



Student Handbook

CLASS 126

2201 Toronto Road
Springfield, IL 62712-3803

Phone: (217) 585-1215

Fax: (217) 585-2165

www.caspn.edu

60 Years of Educating Future Nurses

1958-2019

Revised 12/2019

TABLE OF CONTENTS

CAPITAL AREA SCHOOL OF PRACTICAL NURSING HANDBOOK INTRODUCTION...	6
Capital Area Career Center Mission Statement.....	6
Capital Area Career Center Philosophy	6
Capital Area School of Practical Nursing Mission Statement	7
Capital Area School of Practical Nursing Vision Statement	7
Capital Area School of Practical Nursing Philosophy	7
Florence Nightingale Pledge	8
History	8
Governance and Accreditation	9
Articulation Opportunities	10
Non Discrimination Policy	10
Essential Functional Abilities	10
Capital Area School of Practical Nursing Organizational Chart.....	11
APPLICATION AND ADMISSION.....	12
TUITION AND FEES.....	13
PROGRAM OUTCOMES.....	14
STUDENT LEARNING OUTCOMES.....	17
CURRICULUM.....	18
Course Descriptions.....	18
Book Purchases.....	20
ATL.....	20
ACADEMIC STANDARDS	22
COURSE GRADES.....	22
APPLE Points.....	23
Moodle.....	24
Tutoring.....	25
Student Council.....	28
Serenity Room	29
SKILLS LAB	29
Clinical Scenario Float Out (CSFO)	31
CLINICAL EXPERIENCE.....	31

Clinical Requirements	31
Clinical Violations	34
HIPAA POLICY	36
ACADEMIC HONESTY AND INTEGRITY POLICY	37
INTERNET ACCEPTABLE USE POLICY	38
SOCIAL NETWORKING POLICY	40
INCIVILITY, BULLYING, INTIMIDATION AND HARASSMENT POLICY	40
SEXUAL HARASSMENT POLICY	42
ALCOHOL/SUBSTANCE ABUSE POLICY	43
SMOKING POLICY	45
DRESS CODE POLICY	45
Uniforms.....	45
Clinical Dress Code.....	45
ATTENDANCE POLICY	47
DISCIPLINE FOR VIOLATIONS.....	49
PROBATION/DISMISSAL	49
PERMANENT DISMISSAL FROM CASPN.....	50
APPEAL OF DISMISSAL	51
WITHDRAWAL/READMISSION REQUIREMENTS.....	51
GRIEVANCE PROCEDURE.....	52
PROGRAM COMPLETION	53
CASPN TRANSCRIPTS	55
CASPN Financial Aid Terminology	62
General Policies	64
Book Voucher and Uniform Voucher.....	64
Payment of Institutional Expenses (Tuition, books, uniforms and fees)	64
Returning Students Tuition and Fees, Books, Uniforms and Skills Kit.....	64
Leave of Absence.....	65
Non-institutional expenses.....	65
Financial Aid Program Participation.....	65
Confirmation of Student Immigration and Naturalization Service (INS) Status	65
Federal Direct Student Loans.....	66
Tuition and Fees.....	66

Book Purchases	67
Uniform Purchases.....	67
Satisfactory Academic Progress (SAP) Policy	67
Attendance Standard (Clock Hours)	67
Academic Standard (Grading System).....	67
Review and Evaluation Periods	68
Reinstatements, Appeals, and Financial Aid Probation.....	68
Course Incompletes, Transfer Credits, Withdrawals, and Repetitions	69
Maximum Timeframe	69
Transcript.....	70
Tuition Refund and Award Disbursement Policy	70
Drop Date/Last Date to Withdraw	70
Determining Withdrawal Date in Regards to Title IV Funding.....	70
Calculating Title IV Funds Earned	70
Post-withdrawal Disbursements.....	71
Federal Return of Title IV Funds under the Higher Education Act Amendment of 1998	71
Title IV Repayments	72
Illinois MAP Grant Refund Policy (MAP SCHOOL CODE: 172) – Dismissal / Withdrawal:.....	72
Federal Direct Student Loan Program	73
Parent Direct PLUS Loan	74
Federal Direct Student Loan/Parent Direct PLUS Loan Interest Rates and Loan Fees for 2018-2019	74
Interest Rates.....	74
Loan Fees	75
Repayment of Loans	75
Default Prevention	76
Disbursement of Awards.....	76
State of IL MAP Grant Administration Policy - MAP SCHOOL CODE: 172.....	77
State of IL MAP Grant Disclosure.....	77
MAP Paid Credit Hours (MPCH) at CASPN	77
Applicant Eligibility – Minimum credit hours / clock hours earned	78
Verification of Residency (IL)	78
MAP Grant Refund Policy – Dismissal / Withdrawal:	80
Title 38 Students under U.S. Code.....	81

Verification Policy	81
Student Loan Code of Conduct.....	82
General Provisions	82
Prohibition against Remuneration to CACC/CASPN.....	82
Prohibition against Remuneration to CACC/CASPN Employees	83
Ban on Gifts	83
Ban on Gifts to Family Members.....	84
Limits on CACC/CASPN Employees Participating on Lender Advisory Boards	84
Contracting Arrangements Prohibited	84
Revenue Sharing Agreements Prohibited	85
Prohibition on Offers of Funds for Private Loans.....	85
Ban on Staffing Assistance	85
Interaction with Borrowers	85
Financial Aid Office Code of Conduct	85
Gainful Employment Disclosure - 2019	86
Veterans Addendum to the Student Handbook (2019-2020).....	87

CAPITAL AREA SCHOOL OF PRACTICAL NURSING HANDBOOK

INTRODUCTION

The Capital Area School of Practical Nursing (CASP) Student Handbook is intended to familiarize you with the services, policies, procedures, and regulations of the program. The Handbook should be used in conjunction with the materials distributed during orientation and with materials distributed by the classroom and clinical faculty at the start of each quarter. This handbook is designed to provide students with information about the practical nursing program of study at CASPN and, in general, how the school operates.

This handbook should not be regarded as a contract between CASPN and/or any student or another person.

Purpose of the Handbook:

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

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

Capital Area Career Center Mission Statement

To provide students the opportunity to pursue career choices, to develop employability through technical and workplace skills, to transition into employment or post-secondary education, and to prepare for life-long learning.

Capital Area Career Center Philosophy

The Faculty of the Capital Area School of Practical Nursing share the philosophy of the Capital Area Career Center and endeavor to provide students with knowledge, skills, understanding, attitudes, appreciation, and work ethic necessary to enter into and make progress in employment in an existing and changing society.



Capital Area School of Practical Nursing Mission Statement

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

Capital Area School of Practical Nursing Vision Statement

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

Capital Area School of Practical Nursing Philosophy

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

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

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

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

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

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

Florence Nightingale Pledge

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



Florence Nightingale

History

The Springfield School of Practical Nursing was organized in December of 1957, under the "Requirements and Recommendations for Accredited Schools of Practical Nursing in Illinois" set by the Illinois Department of Registration and Education. "Practical Nurse Education in Illinois Public Schools," published by the Board of Vocational Education, State of Illinois, was also used as a guide in establishing the program. The first class was admitted on March 10, 1958.

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

On July 1, 1977, the Nursing Program was moved to the Capital Area Vocational Center (now known as the Capital Area Career Center), and the name was changed to Capital Area School of Practical Nursing.

Governance and Accreditation

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



<http://www.advanc-ed.org>
9115 West Side Parkway
Alpharetta, GA 30009



3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Phone: (404) 975-5000
www.acenursing.org

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

Articulation Opportunities

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

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

Non Discrimination Policy

The Capital Area School of Practical Nursing is an equal opportunity school and will not discriminate in its' educational programs and activities based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, marital status, pregnancy, or veteran status. This policy extends to all legally protected classifications.

Essential Functional Abilities

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

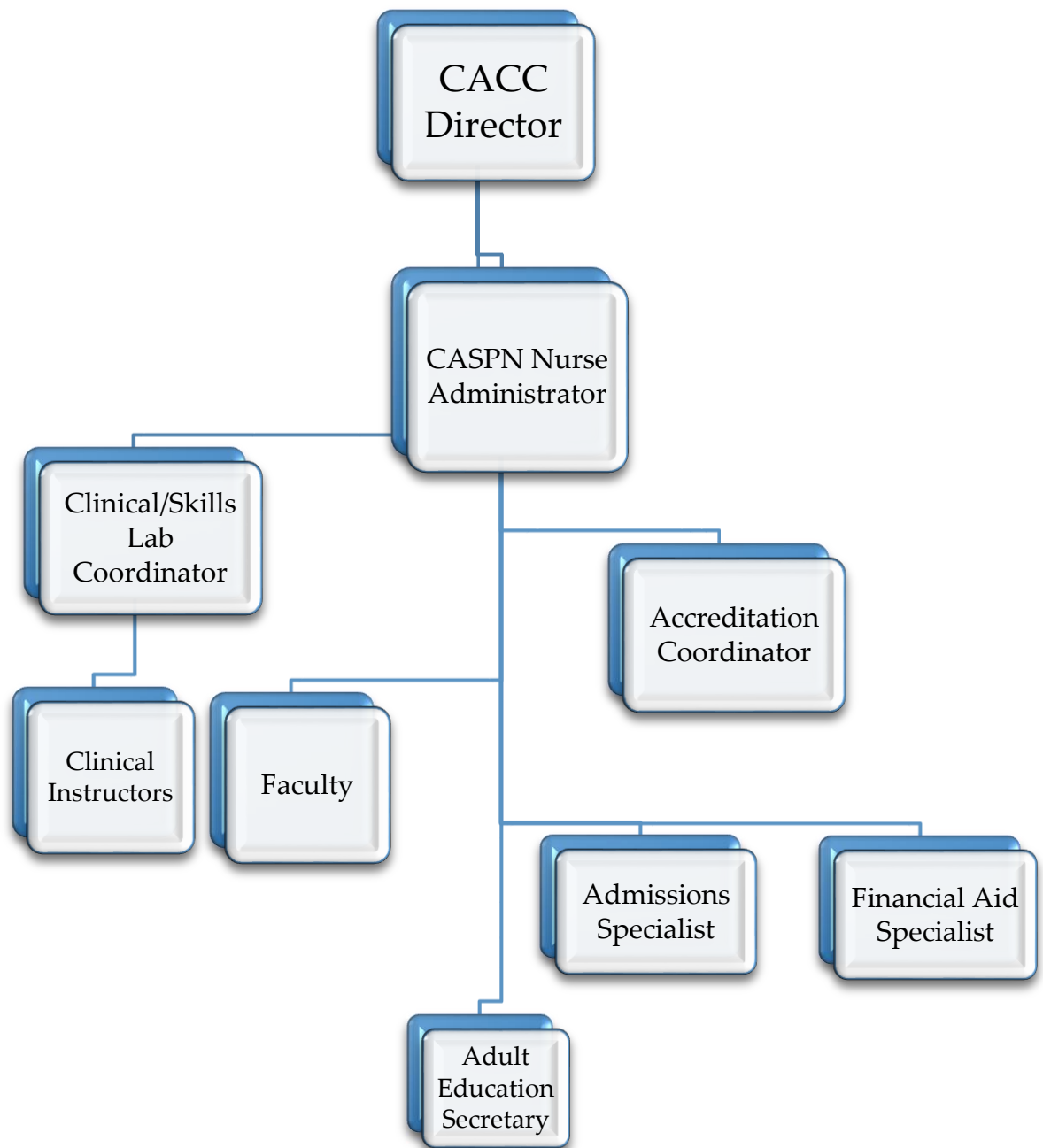
Motor Skills Students should possess gross and fine motor skills sufficient for providing safe and effective patient care. This includes the ability to perform manual psychomotor skills by maintaining balance in standing and sitting positions, and hand-finger coordination in order to grasp, twist, pinch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

