any clinical site will not be tolerated. Any inappropriate behavior may result in disciplinary action. This may include being sent home for the day, suspension, or removal from the program.

Due to the nature of providing care to patients, certain safety violations are inexcusable and will result in immediate removal from the program. These include but are not limited to leaving the clinical site, performing medication pass or treatments without the instructor present, abuse of a patient or resident: verbal, physical, emotional, and sexual; as well as negligence to a patient, or leaving the clinical site without the specific permission of the instructor will immediately be dismissed from the program.

At the discretion of the Director of Nursing, any student violating BPBN 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. Two clinical failures are grounds for immediate dismissal at the discretion of the Director of Nursing. Failed clinical rotations will ensure the student will not graduate until the rotation is complete with the next cohort.

## **INCOMPLETE, LATE ASSIGNMENTS, and/or TESTS**

Written/oral/individual/group assignments and tests are important and given to enhance and reinforce student learning. Instructors may give the students assignments, quizzes, tests, exams, etc., to reinforce and expand on what is taught.

Instructors should communicate the 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 and time, the student will receive a zero (0) for the test/assignment. Students are required to take missed tests on the first day they return to school. The maximum score a student may receive when taking or initiating an assigned test or quiz due to an unexcused absence is 78%. Students submitting late assignments will receive a maximum score of 78%. If the student scores lower than the minimum passing grade, the student will be awarded that score for the assignment or exam. Any missed exams must be made up no later than the end of the day on which the student returns to school unless other arrangements have been made with the Director of Nursing.

“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 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 the grade report. Within one week of the grade report, the student will be given an "F".

## **TESTING PROCEDURES**

Faculty may have specific requirements for entry into the classroom or computer lab and storage of personal items before the start of an exam. Students may be required to place all belongings, including books, backpacks, phones, smartwatches, notebooks, etc., away from their seats on entering the room. The student may retrieve those belongings after completing the exam and take them with them to exit the room. All students should leave the testing area once they have completed the exam.

No student is allowed to enter the classroom once a test has begun. 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. Any alteration of the answer sheet 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.

Only instructor-approved hand-held calculators may be used. All other electronic devices, including cellular phones and smartwatches, must be turned off and must be removed from all desktops and

tabletops. Smartwatches must be removed and placed out of sight of the student. No cellular earpieces are to be worn during testing.

Faculty will have seven (7) calendar days to review exams for accuracy and post final grades for each exam. Students who have concerns regarding a question or answer on any exam should complete the Test Question Clarification Form.

Cell phones and smart watches must be turned off or silenced during testing. Smartwatches must be removed during testing. If a cell phone or smartwatch becomes a distraction during a test, the student may be removed from the test and may be subject to failing if cheating is suspected.

## **ACADEMIC HONESTY**

BSPN 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, BSPN 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.

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 acknowledgment.

Falsifying records includes, but is not limited to, falsifying or improperly altering records, papers, and 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 Director of Nursing 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 the cause for dismissal from the program.

## **PROBATION AND WARNING POLICY**

Students struggling with academics or behavior may be placed on probation. This is an opportunity for students to rectify their situation and strive for success. Probationary letters may be issued to students who:

- Cumulative academic average for all active classes falls below the required 78%.
- A student's performance in the clinical setting falls below standards.
- The student does not meet the behavioral expectations and requirements of the program.
- Absences exceeded the allotted number of days permitted per Semester.

BSPN reserves the right to immediately remove a student from the program for failure to meet academic or behavioral expectations or failure to follow BSPN policies.

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 the administration and/or review board.



## **TARDINESS**

Students are expected to be ready for class at the assigned time. Students are expected to be ready for work at 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. If tardiness is unavoidable, the student is required to notify the school, the instructor, and the clinical affiliation of the reason for the tardiness and the expected time of arrival.

### **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 the 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 with 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 who must leave the facility to retrieve any such article will be given a tardy as the student 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 their name badge and discovers it was left at home. The student is dismissed from the clinical site and given an unexcused clinical absence. However, if the student left the name badge in the 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

A student who does not contact the instructor or the school would have the situation described as “no call / no show” and will automatically fail the clinical rotation.

## **ABSENTEEISM**

Attendance in lectures, nursing labs, and clinical rotations is essential for success in the nursing program. Faculty will be recording attendance (present, absent, tardy). Missed lab and clinical days must be made up as determined by the instructor and the Director of Nursing.