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

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

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

Capital Area School of Practical Nursing Organizational Chart



APPLICATION AND ADMISSION

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

1. At least seventeen (17) years of age.
2. Applicants must provide a copy of an official high school or GED transcript. High school transcripts must be from a state-recognized and accredited institution. Homeschooled students are required to complete one of the approved high school equivalency exams (GED®, HiSET®, or TASC™).
3. Complete the Test of Essential Academic Skills (TEAS) pre-entrance examination. All applicants are expected to pass the Pre-Entrance Examination regardless of college hours or ACT scores. Applicants may take the TEAS exam up to three (3) times per year and should achieve a score of 54% in Mathematics, a 54% in Reading Comprehension, and 54% in the English sections of the exam. A score of 40.4% is expected in the Science portion of the TEAS exam.
4. Submit a physical examination completed on the school's form within the 12 months before starting the program along with the following immunizations or titers: Tdap, MMR, Hepatitis B, Chickenpox, or Varicella, and two-step TB test. A two-step TB skin test must be performed within nine months of the class start date. The applicant must have at least started the Hepatitis B series; at minimum, two of the three Hepatitis B injections must have been received before starting the program. The third Hepatitis B injection must be completed on schedule, or the student will be dismissed from the program. An immunization record that includes dates of vaccination or lab reports with immunization titers must be submitted for verification of immunity. The physical examination and immunizations are the financial responsibility of the student.
5. Certified in CPR as a BLS Provider by the American Heart Association. Students MAY NOT go to the clinical setting without a current CPR card on file. It is the students' responsibility to keep CPR certification valid throughout the program.
6. Certified Nursing Assistant (CNA) and be listed as eligible on the Illinois Department of Public Health Healthcare Worker Registry.
7. Complete the criminal background check and drug screen. Information from applicants will be submitted to a company selected by CASPN for a criminal background check. Applicants will not be accepted into the program until the background check is clear or a waiver is received. Urine drug screen will also be required at the applicant's expense. Drug screens may be obtained at a physician's office, clinic, or Midwest Occupational Health Associates (MOHA) in Springfield.
Individuals who test positive on a drug screen shall be denied acceptance into the CASPN program for failure to meet program entrance requirements.
8. Eligible for financial aid if needed. An applicant who has defaulted on a previous student loan(s) or owes a refund on a Pell Grant may be ineligible for financial aid. The applicant should contact the Financial Aid Specialist before completing the application.

TUITION AND FEES

Estimated Institutional Expenses – Per Payment Period			
	1 st Payment Period		2 nd Payment Period
Tuition	\$5,500.00	Tuition	\$5,500.00
Books, Uniforms, and Supplies	\$1,093.00	Books and Supplies	\$290.00
Fees	\$1,015.00	Fees	\$950.00
Total	\$7,608.00	Total	\$6,740.00
Estimated Non-Institutional Expenses Per Academic Year			
	Dependent Student Living with Parents		Independent Student/ Dependent Student Off Campus
Room and Board	\$4,500.00	Room and Board	\$15,021.00
Transportation	\$8,559.00	Transportation	\$8,559.00
Personal	\$3,069.00	Personal	\$3,069.00
Est. Loan Fees	\$60.00	Est. Loan Fees	\$100.00
Total	\$16,188.00	Total	\$26,749.00
Estimated Pre-Licensure Expenses (Incurred in 4 th Quarters)			
Fingerprint Background Check	\$55.00	NCLEX Application – Continental	\$98.00
		NCLEX Application – Pearson Vue	\$200.00
Total	\$55.00	Total	\$298.00
Estimated Graduation Related Expenses (Optional)			
Graduation Pin	\$40.00 - \$105.00	Nursing Cap	\$25.00
		Graduation Pictures	\$5.00 - \$55.00+

PROGRAM OUTCOMES

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

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

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

Completion Rates

Class Number	Graduation Date	Beginning Enrollment	Number Graduated	Completion Rate
Class 115	June 2015	64	57	89%
Class 116	December 2015	61	51	84%
Class 117	June 2016	71	59	83%
Class 118	December 2016	64	60	94%
Class 119	June 2017	62	54	87%
Class 120	December 2017	65	62	95.0%
Class 121	June 2018	66	54	83%
Class 122	December 2018	62	55	89%
Class 123	June 2019	66	59	89%
Class 124	December 2019	65	57	88%

NCLEX-PN Pass Rates

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

Year	Attempted	Passed	Percentage
2013	112	105	94%
2014	115	110	96%
2015	108	100	93%
2016	106	98	92%
2017	114	107	93%
2018	116	107	92%

Job Placement

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

CASPN Graduate Survey Response Job Placement Rates				
Job Placement Rate per Class				
Class Number	Number of Surveys Distributed	Number of Surveys Returned	Job Placement Rate	Response Rate
Class 118	60	20	95%	33%
Class 119	55	13	100%	24%
Class 120	62	28	100%	45%
Class 121	54	43	100%	80%
Class 122	55			
Class 123	59			

Program Satisfaction

Program Satisfaction is monitored by CASPN in a Graduate Survey of every class.

CASPN Graduate Survey Program Satisfaction			
Year	Class Number	Responses	Satisfied with the CASPN Program & would Recommend the Program.
2014-2015	114-115	105 / 110	76.99%
2015-2016	116-117	76 / 110	86.93%
2016-2017	118-119	32 / 118	95.00%
2017-2018	120-121	71/116	100%
2018-2019	122-123	98/114	92.25%

Student Demographics

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

Class Number	Age		Gender		Race		Residence location in miles from Springfield	
Class 118	18-29	35	Male	1	Caucasian	40	0-25 miles	11
	30-39	23	Female	60	African American	15	25-50 miles	18
	40-49	3			Other	6	50-75 miles	15
	50+	0					>75 miles	13
Class 119	18-29	38	Male	4	Caucasian	45	0-25 miles	23
	30-39	19	Female	58	African American	16	25-50 miles	25
	40-49	4			Other	1	50-75 miles	8
	50+	1					>75 miles	6
Class 120	18-29	46	Male	2	Caucasian	43	0-25 miles	13
	30-39	15	Female	63	African American	20	25-50 miles	25
	40-49	4			Other	2	50-75 miles	14
	50+	0					>75 miles	12
Class 121	18-29	38	Male	4	Caucasian	38	0-25 miles	21
	30-39	19	Female	61	African American	23	25-50 miles	17
	40-49	5			Other	4	50-75 miles	19
	50+	3					>75 miles	8
Class 122	18-29	31	Male	1	Caucasian	34	0-25 miles	21
	30-39	18	Female	61	African American	24	25-50 miles	16
	40-49	6			Other	4	50-75 miles	8
	50+	7					>75 Miles	17
Class 123	18-29	43	Male	5	Caucasian	32	0-25 miles	24
	30-39	18	Female	60	African American	25	25-50 miles	16
	40-49	3			Other	8	50-75 miles	15
	50+	1					>75 Miles	10
Class 124	18-29	39	Male	5	Caucasian	37	0-25 miles	21
	30-39	23	Female	60	African American	25	25-50 miles	9
	40-49	3			Other	3	50-75 miles	5
	50+	0					>75 Miles	30
Class 125	18-29	44	Male	4	Caucasian	32	0-25 miles	22
	30-39	16	Female	61	African American	29	25-50 miles	22
	40-49	5			Other	4	50-75 miles	8
	50+	0					>75 Miles	13

STUDENT LEARNING OUTCOMES

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

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

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

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

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

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

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

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

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

CURRICULUM

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

CURRICULUM	WEEKS	THEORY HOURS	CLINICAL HOURS
1st Quarter	10		
Anatomy and Physiology – Intro to Nutrition		108.5	
Fundamentals of Nursing-Medical Terminology		143.5	
Long Term Care Clinical Experience			84
2nd Quarter	10		
Nursing 1		203	
Acute Care Clinical Experience			126
3rd Quarter	10		
Mental Health Nursing		101.5	
Mental Health Clinical Experience			28
Nursing II – including IV therapy		101.5	
Acute Care Clinical Experience – including IV therapy			98
4th Quarter	10		
Leadership		105	
Leadership/Team Leading Clinical Experience			91
Maternal Newborn Nursing		70	
Mother/Baby Clinical Experience			21
Nursing Care of Children		35	
Pediatric Clinical Experience			14

Course Descriptions

Fundamentals of Nursing with Medical Terminology

This course provides an introduction to nursing and the roles of the nurse as well as profession-related and patient care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic assessment, nursing skills, and medical terminology is presented, and the student is allowed to demonstrate these skills in a laboratory setting. An introduction to the nursing process provides the student with a beginning framework for decision making.

Anatomy and Physiology with Normal Nutrition

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

Nursing I

This course focuses on the care of adult patients with common medical/surgical health alterations as well as health promotion and illness/injury prevention. The student builds upon nursing concepts needed to deliver safe, individualized care of patients with alterations in selected body systems (care of the surgical patient; gastrointestinal and accessory organs; cardiovascular; respiratory; urinary; endocrine; immunology; oncology). Utilizing the nursing process, the student will explore the pathophysiology, pharmacology and nutritional needs of diverse patients. Skills lab allows students the opportunity to apply course concepts in caring for patients with selected medical/surgical conditions.