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, the student is absent. For example, if the student eventually shows up, the student may be considered tardy or late, but in essence, the student has been absent until arrival. Classes are divided into 8-week modules. Any student missing the equivalent of more than 1 day (6 hours classroom/lab or 8 hours clinical) in each module may be dropped from the program. Students who miss a class will be expected to submit any material from the missed class on their return. Missed exams must be made up on the day of return unless otherwise scheduled with the instructor.

The student cannot miss any more than 2 clinical days in the program.

### **For returning students:**

Students are permitted no more than 6 days of absences which includes 2 clinical days in the nursing program. For students exiting and re-entering the nursing program, the following outlines the acceptable number of absences for the duration of the nursing program based on the Semester of return.

Semester 1 - 6 days of classroom absences which includes 2 clinical days

Semester 2 - 4 days of classroom absences which includes 1 clinical day

Semester 3 - 2 days of classroom absences which includes 0 clinical days

### **CLASSROOM ATTENDANCE**

If absenteeism is unavoidable for any reason, the student must report their absence by calling the school at (618) 473-2222 after 8:00 am. A message may be left on voicemail before 8:00 am. The lack of a telephone does not excuse the student from this requirement. This requirement is not met by sending a message to 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 exceed half of the permitted number of absences.

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 AND LABORATORY ATTENDANCE**

Clinical Laboratory is designed to educate the student in multiple facets of the Nursing profession and is 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 make up for 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. Students who are unable to pass the clinical laboratory skills after three attempts may be withdrawn from the program.

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

All absences from clinicals must be reported to the clinical instructor as soon as possible. Any student who does not contact the instructor or the school will be considered a "no call / no show" and will automatically fail the clinical rotation.

The required number of clinical days must be completed if the faculty is to recommend a student for graduation.

A student who is absent from clinical "orientation" will be charged with a one-day clinical absence. A student who 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.

## **CLINICAL BEHAVIOR**

Inappropriate clinical behaviors include any verbal or non-verbal behaviors deemed inappropriate and unprofessional by the instructor or the clinical facility staff.

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

## **CLINICAL MAKEUP FEE**

Students who are required to attend additional clinical dates beyond the original program schedule due to attendance and/or clinical failure will incur a \$100.00 fee per clinical make-up day. This fee must be paid before attending the make-up clinical(s).

## **EXTENUATING CIRCUMSTANCES**

Students may need to be absent (from class or clinical) due to an extraordinary circumstance. These are determined by the Director of Nursing in consultation with the student. The student is responsible for providing the proper documentation for the absence upon the first day of return. The student is responsible for arranging a date when all assignments, tests, and homework missed will be completed. Students will be responsible for paying the missed clinical day fee when absent from a clinical experience.

### **Pregnancy/Postpartum**

A student who is pregnant is encouraged to notify the Title IX Coordinator as soon as possible 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. Reasonable accommodations for the classroom may not be the same in the clinical setting. The clinical site and the school have the right to evaluate the accommodation request and approve or deny it related to perceived increased liability for either party, inability to perform clinical work required, infection control issues, and other issues that may arise.

## **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 includes 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, the student is *not prepared to care for 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 clinicals, these will be at the discretion of the director when scheduled. School holidays and Saturdays are possible times for make-up to be completed, however this is subject to clinical staff availability. Failed clinical rotations are made up when the next cohort is scheduled. **Make Up days due to failed rotations do not take priority over the class currently 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.

## **DRESS CODE**

### **At BSPN Campus**

The dress code for classes at BSPN is casual but professional, clothing must show discretion and good taste. The following dress code will be enforced.:

- 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 that end above mid-thigh or are excessively tight-fitting, or clothing items deemed provocative.
- Any clothing determined by the BSPN administration to be objectionable is prohibited. Bare feet and beachwear are not allowed. (Pajamas are not considered appropriate clothing and are not allowed on campus).
- Each student must maintain an acceptable level of personal hygiene.

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.

### **At Clinical Sites**

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

- The Beck School of Nursing scrub kit should be worn at clinical sites. Scrubs should be clean and unwrinkled. The scrubs should fit appropriately. Clothing should not show undergarment

lines and should fit in such a way to prevent exposure when stooping or bending. Pants must touch the top of the shoe. The tops of pants must come to the waist.

- At no time are nursing uniforms, lab coats, nametags, nursing caps, etc. to be worn in business or commercial establishments.
- Some clinical experiences require appropriate business attire instead of 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.
- A BSPN name tag must be always worn 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 an excessive number 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 the tips of the fingers. No false nails of ANY type, including acrylics, gels, wraps, and overlays. Fingernails will have no decorations.
- One set of small, pierced, stud earrings may be worn. 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.
- Eyelash extensions or false lashes 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.
- Tattoos that display references to drugs, alcohol, profanity, gang affiliation or racial bias 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.
- A green 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.)
- Digital watches, smartwatches, **cell phones** are not permitted.

## **SNOW DAYS**

If classes must be canceled due to inclement weather conditions or emergencies, listen to the local radio or television stations. BSPN utilizes an automated communication system to notify large groups simultaneously of the cancellation of classes or other important announcements. It is the student's responsibility to report a 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 Canvas messages for notification of canceled classes on clinical days. However, because of early starting times at the clinical facilities, clinical instructors may hold clinicals even though the BSPN 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 are allowed on the CCSI/BSPN 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 smartwatches are not allowed at clinical Communication devices and smartwatches are not allowed at clinical.**

Leave personal communication devices (cell phones, smartwatches, etc.) in your car. The 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 personal cell phone or electronic communication device for any purpose will result in the student being sent home and charged with an unexcused absence and clinical failure. If the student accesses the cell phone or communication device in the presence of patients, families, or clinical staff, the student will fail the clinical, be placed on suspension, and potentially be dismissed from the program.

## **ALCOHOL & DRUG USE**

CCSI/BSPN desires 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 the premises or 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/BSPN 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 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 weapons, drugs, or drug paraphernalia will be dismissed from the program and may be 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. BSPN 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, in any locker, 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. The 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, and central nervous system depressants may affect judgment, alertness, or neuromuscular control and 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 and may endanger other individuals in the clinical area or lab, without certification from the prescribing physician that the student is physically & mentally capable of performing safely. Any student found utilizing these medications without reporting to the proper faculty may be subject to termination.

### **VISITORS**

It is the policy of the CCSI/BSPN to accept only those visitors who have legitimate business at the school. Visitors and guests must register in the Administrative Office immediately upon arriving on campus. Students are not to receive any visitors on campus without the permission of the administration. Students are **never** to receive any visitors at a clinical site.

### **PHONE CALLS**

Students will not be called out of class only for "emergency" phone call messages.

**Students are “NEVER” to receive or make any phone calls at a clinical site.** "Emergency" calls may be referred to the Director of Nursing 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.

**Cell phones are not permitted to be used in the classroom.** Students should have calls sent to the BSPN Administrative Office and a message will be delivered to the student at the next break or immediately based on urgency. Students observed to be using a cell phone for texting or social media access during class time or lab will be asked to leave for the day. Recurrent episodes may lead to probation, suspension, and/or program dismissal. The cell phone must be turned off during exams. Students may leave the room if it becomes necessary to make a call during the lecture.

### **RECORDING**

According to Illinois Law, no recordings of others are 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. Unpermitted recording of staff, students, patients, or clinical site staff may result in disciplinary action, removal from the program, and possible legal implications.

## **COPYING**

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

## **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 is considered vandalism. Students found guilty will be subject to repair or replacement costs and may be 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 the internet. Students must log out after each use.

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. The school reserves the right to require examinations be taken on school-provided devices. "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.

The classroom lectures may be recorded on Canvas and made available to the student for later downloads. It is strongly recommended that students take advantage of this opportunity to review lectures and prepare questions for the faculty on material that is not well-comprehended. The lectures will only be available for download for a maximum of 24 hours. The recording is available for a limited time of one week.

## **ACCIDENTS**

Any student injured, in an accident, or who becomes acutely ill while at the BSPN/CCSI campus or clinical site must report the incident to the 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 handed in to the Director of Nursing the next business day. The Director of Nursing should be notified as soon as possible regarding an injury or accident to the student, patient, or faculty.

## **GUIDANCE SUPPORT**

A School Counselor is available to confer with the students whenever the need arises. The topic may be educational, career, or personal in nature. Nursing students may request to visit with the school counselor if needed, these requests can be made through the Administrative Office.