Mental Health Nursing

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

Nursing II

This course focuses on the care of adult patients with common medical/surgical health alterations as well as health promotion and illness/injury prevention. The student builds upon nursing concepts needed to deliver safe, individualized care of patients with alterations in selected body systems (blood/lymph; musculoskeletal; neurological; integumentary; reproductive; eye/ear). Utilizing the nursing process, the student will explore the pathophysiology, pharmacology, intravenous therapy, and nutritional needs of diverse patients. Skills lab allows students the opportunity to apply course concepts in caring for patients with selected medical/surgical conditions.

Leadership

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

Nursing Care of Children

This course provides an integrative, family-centered approach to the care of children. Emphasis is placed on normal growth and development, reinforcing health teaching, accident/injury prevention, and common pediatric disorders.

Maternal Newborn Nursing

This course provides an integrative, family-centered approach to the care of childbearing women and newborns. Emphasis is placed on uncomplicated pregnancies and the normal newborn.

**Pharmacology is integrated throughout the program.

** Nutrition is integrated throughout the program.

Book Purchases

Books must be purchased through the Capital Area School of Practical Nursing.

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

ATI ASSESSMENT AND REVIEW POLICY

Assessment Technologies Institute® (ATI) offers an assessment driven review program designed to enhance student NCLEX-PN success.

The comprehensive program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles, online tutorials, online practice testing, and proctored testing over the major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students in preparing more efficiently, as well as increase confidence and familiarity with nursing content. ATI Orientation resources, such as the ATI Plan that can be accessed from “My ATI” tab. It is highly recommended that you spend time navigating through these orientation materials.

Review Modules/EBooks

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

Tutorials

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

Assessments

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

Focused Reviews/Active Learning/Remediation

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

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

Testing and Grading

ATI testing is incorporated into the CASPN curriculum to ensure that national standards in practical nursing education are being met and to prepare students for the format and content of the NCLEX-PN examination.

ATI practice examinations are assigned each quarter.

ATI Proctored Assessments are administered:

First Quarter

ATI: Fundamentals

ATI: Anatomy & Physiology

Third Quarter

ATI: Mental Health

ATI: Pharmacology

ATI: Medical-Surgical

Fourth Quarter

ATI: Mother/Baby

ATI: Care of Children

ATI: Leadership

ATI: Comprehensive

Courses with ATI proctored examinations include the exam score in the grade compilation for the course. Students scoring at Level 3 will receive the total possible points, which will count towards 10% of the course grade. Students scoring at Level 2 will receive 9.5% of total course points, and students scoring at Level 1 will receive 8% of total course points. Those scoring below Level 1 will receive 7.7% of total course points.

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

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

ACADEMIC STANDARDS

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

COURSE GRADES

Classroom theory uses the following letter grade system:

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

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

Course Evaluation Tools:

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

APPLE Points

While in the classroom, the student can earn 2 APPLE points each day in each course for meeting all classroom requirements. Students must:

A: Appearance: Follow the dress code policy.

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

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

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

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

If a student violates one of the requirements, the student will not earn the 2 APPLE points for the course. No audiotaping is permitted.

The use of cell phones, tablets, and other electronic devices will be at the discretion of the instructor.

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

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

Late or Missed Assignments Due To Student Absences

Late or missed assignments must be turned in on the first returning day of class. Any assignment not turned in on the first returning day of class will receive zero (0) points for the assignment. The student is responsible for inquiring about missed work. Makeup tests must be scheduled with the Admission Specialist on the morning of the first returning day of class or may be taken at a specific time designated by the instructor. Any test not taken on the first returning day of class will receive a zero (0) for the test. An alternative format test may be administered for all makeup tests. The student is responsible for inquiring about missed work. After the first makeup test in a course, on each subsequent makeup test, the student's grade will be lowered by 10%.

Moodle

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

Learning Resources

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

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

Additionally, CASPN students have access to Learning resources through Lincoln Land Community College, LLCC, and Library. The library has a wide availability of resources, such as print, multimedia, and electronic formats that are designed to meet the needs of nursing students. Online streaming is also available and includes allied health collections. Online streaming available on site, and CASPN students can log in with a student guest account. CASPN students can obtain a community library card with a photo ID for use in checking out books. LLCC staff provide service to support the use and or access to the library resources. LLCC Library's physical space provides open student seating, including individual and group study areas.. LLCC Library is 0.7 miles from CASPN at 5250 Shepherd Rd. Springfield IL 62794-9256, Circulation desk 217-786-2354, Reference desk: 217-786- 2352, and can be accessed online at <http://library.llcc.edu>.

Computer Resources

CASPN offers a computer lab with 36 computers, including the computer used just for printing. Students may use the computers during their free time on class days and skills lab days. The computers are to be used for TEAS testing for potential students, class projects, practice ATI testing, and completing computer-based learning requirements for the local hospitals. There are 30 laptops and 140 Chrome Books that are available for student use at any time during the day. The students have access to the printer/copier from 7:30 am to 4:30 pm at the discretion of the instructor during classroom hours.

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

Academic Counseling

The objectives of the counseling program are:

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

Counseling Procedures:

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

Community resource information is available to all students and is kept in the Serenity Room.

Tutoring

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

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

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

Grades will be monitored weekly to evaluate continued eligibility for tutoring. Students whose grades are above 80% and who request additional tutoring will be financially responsible for the cost of tutoring.

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

The tutoring procedure at CASPN is as follows:

1. The student requests the Tutor Request Form from the CASPN Admission Specialist.
2. After the student completes the Tutor Request Form, contact is made with an available CASPN tutor by the Nurse Administrator within 24 hours of the request. Students may not request a specific tutor.
3. CASPN students requesting tutor assistance receive a copy of the tutoring policy to ensure they are aware that tutoring service is provided free of charge. However, if the planned tutor meeting is canceled, students will be charged \$10 for each missed tutoring session.
4. Within 24 hours of each session with the student, the designated tutor will complete a detailed progress report of each session and send it to the CASPN Nurse Administrator.
5. After tutoring sessions, the student will submit the Tutoring Evaluation Form.

As a general rule, telephone tutoring will not be allowed. A rare exception occurs but must be approved by the CASPN Nurse Administrator.

Lunch and Snacks

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

Leave of Absence

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

Emergency Closing

In case of inclement weather, you will receive an automated phone call from CASPN-school messenger. Also, you can tune into the local television channel WICS or WAND. The announcement must state that the Capital Area School of Practical Nursing is closed. If the school is closed, clinical is also canceled.

Students are not to inquire about school closings due to weather during a classroom or clinical day. Decisions to close the school due to weather will be made by the CACC Director. When the Director has notified the CASPN Nurse Administrator that school is dismissed due to weather, the Nurse Administrator or Clinical Skills/Lab Coordinator will notify all instructors.

Telephone Calls

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

Parking Regulations

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

Parking for clinical assignments will be regulated by each facility. Parking passes are provided for students attending clinical. Any student who loses their parking pass will be reissued another one at the cost of \$5.00 per parking pass.

Campus Security Information

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

If a student is personally involved in or a witness to a crime in progress in our immediate building or surrounding parking areas, they should call “911”. The student should also report the crime to the CACC security officer, or the CASPN Nurse Administrator or the most senior employee at the Capital Area School of Practical Nursing or the Capital Area Career Center as soon as possible.

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

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

Crisis Warning Codes

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

Security Badges/Fobs

Students will be issued a photo ID and a security fob on the first day of class. Replacement ID badges will have a \$5.00 charge. Students will not receive any transcripts after graduation until the security fob is returned or the \$22.00 replacement fee is paid.

Student Council

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

Student Employment

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

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

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

Medical Insurance

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

Pregnancy/Postpartum

A student who is pregnant must notify the office, instructors, and Nurse Administrator within a reasonable time before any needed leave of absence or accommodation. She must also submit written permission to continue enrollment in the nursing program from her physician, stating that the student may fully participate in the clinical activities of a student nurse with '**NO RESTRICTIONS**' that adversely affect the student's ability to perform required duties. This document must be updated around the 4th month and 7th month of pregnancy. The student should notify the Nurse Administrator immediately should their status change to the point that her health is at risk, or she is unable to safely and effectively perform her classroom or clinical duties.

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

Serenity Room

A private room for nursing mothers is available. This room is equipped with a lock, comfortable chair, electricity, and a small refrigerator for the storage of breast milk. Community resource pamphlets are readily available in the room as well.

Post-Operative

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

Accident/Illness/Injury

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

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

SKILLS LAB

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

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

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

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

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

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



Clinical Scenario Float Out (CSFO)

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

CLINICAL EXPERIENCE

The clinical assignments in each course have been designed by the faculty to meet course outcomes. Students are assigned with an instructor in groups of 10 students or less to a clinical facility with which CASPN has a contracted arrangement for student experiences. Students will be informed of hours for each clinical assignment in advance. The time varies to meet the objectives of each quarter but is typically 7:30 am until 3:00 pm. Quarter 1 has 12 clinical days, generally in a long-term care facility. Quarters 2 and 3 have 18 clinical days each in an acute care setting. Quarter 4 has 18 clinical days with a focus on team nursing and leadership skills. **Students may be required to travel to outlying clinical sites** and may be required to attend evening clinicals if necessary. Transportation is the responsibility of the individual student. Students will be informed of appropriate parking facilities at each clinical location. **No student may refuse a clinical site or instructor.**

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

Clinical Requirements

Students must provide proof of current CPR and immunizations to be allowed into the clinical setting. It is the students' responsibility to keep his/her CPR card current. CPR certification is valid for 2 years.

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

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

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

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

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

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

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

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

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

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

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

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

Lunch and Snacks

The instructor in each clinical site will schedule a meal break of 30 minutes and one break of 15 minutes following agency policy. Students usually remain at the clinical facility for lunch and may bring a lunch or take advantage of agency facilities, if available. Exceptions to this policy may be allowed at the discretion of the clinical instructor.