## **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 am to 3:30 pm. Students who are struggling academically but are still passing are encouraged to schedule a tutoring session weekly, which may



be instructor-guided in a group format or arranged to be led by other students. Failing students who do not reach out to the tutor or faculty prior to failure will have that taken into consideration when determining if that student will be reaccepted into the BSPN practical nursing program.

### **NURSING LIBRARY**

There is a small nursing library located in the nursing lab. Students are allowed to sign out books, journals, etc. for a five-day period. Permission to use any of the books or journals can be 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**

**BSPN/CCSI 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, or 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 always prohibited. Failure to adhere to this policy will result in immediate clinical failure and is cause for immediate dismissal from the program.

### **Use of BSPN Lockers:**

Nursing students are allowed to rent lockers in Building 6 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. Padlocks are rented by the BSPN Administrative Office for a small fee. *Personal padlocks are not permitted.*

### **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection including kissing, inappropriate touching, sitting on laps, etc. are not acceptable at BSPN 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, mailing address, or email address to the Administrative Office.

### **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 high school year (Sept-May), meals are available at a nominal cost. Any student interested in ordering lunch should stop in at Building 3 before 8:15 am daily to order lunch and pay when you pick up at 11:15. The BSPN breakroom offers refrigerators and microwaves for your convenience.

Lunchtime at a clinical site is limited to 30 minutes. Students are not allowed to leave the facility for lunch or have food delivered to the clinical site.

## STUDENT TRANSCRIPTS

Transcripts are shared with third parties only with the explicit written permission of the student. Students and graduates wanting transcripts sent to third parties must fill out the Transcript Request form found on the BSPN website and pay the noted fees.

Each student will receive two official transcripts free upon completion of graduation requirements.

## WITHDRAWAL AND REFUND POLICY

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. The Director of Nursing will inform the Financial Aid Counselor of the final day of attendance.

All students who withdraw from the program will be charged a \$100.00 Admin Fee for withdrawal. If a student begins their program and decides to withdraw, any books received and/or uniforms received from BSPN cannot be returned to the school (even if unopened). After sitting in class for two weeks or more the Lab and Technology Fee must also be paid by the student.

Notwithstanding the below rules for refunds for unearned tuition, for any student withdrawing/terminating prior to attending 60% of the Semester, and in accordance with U.S. Department of Education regulations, BSPN will perform a Return to Title IV (R2T4) determination and make any necessary return of unearned Title IV aid to the Department of Education. Refunds must be distributed to the following programs in the order of the Federal Direct Student Loans (Unsubsidized and Subsidized), Federal Direct PLUS Loans, Federal Pell Grant, State, private, or institutional aid, or to the student. Refunds for any Federal Loan Programs will be made to the Department of Education on behalf of the student's tuition account. **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.**

### **REFUND POLICY:**

Definition of an academic year as it applies to tuition charged:

- \* An academic year is defined as 32 weeks of instructional time.

BSPN will subsequently perform a calculation of any unearned **tuition** in accordance with the following:

- For a student withdrawing/terminating within the first seven Calendar Days (Add/Drop Period) of the first module shall not be charged for tuition or fees.
- For a student withdrawing/terminating after the first week of classes but within the first 30 Calendar Days of the first module, the tuition charges made by BSPN to the student shall not exceed 25% of the tuition price of the module.
- For a student withdrawing/terminating after completion of 30 Calendar days of the module, BSPN will retain one hundred percent of the tuition price of the module.
- Additional charges for laboratory fees, supplies, textbooks, and other expenses must be paid by the student and are not subject to refund.
- An administrative fee of \$100 will be charged for all withdrawals.

The Financial Aid Counselor will notify the student of any owed balance no later than 60 days from the date of the withdrawal/termination to arrange a payment plan option.

**ADD/ DROP:** Drop Week is the first week of the first Semester. Students may withdraw from the program during this time without penalty. To withdraw from the program, it is required to email the Director of Nursing. The first week of the first Semester is also an additional week for students on the waiting list (who already have all of the documentation completed) once a student has dropped.

## **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 later. Regarding 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:** First-time enrollment in the Practical Nursing program may re-enter the program at the next starting point of instruction pending the following:

- If done so within 180 days
- Students must state in writing their request for readmission 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.
- Students who must withdraw from BSPN to fulfill reservist or active-duty military requirements will be allowed to return to the start of the Semester that was not completed due to the withdrawal.