Safety

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

Assignments

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



Clinical Day
Class 124

Clinical Violations

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

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

1. Taking medications, equipment or supplies from the client, health agency, or CASPN without permission of the instructor
2. Administering medications without the instructor
3. Violating confidentiality (the disclosure of information received for treatment, assessment, chart review, observation, conversations or any other sources.) related to client/patient care, families or the clinical setting or any unauthorized access of client/patient records including student's personal or family records
4. Failing to report mistakes made in a clinical setting
5. Manipulating drug supplies, narcotics, or falsifying client records or intentionally charting incorrectly

6. Actions and/or events that demonstrate emotional instability such as threats or harassment of clients, staff, faculty or peers
7. Indifference or insensitivity to client safety, comfort, or right to privacy.
8. Lack of professional judgment
9. Unsatisfactory or incomplete clinical paperwork, including med sheets, concept maps, and physical assessments.
10. Being unfit to perform because of physical or psychological impairment, which could jeopardize client or student safety, including using alcohol or other drugs to the point that there is interference with job performance. The instructor or Nurse Administrator has the right to request an alcohol/drug screen at the student's expense
11. Any other condition or circumstance which constitutes an unreasonable risk to the safety and well-being of the client, student, or others

If a student's performance does not meet stated expectations at any time during a clinical rotation, the student may be given a Plan of Improvement (POI). If the Plan of Improvement is regarding a clinical skill, the student will be required to attend remedial sessions in the skills lab until the skill is attained. The improvements needed and the time allowed to meet those expectations will be clearly stated by the instructor verbally and in writing. Failure to meet those expectations in the allotted time will result in probation or a grade of unsatisfactory clinical performance.

Cell Phone Use during Clinicals

Cell phones are not permitted in the clinical setting. Cell phones may only be used during breaks, lunches and special circumstances during clinical with the instructor's approval. If a cell phone is brought into the clinical setting, it needs to be powered off and in the student's bag. Cell phones are not allowed to be carried in a student's pocket during clinical rotations. If a cell phone rings, vibrates or produces noise or light during clinical, probation is warranted.

Skills Remediation

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

A student who fails clinical will be dismissed from the program, regardless of the student's grades in theory.

Accidents, Incidents, and Errors

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

1. All accidents, incidents or errors should be reported immediately to the instructor and the nurse in charge of the unit. This is the student's ethical and legal responsibility
2. The patient's doctor will be notified by the nurse in charge for appropriate action to be taken regarding the incident if deemed necessary
3. An incident report will be completed by the student involved and given to the designated person. The instructor will provide documentation for CASPN files, and a copy will remain in the student's file
4. All errors will be considered on an individual basis; the faculty will determine the action to be taken
5. If a student is seriously injured during the clinical rotation, he or she will be taken to the emergency room. Students are responsible for their medical expenses resulting from the treatment of illness or accidents, including injuries at school or in the clinical setting

WIOA Sponsored Students

Mileage Sheets. WIOA mileage sheets may be signed by the Admissions Specialist, Nurse Administrator, faculty instructor for their classroom days and Admissions Specialist, Clinical Skills/Lab Coordinator, Nurse Administrator, or their Clinical Instructors for their clinical days. Criteria are based on attendance and mileage to classroom and clinical sites.

Liability Insurance

CASPN is required to carry liability insurance for students in the clinical area. This is purchased as a blanket policy and is included in costs. Students may be personally liable for loss or damage resulting from their actions or conduct, regardless of whether it is covered by CASPN's liability insurance.

HIPAA POLICY

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

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

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

Any student violating HIPPA Standards violates federal law and is subject to fines and/or imprisonment and permanent dismissal from the nursing program without the possibility of readmission.

PROFESSIONALISM

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

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

ACADEMIC HONESTY AND INTEGRITY POLICY

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

Dishonesty or cheating is unacceptable. If a student is found guilty of plagiarism (copying word for word from someone else's work, including textbooks, magazines, information from the internet, or other students work without citing or giving credit to the original work) or is guilty of giving or receiving help during an examination or activity, she/he will receive a grade of zero on the examination or activity and may be dismissed from the program based on unethical conduct.

Students will occasionally resort to other methods of academic and intellectual dishonesty to gain an advantage in which they are not due. Some examples of this might be:

1. Copying another student's work and presenting it as their work or allowing another student to copy their work
2. Citing sources that do not exist or were not used or citing sources to support a statement when in fact the source does not address or support the statement

3. Taking an exam for another, passing information about an assignment, scenario, quiz or exam to another student or accepting the same from another
4. Working collaboratively when that has not been specifically allowed by the instructor. Students are required to complete and submit their work unless authorized to work in a group
5. Taking photos of any exam.

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

INTERNET ACCEPTABLE USE POLICY

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

Authority. The electronic information available to students and staff, does not imply endorsement of the content, nor does CASPN guarantee the accuracy of information received on the Internet. CASPN shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet. CASPN shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. CASPN reserves the right to log network use and to monitor fileserver space utilization by users.

Responsibility CASPN shall make every effort to ensure that this educational resource is used responsibly by students and staff. Students and staff have the responsibility to respect and protect the right of every other user at CASPN and on the Internet. The CASPN Nurse Administrator shall have the authority to determine what inappropriate use is, and his/her decision is final.

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

Prohibitions Students and staff are expected to act in a responsible, ethical and legal manner per CASPN policy, accepted rules of network etiquette, and federal and state law.

Specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for non-work or non-school related work.
4. Use of the network for product advertisement or political lobbying.

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

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

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

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

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

Copyright The illegal use of copyrighted software by students and staff is prohibited. Any uploaded to or downloaded from the network shall be subject to "fair use" guidelines.

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

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

SOCIAL NETWORKING POLICY

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

When blogging or using social networking sites, students must not engage in activities in violation of the CASPN Acceptable Use, Harassment, or any other CASPN policy. Students are strictly prohibited from sharing any confidential information through social networking, including curriculum, exams, financial information, and client information. Students should be aware that they will soon be professionals and should consider the impact of social networking activities on their future job opportunities.

INCIVILITY, BULLYING, INTIMIDATION AND HARASSMENT POLICY

Incivility, bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important goal of the Capital Area School of Practical Nursing.

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

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

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

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

Cyberbullying

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

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

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

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

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

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

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

Cyber Bullying in any form is strictly prohibited and will not be tolerated, such behavior is subject to immediate removal from the nursing program.

SEXUAL HARASSMENT POLICY

The Capital Area Career Center/Capital Area School of Practical Nursing believes that a school environment where sexual harassment is tolerated fosters disrespect, interferes with a student's opportunity to learn, and creates an intimidating, hostile learning environment. Accordingly, the Capital Area School of Practical Nursing will not tolerate sexual harassment of students by students, staff, employees, clients, or instructors of CASPN. Students engaged in sexual harassment are subject to dismissal from the nursing program and will not be allowed to return. Retaliation against reporting sexual harassment is strictly forbidden. Privacy safeguards will be applied in handling harassment complaints.

Definition of Sexual Harassment

Sexual harassment, as defined in the Illinois Human Rights Act, means any unwelcome sexual advances or requests for sexual favors, or any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or scholastic achievement;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or scholastic related decisions affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or classroom environment.

Sexual Harassment May Be Between Student To Student, Staff To Student, Student To Staff.

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

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

Procedure to Report Sexual Harassment

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

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

ALCOHOL/SUBSTANCE ABUSE POLICY

Section I Prohibition against Use of Drugs and Alcohol.

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

Any violation of the above prohibition shall be grounds for discipline, including **dismissal** from the Capital Area School of Practical Nursing Program. Any violation of the above prohibition may be reported to the authorities. Any student dismissed under this section may reapply to the program only upon proof of rehabilitation. If the student is under the influence of drugs, including marijuana or alcohol while attending school or school-sponsored activity, it is no defense that the violation occurred outside regular school hours, such as during the evening or weekend, or consumed prior to the student attending school or a school-sponsored activity.

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

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

Section II Testing for Drug or Alcohol Use

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

Section III Duty to Report Impairment

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

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

SMOKING POLICY

Under Illinois state law, the Capital Area Career Center is a smoke-free facility, and tobacco use, including chewing tobacco, vapor, or e-cigarettes products, is NOT permitted within the facility or on the grounds. This includes the parking lot in a vehicle. Students WILL NOT be allowed to use tobacco products, chewing tobacco or e-cigarettes of any kind at any clinical facility/site.

DRESS CODE POLICY

Uniforms

Uniforms are to be purchased through the Capital Area School of Practical Nursing. Uniforms will be ordered at Orientation. Uniforms must be paid for at orientation unless the financial aid office has provided you with a Uniform Voucher.

Classroom Dress Code/School Uniform

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

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

Clinical Dress Code

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

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

The School Uniform is Not to be Worn Except when Performing in the Role of a CASPN Student Practical Nurse.

2. Clean all-white leather or leather-like nursing shoes or tennis shoes, including shoelaces, if present, worn with all-white hose/socks. No sandals, open toe, or open heel shoes will be allowed. White tennis shoes are allowed only if they do not have any logos, colors, or designs. Uniform shoes must be worn for clinical assignments only.
3. Student picture ID badge is worn above the waist except where agency regulations prohibit. Badge to have student first name, last initial, and SPN. Clips for badges are provided by CASPN. No lanyards or decorated clips are allowed.
4. No jewelry allowed other than a wedding band or engagement ring and watch. No class rings, heirloom rings, neck chains, or bracelets. Only one stud earring in the lobe of each ear is allowed. Earrings must not be dangling earrings. No other body piercing sites allowed. Clear spacers may be used.
5. Hair must be clean, well-groomed, under control, and of natural hair color. Long hair must be secured off the shoulders, and away from the face. Facial hair must be neatly trimmed. Hairstyles must present a professional image.
6. NO nail polish of any kind may be worn. Nails should be short (fingertip length), clean, and have smooth edges. No artificial nails or overlays may be worn in clinical sites.
7. Any visible tattoo(s) must be covered in the clinical area. They may be covered with CASPN white lab coat. Skin tone tattoo coverings are also acceptable. Hand and neck tattoos may be left uncovered if they are unoffensive.
8. Excess makeup (including false eyelashes) and perfume are prohibited. Lightly fragranced body sprays or lotions are acceptable. The smell of cigarette smoke may cause allergic reactions. Students should avoid smelling of smoke while caring for patients.
9. Other restrictions may be applied at the discretion of the instructor as deemed appropriate for the clinical setting or according to agency policy.
10. Gum chewing is not allowed at any time during the clinical time frame. (Including pre and post-conference)
11. No smoking, chewing tobacco, and e-cigarettes or vapor type nicotine are allowed at the clinical setting or CASPN campus.
12. Headbands must be a solid color, either black, white, blue, or gray.

Mother/Baby & Peds Clinical Dress Code

Same as above.

Mental Health Clinical Dress Code

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

1. Wear your clinical shoes for mental health float out. Tennis shoes that are worn in clinical may be allowed in Mental Health facilities. No tennis shoes with color.
2. Jewelry, tattoos, piercing guidelines remain the same.
3. Lanyards and badge reels are strictly prohibited in the clinical. Students must use badge clips provided by CASPN.

Dress Code Violations

Noncompliance with the dress code that CANNOT be immediately corrected.

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

Noncompliance with the dress code that CAN be immediately corrected.

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

ATTENDANCE POLICY

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

Students may be excused a maximum of three (3) days per quarter. Students are expected to complete any assignments or complete make up work for the days they are absent (refer to p.22). The course grade will include 2 APPLE points daily per course for meeting the classroom requirements (refer to p.21). Students who miss more than three (3) classroom days per quarter must attend make-up days on final exam days. After the final exam, students will be mandated to stay for the remainder of the day, i.e. until 4 pm. Students will be required to complete an assignment and participate in activities designated by the instructor on one or both final exam days as deemed necessary. Missing more than 3 days may result in dismissal from the program.

Clinical Attendance

Students who will be absent or tardy for clinical must notify their clinical instructor or Clinical/Skills Lab Coordinator's office, preferably at least one hour before the start of the clinical day. Students should leave a message with their name, clinical site, or instructor's name. Of the three (3) days absence allowed per quarter, **only one (1) day may be a clinical day**. If a student misses a second clinical day within a quarter, they will be required to attend make-up day after the final exams. Make-ups for missed days will not carry into other quarters.

If a student is unable to attend the make-up day, the student will fail the clinical portion of the program, which results in dismissal from the program. Missing a third (3rd) clinical day in any one (1) quarter may result in dismissal from the program.

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

Please note the attendance requirements for the Financial Aid Satisfactory Academic Progress (SAP) policy may be stricter than the policy listed above. Please refer to the Financial Aid and Tuition portion of this Student Handbook.

Tardiness

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

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

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

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

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

Skills Lab Attendance

Attendance in skills lab sessions is essential to practice and master the skills needed for clinical preparation. If a student is absent on a skills lab practice day, he/she will be responsible for covering that material on his/her own time. If a skills testing day is missed, it is the student's responsibility to contact the Skills Lab Coordinator to schedule a make-up. This make-up should be done on the next day. If this is not done, the student may attend clinical, but is not able to perform that skill until that skills check-off is completed.

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

DISCIPLINE FOR VIOLATIONS

CASPn investigates and responds to all reports of any of the policies outlined in this Handbook or otherwise implemented by CASPN. Any violation of CASPN's policies may result in disciplinary action up to and including immediate dismissal. The appropriate discipline to be administered will be determined based on nature, and any exaggerating or extenuating factors present regarding any violation of this or applicable CASPN policies. CASPN reserves the right to take legal action where necessary against students or faculty who engage in prohibited or unlawful conduct.

PROBATION/DISMISSAL

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

With or without first receiving probation, a student may be dismissed from the program at any time because of failure to comply with CASPN policies or to meet satisfactory classroom performance and clinical performance. If the Nurse Administrator determines that a student's behavior or performance warrants dismissal, the student shall be sent a dismissal letter. The letter may be hand-delivered or sent by certified mail to the address on file as provided by the student. However, any failure of the mail system to properly send the letter shall not invalidate the dismissal. The dismissal is also not invalidated if the student has not provided an updated

address or refuses to accept the letter. The letter shall inform the student that he or she is being recommended for dismissal by the Nurse Administrator. The letter shall also include a brief explanation of the reason or reasons for the dismissal. The letter shall state that the student has two business days to appeal, in writing, the decision to dismiss by requesting an appeal before the Director of the CACC. The letter shall state that, if no timely request for an appeal is made, the dismissal will be effective and final two days after the letter's receipt. The letter may, if appropriate, inform the student that he or she may seek readmission to the nursing program. The letter need only substantially comply with this paragraph; no special language is required so long as the student is informed of the reason for dismissal and his or her right to request a hearing.

A student may deliver an appeal request to the Nurse Administrator. If the student does not request an appeal within two business days of receiving the letter of dismissal, the dismissal becomes effective and final. The Nurse Administrator may, but is not required to send a second letter to the student, explaining that the dismissal is now final.

Nothing in this section shall prevent CASPN from immediately removing a student from the premises if the Nurse Administrator or the Director of the CACC finds that the student's continued presence poses a threat to the safety of other students, staff, employees or clients.

If a student is dismissed and is eligible to return, the student has 10 business days from the date of the Director's final dismissal letter to send a letter requesting readmission to the program. The letter must be dated, written and signed by the student, and addressed to the Nurse Administrator. No verbal requests or emails will be accepted. If the letter is not received in 10 business days, the student will not be considered eligible for readmission. The student's request will be reviewed by the Admission, Promotion, and Retention Committee. The committee will be appointed by the Nurse Administrator and shall consist of volunteers, some of whom may be employees of CACC or CASPN. The committee shall evaluate the readmission request by objective criteria set by the CACC Director. If necessary, the committee may interview the student and gather such information as necessary to complete a report. The committee shall not rule on the readmission request but shall submit a report and recommendation to the Nurse Administrator based on the criteria for readmission. The committee report will be forwarded to the CACC Director for a final decision. Readmission will be offered to eligible students if vacancies permit. Readmission is a privilege, not a right, and a determination by the CACC Director that the student is not eligible for readmission is not subject to appeal.

PERMANENT DISMISSAL FROM CASPN

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

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

APPEAL OF DISMISSAL

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

- The student may bring witnesses, and the student may be represented by an attorney at the meeting, but CASPN shall be under no obligation to delay the hearing to accommodate the student's witnesses or attorney. When practical and efficient, witnesses and attorneys may participate by telephone.
- The hearing shall be informal, and it shall not be conducted like a trial. The hearing shall be limited to the issues of whether the student has violated CASPN policies and whether dismissal is an appropriate remedy. If the student raises a grievance against CASPN or CACC faculty or staff during the hearing, the grievance may be referred for handling under this Handbook's grievance procedure, but the hearing (and any decision to dismiss the student) shall not be delayed for resolution of the grievance.
- The Hearing Officer can consider documents and written statements in support of dismissal or opposition of dismissal, without requiring the presence of the person or persons who prepared them, provided, however, that such hearsay documents may not form the sole basis for dismissal. 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 evidence regarding the alleged policy violation or the propriety of the dismissal in response to the violation; however, the Hearing Officer may limit evidence that is repetitious or unrelated to grounds for dismissal. The Hearing Officer may end the hearing and sustain the dismissal of 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. A certified letter will be sent to the student within 10 business days to notify him or her of the result of the hearing. The decision shall be final without further appeal. If the dismissal is overturned after the appeal, the student may be required to attend a makeup day in the quarter of appealed dismissal.

WITHDRAWAL/READMISSION REQUIREMENTS

A lapse in attendance, for whatever reason, is considered a withdrawal from the program even if the student plans to repeat the quarter. The student must give written notice to the Nurse Administrator of their withdrawal. A lapse in attendance is defined as three or more consecutive absences from the program without prior approval.

To repeat a quarter, for any reason, a student must complete a written request for a return within 10 business days from the last day of attendance. If a student withdraws more than twice during the program, a meeting with the Nurse Administrator must be scheduled to return. A request for return will then be reviewed by the Admission, Promotion, and Retention Committee.

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

A student is allowed to repeat a quarter one time only and allowed to repeat no more than 2 quarters.

GRIEVANCE PROCEDURE

Definition and Purpose

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

Procedure

Step 1 The student(s) should discuss the problem with the instructor or staff member directly involved in the grievance issue. Oral response to the problem should be made within one (1) school day.

Step 2 If the problem is not resolved to the satisfaction of the student(s), the student(s) may present a written statement of the problem to the Nurse Administrator within one (1) school day after the response from the person(s) involved. A meeting will be held within three (3) school days after receipt of the written statement, and a written response will be made within two (2) school days after completion of the meeting.

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

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

PROGRAM COMPLETION

Graduation Requirements

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

Graduation Ceremony

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

Graduates and any students in the ceremony must wear the regulation white school uniform unless prior approval has been made with the Nurse Administrator. Those not in the regulation school uniform **will not** participate in the graduation ceremony without prior approval. Students and others who appear under the influence of alcohol or drugs will be barred from the ceremony and will be subject to the school policy regarding the incident.



Graduation Ceremony
Class 120

NCLEX-PN Examination and Licensure

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

Qualifications for Licensure of Practical Nurses in Illinois

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

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

In accordance with the Illinois Administrative Procedures Act (5 ILCS 100/1-1 et seq.) and the Nurse Practice Act (225 65/50-1 et seq.), applications for renewal of a license or a new license shall include the applicant's Social Security number, and the licensee shall certify, under penalty of perjury that individual is not more than 30 days delinquent in complying with a child support order. Failure to certify shall result in disciplinary action, and making a false statement may subject the licensee to contempt of court.

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

CASPN TRANSCRIPTS

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

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

Access to Records

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

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

Parents Rights under FERPA

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

- Schools may disclose education records to parents if the student is claimed as a dependent for tax purposes.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
- Schools may inform parents if the student is under age 21 and has violated any law or policy concerning the use or possession of alcohol or drugs
- Schools may release the final results of a disciplinary proceeding against a student who is an alleged perpetrator of a “crime of violence or non-forcible sex offense” and who was found responsible for violating CCCTC policies in perpetrating the crime.

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

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

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

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

Control of Access and Release of School Student Records

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

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

School student records or information contained therein may consistent with Illinois law, be released, transferred, disclosed or otherwise disseminated, to the following:

1. A student or person specifically designated in writing as a representative by a student;
2. An employee or official of CASPN or Illinois Community College Board with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
3. Official records custodians of other schools in which the student has enrolled or intends to enroll, upon request of such official or student;
4. Any person for research, statistical reporting or planning, provided that no student can be identified from the information and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules about school student records;
5. Any person under a court order;
6. Any person specifically required by State or Federal law;

7. Subject to regulations of the Illinois Community College Board, in connection with an emergency, to appropriate persons if the information is necessary to protect the health or safety of the student or other persons;
8. Any person with the prior specific dated written consent of the student designating the person to whom the records may be released.