**Re-Application:** Students who had the following must apply as new applicants:

- Have been out of the program for longer than 180 days.
- Have been previously enrolled twice in the same Module and left each time prior to completion of the same Module in Semesters I – III

- Have failure of repeated course(s)
- Have failed for the second time in any repeated module.
- All academic information, including the student's previous record in the BSPN Program will be considered in evaluating the candidate for Re-Application.

All financial obligations to the school must be paid before returning to any repeat Modules/Semesters. No student with an unpaid balance will be allowed to sit for a Module final exam in any repeated Semester.

## **GRADUATION**

A ceremony is held each June and December for students who have successfully completed the program. Graduates are presented with a diploma and school pin. Graduates participating in the ceremony must wear the chosen graduation attire whether it may be white uniforms or the regulation school uniform. Those not in the appropriate uniform will not participate in the graduation ceremony. All coursework, clinical days, clinical make-up days, papers, and assignments, as well as all financial obligations to the school, must be satisfied before graduation and before any diplomas, board applications, job references, etc. will be provided. Failure to do so will result in the student not being eligible to participate in the 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. Students are responsible for the expense of the examination and have one calendar year to apply for licensure after passing the exam. The candidate has three years from the date of graduation to pass the exam and may only work as a Certified Nurse Assistant (CNA) or technician until passing the NCLEX-PN.

## **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.

[Get the Latest on FERPA at https://studentprivacy.ed.gov/](https://studentprivacy.ed.gov/)

## **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.

The student must follow the line of authority as designated in the Organizational Chart found in this document when 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 CCSI 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 Director of Nursing, 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](http://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](http://www.idfpr.com/admin/DPR/DPR)**

**Illinois Board of Higher Education via the online complaint system ([www.complaints.ibhe.org](http://www.complaints.ibhe.org))**

### **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 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 BSPN 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 BBSPN 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 of 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 letter will be sent to the student within two (2) business days notifying the student 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 nursing practice in a selected clinical area.

All students will be given an opportunity to 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 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 BSPN/CCSI campus is in a rural area of Monroe County. A security fence encircles the campus. There is an alarm system and a video surveillance camera.

The campus 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 BSPN/CCSI campus in emergency situations.

All emergencies and crimes should be reported to the main office. An investigation of the incident(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 another protected group status. BSPN 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 threats, whether verbal, non-verbal, written, and/or physical, whether intentional or unintentional, against any other student, faculty and/or staff member, on personal or CCSI/BSPN 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.

Note: Assault and battery are 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, agent, or student, engages in Title IX Sexual Harassment whenever that

person engages in conduct based on 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.

A *Formal Title IX Sexual Harassment Complaint* is 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](mailto:smohr@gotoccsi.org)

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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 BSPN/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 BSPN/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 BSPN/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.

## **CYBERBULLYING POLICY**

Central to BSPN'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'.

Cyberbullying 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 cyberbullying, 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 others 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. Cyberbullying and Harassment will not be tolerated. Actions deliberately threatening, harassing, or 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 Cyberbullying 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**

Cyberbullying 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 electronic communication to:

- Make harassing statements against the target.
- Engage in a course of conduct that causes the target to fear for the safety or the safety of a 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 act against those who take part in cyberbullying.

- All bullying is damaging but cyberbullying and harassment can be always invasive of privacy. 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 cyberbullying or harassment that they know about or suspect.

## **CONSEQUENCES FOR HARASSMENT AND/OR CYBERBULLYING**

Cyberbullying 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 Cyberbullying or Harassment to the police.

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

### **How to Report Incident**

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 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

## **PART II**

# **FINANCIAL AID CATALOG**

## **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
- 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.
- 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](http://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 1<sup>st</sup> 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.

### **SAP STANDARDS**

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 <b>eoctl@mvp.net</b> (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 <b>http://www.ed.gov/offices/OPE/DirectLoan</b>	Council on Occupational Education 7840 Roswell Road, Building 300, Suite 325 Atlanta, GA 30350 1-800-917-2081 <b><u>www.council.org</u></b>
Internal Revenue Service (IRS) 1-800-829-1040	
FAFSA on the WEB Apply electronically for federal student aid.	

<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>	
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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\*\***

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.gov](http://www.studentaid.gov).