Rights and Procedures for Challenging School Student Records

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

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

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

- i. To retain the challenged contents of the student record;
 - ii. To remove the challenged contents of the student record; or
 - iii. To change, clarify, or add to the challenged contents of the student record.
- f. Any party shall have the right to appeal the decision of the local hearing officer to the Illinois Community College Board within 20 school days after such a decision is transmitted. If the student appeals, the student shall so inform CASPN, and within 10 school days, CASPN shall forward a transcript of the hearing, a copy of the record entry in question, and any other pertinent materials to the Illinois Community College Board. CASPN may initiate an appeal by the same procedures.
- g. Upon receipt of such documents, the Illinois Community College Board shall examine the documents and record to determine whether CASPN's proposed action concerning the student's record complies with the Act, make findings and issue a written decision to the student and CASPN within 20 school days of the receipt of the appeal documents.
- h. The final decisions of the Illinois Community College Board may be appealed to the Circuit Court of Sangamon County (see Section 7(c) of the Act).

Directory Information and Disclosure

Information that may be designated as directory information shall be limited to identifying information: name, address, gender, grade level, birth date and place, parents' names and addresses; academic awards, degrees, and honors; information in relation to school-sponsored activities and organizations; major field of study; and period of attendance in the school.

"Directory Information" may be released to the general public, unless a student requests that any or all such information not be released. A student who does not want some or all of the directory information listed above released to the public must send a written request to the Nurse Administrator objecting to its release.

Destruction of School Student Records

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

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



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

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

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

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

Student's Signature: _____ Date: _____

Photo Release

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

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

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

Student's Signature: _____ Date: _____



Capital Area School of Practical
Nursing

Financial Aid Policies

CASPN Financial Aid Terminology

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

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

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

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

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

LOAN – Funds that require repayment typically with interest.

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

PAYMENT PERIOD – At CASPN, one payment period is equal to 2 quarters. Payment period 1 consists of Quarters 1 and 2. Payment period 2 consists of Quarters 3 and 4.

INSTITUTIONAL EXPENSES – The enrollment expense at CASPN for tuition, books, uniforms, supplies, and fees.

NON-INSTITUTIONAL EXPENSES – This is the estimated expense the student will incur during our academic year for living expenses such as room & board, transportation (not including auto loan payments), and personal expenses.

TOTAL COST OF ATTENDANCE – This is the expense amount that is used when calculating the maximum amount of financial aid that can be awarded per academic year to a student. It is comprised of tuition, fees, supplies, and books and the cost of living expenses as determined by CASPN.

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

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

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

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

General Policies

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

Book Voucher and Uniform Voucher

The deadline to file the Free Application for Federal Student Aid and ensure the availability of programs such as book vouchers and uniform vouchers, for those that qualify, is no later than 1 month before the required Orientation. Should your FAFSA® be filed after that deadline, the student may still be issued the waiver or voucher(s) if time permits before the first day of enrollment.

Payment of Institutional Expenses (Tuition, books, uniforms, and fees)

1st payment period (Quarters 1 and 2) due dates:

- Uniforms – Due at Orientation
- Books – Due on or before the 1st day of class
- Tuition and fees – Due before 1st day of class

2nd payment period (Quarters 3 and 4) due dates:

- Tuition and fees – due 2 weeks before the first day of 3rd Quarter
- Books – Due on or before the 1st day of 3rd Quarter

All payments are to be made payable to CASPN. Payment may be in the form of cash, money order, certified/cashiers check, debit/credit card, or personal check.

A student may not be allowed to enter the 3rd Quarter, still owing a balance due for the 1st payment period (Quarters 1 and 2).

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

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

A student who withdraws and then reenters the same program at the same school within 180 days is considered to be in the same payment period from which they withdrew and are entitled to only the amount of financial aid not previously received and/or aid returned in that payment period based on Return of Title IV calculations. Once the student completes the payment period for which he/she has previously been paid, they become eligible for subsequent Title IV Funds. The State of Illinois Monetary Award Program (MAP) Grant will be based on eligibility in the award year upon which the student returns. If a student reenters the same program more than 180 days after withdrawal, the student starts a new payment period.

Leave of Absence

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

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

Non-institutional expenses

The estimated expense the student will incur during our academic year for living expenses such as room & board, transportation (not including auto loan payments), and personal expenses.

Other Expenses Related to the LPN Program

Non-institutional expenses such as NCLEX application fees, fingerprinting, class pictures, class pin, etc., amounts, and deadlines will be announced during the 3rd Quarter.

Financial Aid Program Participation

The school participates in the following financial aid programs: Federal Pell Grants, State of Illinois MAP Grant, Federal Direct Student and Parent Direct PLUS Loans, WIOA (Workforce Innovation and Opportunity Act), DORS (Dept. of Rehabilitation Services), Upward Mobility, IDES, IETC, Veterans Affairs Education Programs, other local government, community based and private scholarships, grants and loans.

Confirmation of Student Immigration and Naturalization Service (INS) Status

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

Federal Direct Student Loans

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

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

These requirements can be completed at <https://studentloans.gov>.

Tuition and Fees

Estimated Institutional Expenses – Per Payment Period			
	1 st Payment Period		2 nd Payment Period
Tuition	\$5,500.00	Tuition	\$5,500.00
Books, Uniforms, and Supplies	\$1,093.00	Books and Supplies	\$290.00
Fees	\$1,015.00	Fees	\$950.00
Total	\$7,608.00	Total	\$6,740.00
Estimated Non-Institutional Expenses Per Academic Year			
	Dependent Student Living with Parents		Independent Student/ Dependent Student Off Campus
Room and Board	\$4,500.00	Room and Board	\$15,021.00
Transportation	\$8,559.00	Transportation	\$8,559.00
Personal	\$3,069.00	Personal	\$3,069.00
Est. Loan Fees	\$60.00	Est. Loan Fees	\$100.00
Total	\$16,188.00	Total	\$26,749.00
Estimated Pre-Licensure Expenses (Incurred in 3 rd and 4 th Quarters)			
Fingerprint Background Check	\$55.00	NCLEX Application – Continental	\$98.00
		NCLEX Application – Pearson Vue	\$200.00
Total	\$55.00	Total	\$298.00
Estimated Graduation Related Expenses (Optional)			
Graduation Pin	\$40.00 - \$105.00	Nursing Cap	\$25.00
		Graduation Pictures	\$5.00 - \$55.00+

Book Purchases

Books must be purchased through the Capital Area School of Practical Nursing. Books will be sold in two (2) bundles/sets.

The 1st bundle is to be paid for no later than the 1st class day of Quarter 1 unless the Financial Aid Office provided a Book Voucher. This set consists of all books and on-line components for Quarters 1 and 2. Books will be issued on the first class day of Quarter 1. The 2nd bundle is to be paid for no later than the 1st class day of Quarter 3 unless the Financial Aid Office provided a Book Voucher. This set consists of all books and on-line components for Quarters 3 and 4. Books will be issued on the first class day of Quarter 3.

Uniform Purchases

Uniforms are to be purchased through the Capital Area School of Practical Nursing. Uniforms will be ordered at Orientation. Uniforms must be paid for at orientation unless the financial aid office has provided you with a Uniform Voucher.

Satisfactory Academic Progress (SAP) Policy

To be eligible for federal and state financial aid, students are required by the U.S. Department of Education and the State of Illinois to maintain satisfactory academic progress toward their degree objectives. The following policy represents the standards adopted by the Capital Area School of Practical Nursing (CASPN) and applies to all students receiving financial aid. The Satisfactory Academic Progress Policy is the same for all students, regardless of Title IV eligibility.

Attendance Standard (Clock Hours)

Students must adhere to the attendance policy for both classroom and clinical courses. The attendance policy states that a student cannot miss more than three days per quarter and no more than one of those days can be a clinical day, resulting in an attendance requirement of 93%. Attendance reports are shared with the Financial Aid Specialist and Program Coordinator. One makeup day will be offered at the end of each quarter for students who exceed their allowed absences. These makeup hours will be included in the total attendance for the SAP Review Period.

Academic Standard (Grading System)

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

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

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

All clinical coursework will be graded using the following scale:

<i>S=Satisfactory</i>	Clinical performance is safe and demonstrates the application of the nursing process, communication, psychomotor skills, and application of learning at the expected level. Student shows growth toward meeting the clinical program objectives.
<i>N/I=Needs Improvement</i>	Clinical performance is safe, yet essential information and background knowledge are deficient. The student demonstrates some growth in meeting clinical and program goals. The student completes the plan of improvement for each N/I received.
<i>U=Unsatisfactory</i>	Clinical performance is unsafe and/or inadequate in the application of the nursing process. Communication and psychomotor skills are poorly demonstrated. Evidence of growth toward meeting and the clinical program goals is not evident. An unsatisfactory in any area will fail the student for the quarter.

Review and Evaluation Periods

Student progress will be reviewed by the CASPN Secretary weekly to identify students who may be at risk regarding satisfactory academic progress. Students who meet the attendance and academic standards described above will be considered to be making satisfactory academic progress. The official Financial Aid Satisfactory Academic Progress review will occur once a student has completed a payment period (665 clock hours). At that time, the Financial Aid Specialist will review the student's completed attendance and completed grades to determine the SAP status.

Reinstatements, Appeals, and Financial Aid Probation

Students who enroll in the school are considered to be making satisfactory academic progress during their initial evaluation period. If a student is dismissed or withdraws from the program, they have to request in writing to return with a subsequent class within two weeks of the date on the final dismissal letter or the date on the formal withdrawal letter. Once this is received the student's file will be reviewed by the Retention Committee, and they will determine the student's eligibility to return. If the student is not allowed to return to the program, their financial aid will not be reinstated, and there are no provisions for an appeal.

A student may request an appeal when their financial aid has been terminated due to not meeting all requirements of the Satisfactory Academic Progress policy. The file will be reviewed by the Financial Aid Specialist. Decisions will be based on current year Federal Rules and Regulations. The student will be notified in writing of the decision made by the Financial Aid Specialist, and they will be on Financial Aid Probation per Federal Financial Aid guidelines. The student will be expected to follow the SAP guidelines as to when they previously attended. Students who fail to meet either of the two progress standards a second time on an evaluation date are dismissed from the CASPN program and are therefore no longer eligible for Federal Financial Aid.

Course Incompletes, Transfer Credits, Withdrawals, and Repetitions

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

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

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

If a student withdraws from the program and returns within 180 days of withdrawal, the student is treated as a returning student to the same payment period that was in place when the student withdrew and must complete any clock hours for which the student previously received federal funding before being eligible for additional funding. A student who returns to the program after more than 180 days have elapsed since withdrawal may be eligible for federal aid for any quarters the student must repeat to obtain academic credit. Students should meet with the Financial Aid Specialist to discuss the conditions under which federal aid may be awarded for repeated courses. Students cannot withdraw from specific courses and remain in the program. All classes are taken in a specific order.

Upon reinstatement into the program, all classes for the quarter, the student was previously attending will be repeated. The previous grade will have no bearing on the grade given for the repeated courses. However, regarding financial aid eligibility, the student will only be allowed to repeat that quarter once. The student is only allowed to repeat up to two quarters. If a student withdraws or fails any courses during the second quarter being repeated, they will no longer be eligible for any federal funding. The transcript will list total attempted hours versus completed hours (i.e., 997.5 hours attempted, 665 hours completed). Total attempted hours cannot exceed 1995 hours/285 days or 150% of the published length of the program.

Once a student is dismissed or withdraws from the program, they are no longer eligible for any federal aid unless they re-enroll in the future. If, when calculating earned hours, credit is due to the student, it will be paid as a post-withdrawal disbursement, but no further funding will be available while the student is not regularly attending classes.

Maximum Timeframe

In this program, the published length of the program is one academic year. The academic year is defined as four quarters, totaling 1330 clock hours or 190 instructional days. There are 2 equal financial aid payment periods comprised of 95 instructional days each, and there is no provision for students to attend on a part-time basis. Students must complete each quarter before progressing to the next quarter. The maximum time frame, expressed in days, in which students may receive federal student aid, cannot exceed 150 percent (285 instructional days) of the published length of the program, including all completed and uncompleted quarters.

This time frame is measured per payment period for financial aid purposes with federal aid being awarded on a semester schedule or twice per academic year. There is no provision for advanced placement due to previous coursework of any student other than a student who was previously enrolled and dropped from CASPN. Students who drop from the program for either academic or attendance issues may appeal for readmission to the following class.

Transcript

Grades and hours from previous attempted quarters will be shown on the transcript but listed as attempted hours vs. completed hours.

Tuition Refund and Award Disbursement Policy

Capital Area School of Practical Nursing's tuition refund policy follows that of the Federal Return of Title IV Funds under the Higher Education Act Amendment of 1998.

Drop Date/Last Date to Withdraw

Students will have through the 5th class day in quarters 1 and 3 to withdraw from CASPN without being liable for tuition, fees, or expenses except for the non-refundable \$500 tuition deposit, book fees, skills lab kit fee if issued on or before drop date and uniforms that were purchased with school vouchers on or before the drop date.

Determining Withdrawal Date in Regards to Title IV Funding

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

Calculating Title IV Funds Earned

Once a student is dismissed or withdraws from the program, a "Drop Sheet" is created stating details such as the last date of attendance, drop date, and reason for withdrawal or dismissal. The Admissions Office is required to submit these forms to the Financial Aid office within one week of the drop date to ensure all returns and/or refunds are processed before the 45-day deadline required by the Department of Education. The dates are used in calculating earned funds and also to determine if funds are returned to Title IV or if any refunds are due to the student. The Drop Sheet is kept in the student's financial aid file along with the forms used in the calculations and any other information regarding the R2T4 (i.e., bank receipts and payment confirmations). These calculations and returns are to be made within 45 days of the last date of attendance. When returns are required, unsubsidized loans are returned first. If those funds are exhausted and more funds are to be returned, subsidized loan funds will be returned, followed by Pell Grant funds, if necessary.

Post-withdrawal Disbursements

If a student withdraws before receiving all eligible Title IV funds, CASPN will utilize calculations to determine what funds were earned by the student and will issue a post-withdrawal disbursement if the student has earned more funds than have been disbursed while attending classes. Before any refund to a student, CASPN is required to return any grant overpayment the student owes. After and/or if there is no overpayment owed by the student, funds will be disbursed to the student. CASPN is allowed to credit a student's account for any funds still owed to the school (i.e., tuition, books) for current term charges. This can only take place if the student has contracted with the school. Funds withheld by CASPN cannot exceed monies owed by the student. These funds can be credited without the student and/or parent's permission. The student does not have to be notified before CASPN crediting Pell funds to the account. The school must disburse any amount of a post-withdrawal disbursement of grant funds that are not credited to the student's account. Moreover, the school must make the disbursement as soon as possible but no later than 45 days after the date of the school's determination that the student withdrew.

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

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

Scheduled hours will be used to determine the percentage of the period completed by a student withdrawing from a clock hour program. A student withdrawing from a clock hour program would earn 100 percent of his or her aid if the student's withdrawal date occurred after the point when he or she was scheduled to complete 60 percent of the scheduled hours in the payment period. A student withdrawing before completing 60 percent of the payment period has earned the equivalent percentage of Title IV aid that has been or can be disbursed.

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

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

The order in which unearned funds must be returned to the Title IV programs is:

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

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

Title IV Repayments

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

Illinois MAP Grant Refund Policy (MAP SCHOOL CODE: 172) – Dismissal / Withdrawal:

The policy for refunding the State of IL MAP Grant funds follows the rules and regulations set by the State of Illinois. The requirement is for clock hours to be converted to credit hours. The maximum number of credit hours the State of Illinois will consider for payment is 15 regardless of the actual amount of credit hours of enrollment. Also, the student must be in attendance past the official drop date for the payment period. CASPN's official drop date is the 5th scheduled classroom day of each payment period (Quarter 1 and Quarter 3).

The clock hours attempted per quarter enrolled by the student will be converted to credit hours and rounded to the nearest whole number utilizing the following formula:

$$\frac{\text{\# of clock hours scheduled for the period of enrollment}}{37.5}$$

Example: Student withdraws or is dismissed during the 1st quarter. The hours scheduled for the 1st quarter are 336 clock hours. $336/37.5 = 8.96$ rounded to 9 credit hours. This student is considered to have earned 9 credit hours of the State of IL MAP Grant.

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

Example: The student was determined to have earned 9 credit hours of IL MAP Grant at the time of withdrawal or dismissal. The amount the student was eligible for during the payment period of enrollment was \$2434.50. The following calculation will determine the amount of aid earned:

$$\$2434.50/15 \text{ credit hours} = \$162.30/\text{credit hour}$$

$$\$162.30 \times 9 \text{ credit hours earned} = \$1460.70 \text{ IL MAP Grant earned.}$$

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

If a refund is required, the student will be notified by either the Financial Aid or Business Office in writing.

Federal Direct Student Loan Program

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

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

The final default rates on student loans are as follows:

Year	Default Rate
2012	6.7
2013	10.1
2014	7.4
2015	8.6

Parent Direct PLUS Loan

The Parent Direct PLUS Loan is a non-need based loan available to parents of dependent students. The PLUS Loan is obtained in the name of a parent. The maximum amount a parent can borrow is the “cost of education minus financial aid received.”

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

Federal Direct Student Loan/Parent Direct PLUS Loan Interest Rates and Loan Fees for 2018-2019

Interest Rates

On May 8, 2019, the Treasury Department held a 10-year Treasury note auction that resulted in a high yield of 2.479%. The chart below shows the interest rates for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans first disbursed on or after July 1, 2019, and before July 1, 2020.

Loan Type	10-Year Treasury Note High Yield	Add-On	Fixed Interest Rate
Direct Subsidized Loans and Direct Unsubsidized Loans for Undergraduate Students	2.479%	2.05%	4.53%
Direct PLUS Loans for Parents of Dependent Undergraduate Students and Graduate or Professional Students	2.479%	4.60%	7.08%

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

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

Loan Fees

The chart below shows the loan fees for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans first disbursed on or after Oct. 1, 2018, and before October 1, 2020.

Loan Type	First Disbursement Date	Loan Fee
Direct Subsidized Loans and Direct Unsubsidized Loans	On or after 10/1/18 and before 10/1/19	1.062%
	On or after 10/1/19 and before 10/1/20	1.059%
Direct PLUS Loans	On or after 10/1/18 and before 10/1/19	4.248%
	On or after 10/1/19 and before 10/1/20	4.236%

Loans first disbursed before Oct. 1, 2018, have different loan fees.

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

Repayment of Loans

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

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

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

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

lender and/or federal government. Requests for consolidation of all loans to allow the student to make one quarterly payment, instead of two or more, must also be initiated by the student.

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

Default Prevention

In addition to entrance and exit counseling interviews, <https://studentaid.ed.gov>, <https://studentloans.gov>, <https://www.nsls.ed.gov>, and <http://www.isac.org/students/> (Illinois Student Assistance Commission) are useful websites that provide college, career, and financial aid information and services. A student who does not begin repayment or does not maintain the repayment schedule as required is considered to be in default.

A student, who is in default on a Federal Direct Student Loan or owes a Pell Grant refund under the Title IV Program, is NOT eligible for further financial aid.

Default status can result in an adverse credit rating, garnishment of wages, withholding of Federal or State Tax refunds, denial of LPN licensure, and possible litigation.

Disbursement of Awards

The first payment period disbursement(s) of financial aid will be within two (2) weeks of the last date to withdraw from Quarter 1. Please note that per the US Department of Education, students that are first-time borrowers of the Federal Direct Student Loan Program are not allowed to have their first student loan disbursement made until a minimum of 30 days of enrollment has been achieved.

The second payment period disbursement(s) will be made within approximately two (2) weeks of the last date to withdraw from Quarter 3.

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

- Title IV Funds will be disbursed to the student's account within three (3) business days from the date the funds are received by CASPN. Any credit balance owed to the student will be issued in the form of a paper check by the Business Office within fourteen (14) days of the date of disbursement.
- State of Illinois MAP Grant funds will be disbursed to the student's account within ten (10) business days from the date the funds are received by CASPN.
 - Per the Illinois Student Assistance Commission (ISAC) MAP Grant Rules, Section 2735.30 Program Procedures (j) [1], [2], MAP grants are applicable only toward

tuition and mandatory fees. MAP grants may not exceed the maximum award specified at 110 ILCS 947/35(c); or the institution's tuition and mandatory fee charges on file with ISAC. As a result, there will be no credit balance issued to the student if it is MAP Grant funds. Any MAP Grant credit balance is required to be refunded to the State of Illinois.

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

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

Remember, typically, only one-half of all money is disbursed per payment period.

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

State of IL MAP Grant Disclosure

By applying for financial aid and agreeing to share that information with the Illinois Student Assistance Commission (ISAC), you have been considered for the State of Illinois (IL) Monetary Award Program (MAP) Grant. All MAP-approved institutions are required by the State of Illinois to announce MAP Grant awards to students who are enrolled or intending to enroll at their institution. An award amount is included in this letter if you have met the eligibility criteria. The MAP Grant award amount is an estimate made by the financial aid office and is identified as a "State of IL MAP Grant (Est)." Please be aware that the number of available MAP Grants is limited by funding levels approved by the Illinois General Assembly and the Governor, and reductions to estimated or actual MAP Grants are possible. There are also limitations to how long you can continue to receive a MAP Grant. Usage is tracked by the number of credit hours for which you've received MAP benefits and is referred to as MAP Paid Credit Hours (MPCHs). The maximum number of MPCHs that can be received is 135, and you must be at the junior level or above to use more than 75 MPCHs. For your reference, and to learn more about MPCH limitations, you may access a record of your MPCHs through the ISAC Student Portal at <https://studentportal.isac.org/MPCH>.

MAP Paid Credit Hours (MPCH) at CASPN

MAP eligibility is divided between two 20 week (665 clock hours) payment periods. To determine the number of MAP paid credit hours used, the number of clock hours completed is divided by 37.5 per the Federal Student Aid Handbook guidelines. The calculation is done for the 1st payment period and then again for the 2nd payment period.

Formula:
$$\frac{\text{clock hours completed}}{37.5} = \text{credit hours used}$$

The MPCH for each student is checked on the GAP Access site at the time the award is packaged. A student with 59 or less MPCH at the beginning of our program will meet the MPCH

requirements for the MAP award in both payment periods. A student with 74 MPCH will only meet MPCH requirements for the MAP award in one payment period.

Applicant Eligibility – Minimum credit hours/clock hours earned

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

Verification of Residency (IL)

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

"Resident of Illinois" –

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

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

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

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

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

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

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

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

- IL driver's license issued no later than 12 months before the student's first scheduled day of class.
- Current IL auto registration card with an expiration date no later than the student's first scheduled day of class.
- State of IL identification card issued by the Secretary of State issued no later than 12 months before the student's first scheduled day of class.
- 2016 W-2 (sent in January 2017)

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

- IL driver's license
- 2016 Tax Return Transcript with Illinois address
- IL voter's registration card
- State of IL identification card issued by the Secretary of State
- Utility or rent bills in the parent's name
- Residential lease in the parent's name
- Property tax bill
- IL auto registration card
- W-2
- 2016 IRS form 1099-Miscellaneous Income Statements
- Statement of benefits history from the IL Department of Public Aid
- Statement of benefits from the IL Department of Employment Security
- Statement of benefits from the Social Security Administration

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

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

MAP Grant Refund Policy – Dismissal / Withdrawal:

The policy for refunding the State of IL MAP Grant funds follows the rules and regulations set by the State of Illinois. The requirement is for clock hours to be converted to credit hours. The maximum number of credit hours the State of Illinois will consider for payment is 15 regardless of the actual amount of credit hours of enrollment. Also, the student must be in attendance past the official drop date for the payment period. CASPN's official drop date is the 5th scheduled classroom day of each payment period (Quarter 1 and Quarter 3).

The clock hours attempted per quarter enrolled by the student will be converted to credit hours and rounded to the nearest whole number utilizing the following formula:

$$\frac{\text{\# of clock hours scheduled for the period of enrollment}}{37.5}$$

Example: Student withdraws or is dismissed during the 1st quarter. The hours scheduled for the 1st quarter are 336 clock hours. $336/37.5 = 8.96$ rounded to 9 credit hours. This student is considered to have earned 9 credit hours of the State of IL MAP Grant.

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

Example: The student was determined to have earned 9 credit hours of IL MAP Grant at the time of withdrawal or dismissal. The amount the student was eligible for during the payment period of enrollment was \$2434.50. The following calculation will determine the amount of aid earned:

$$\$2434.50/15 \text{ credit hours} = \$162.30/\text{credit hour}$$

$$\$162.30 \times 9 \text{ credit hours earned} = \$1460.70 \text{ IL MAP Grant earned.}$$

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

If a refund is required, the student will be notified by either the Financial Aid or Business Office in writing.

Title 38 Students under U.S. Code

Veterans and eligible students drawing education benefits, who have changes in their programs that affect educational benefits, must have them reported within two (2) weeks and no longer than thirty (30) days to the United States Department of Veteran Affairs Regional Office. Upon receipt of official transcripts and course descriptions of the prior education, students with prior post-secondary or college credits will be evaluated for possible advanced placement in the nursing program.

Verification Policy

Verification is a process that enables a school to confirm the accuracy of information used to determine a student's eligibility for Federal Student Aid. A student's file may be selected for verification by either the school or by the U.S. Department of Education.

If a student's file has been selected for verification, the following may be requested from the student:

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

The institution will not process financial aid disbursements for any student who has not completed the verification requirement. Students must provide the above information within two (2) weeks of the date of the request or one (1) week from date of the request if the request is made on or after Orientation.

Students will be required to correct any erroneous information that is found. The verification process is not considered to be complete during periods of corrective action. Corrections may include a recalculation of the student's EFC and/or dependency status once resubmission through the U.S. Department of Education's Central Process System is complete.

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

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

In the event of an overpayment of the Pell Grant, the student will be notified and given 30 days to repay the overpayment. After that time, any unpaid balance over \$25 will be sent to the Department of Education for collection action. Until the balance is cleared, the school will withhold all academic transcripts, and the student will no longer be eligible for Title IV assistance. Students will forfeit their right to federal assistance for non-compliance with verification policies.

Student Loan Code of Conduct

General Provisions

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

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

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

Prohibition against Remuneration to CACC/CASPN

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

- Revenue Sharing Agreements
- Any goods (such as computer hardware) for which CACC/CASPN pays below market price

- Any computer software used to manage loans unless the software can manage disbursements from all lenders
- Any printing costs, postage or services

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

Prohibition against Remuneration to CACC/CASPN Employees

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

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

Ban on Gifts

No CACC/CASPN employee involved in the affairs of the school's financial aid office shall solicit or accept any gift from a lender, guarantor, or servicer of education loans.

Gifts are defined as but not limited to:

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

The following would not be considered "gifts":

- Standard material, activities, or programs on issues related to a loan, default aversion, default prevention, or financial literacy, such as a brochure, a workshop, or training.
- Food, refreshments, training, or informational material furnished to any officer, trustee, director, or school employee, as an integral part of a training session that is designed to improve the service of a lender, guarantor, or servicer of education loans to the institution, if such training contributes to the professional development of the officer, trustee, director or employee.
- Favorable terms, conditions, and borrower benefits on an education loan provided to all students.
- Entrance and Exit counseling services provided to borrowers to meet the institution's responsibilities for entrance and exit counseling as required by law as long as the

institution's staff are in control of the counseling and such counseling does not promote the products or services of any specific lender.

- Philanthropic contributions to CACC/CASPN from a lender, servicer, or guarantor that are unrelated to education loans or that are not made in exchange for any advantage related to education loans. State education grants, scholarships, or financial aid funds administered by or on behalf of a state.

Ban on Gifts to Family Members

Gifts to family members of any officer, trustee, director, or employee of CACC/CASPN will be considered a gift to the said officer, trustee, director, or employee of CACC/CASPN if:

- The gift is given with knowledge and acquiescence of the officer, trustee, director or employee of CACC/CASPN, and the office, trustee, director or employee of CACC/CASPN has reason to believe the gift was given because of the official position of said officer, trustee, director, or employee of CACC/CASPN.

Limits on CACC/CASPN Employees Participating on Lender Advisory Boards

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

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

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

Contracting Arrangements Prohibited

Any officer, trustee, director, or employee of CACC/CASPN is prohibited from accepting any payments of any kind from a lender in exchange for any consulting services related to educational loans.

- This does not prevent anyone else in the institution, which has nothing to do with student loans from entering into these arrangements.
- This does not prevent anyone not employed in the financial aid office who has "some" responsibility for student loans from entering into these agreements if that individual in writing, recuses himself or herself from any decision regarding educational loans.
- This does not prevent anybody from serving on a Board of Directors or trustee of an institution if the individual, in writing, recuses himself or herself from any decision regarding educational loans.

Revenue Sharing Agreements Prohibited

CACC/CASPN will not enter any revenue sharing agreement where:

- A lender provides or issues a loan that is made, insured, or guaranteed under this title to students attending the institution or to the families of such students; and
- The institution recommends the lender, and in exchange, the lender pays a fee or provides other material benefits.

Prohibition on Offers of Funds for Private Loans

CACC/CASPN will not request or accept any agreement or offer of funds for private loans in exchange for concessions or promises of:

- A specified number of loans made, insured or guaranteed
- A specified loan volume
- A preferred lender arrangement

Ban on Staffing Assistance

CACC/CASPN will not request or accept from any lender any assistance with financial aid office staffing. This ban does not include:

- Professional development training for financial aid administrators
- Educational counseling materials, financial literacy materials, or debt management materials to borrowers provided that such materials disclose to borrowers the identification of any lender that assisted in preparing or providing such materials.
- Staffing services on a short-term, non-recurring basis to assist the institution with financial aid-related functions during emergencies, including State-declared or federally declared natural disasters.

Interaction with Borrowers

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

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

Financial Aid Office Code of Conduct

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

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

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

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

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

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

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

Gainful Employment Disclosure - 2019

Program Name: Practical Nursing

This program is designed to be completed in 40 weeks.

This program will cost \$14,300.00 if completed within normal time. There may be additional costs for living expenses. These costs were accurate at the time of posting but may have changed.

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

The program meets licensure requirements in the following states: Illinois

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

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other post-secondary institutions, please click here:

<https://collegescorecard.ed.gov/>

Capital Area School of Practical Nursing

Veterans Addendum to the Student Handbook (2019-2020)

Graduation Requirements

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

Credit for Prior Education and Training

Capital Area School of Practical Nursing will grant veterans appropriate credit for previous education and training and will shorten the length and cost of their program proportionately to match this award of credit. Veterans will be required to present appropriate documentation to receive credit for prior education and training.

Acknowledgment of Receipt of Veterans Addendum

Capital Area School of Practical Nursing has provided me with the Veterans Addendum to the Student Handbook, and I have read and understood the policies contained within the Addendum. I also understand a veteran receiving federal veterans' educational benefits that I will have to comply with the policies contained within the Veterans Addendum.

Signature of Veteran/Dependent

Date

Signature of Capital Area School of Practical Nursing Representative

Date

Addendum to Catalog
Compliance with 38 USC 3679(e)
VA Pending Payment Compliance

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

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

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

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information as needed to certify the enrollment as described in other institutional policies properly (see our VA School Certifying Official for all requirements).